



# PARISH OF ASCENSION

PURCHASING

## REQUEST FOR PROPOSALS

Request for proposals will be received by the Ascension Parish Government at the Ascension Parish Government Purchasing Office, 615 East Worthey St., Gonzales, LA 70737 until **October 10, 2024**, at 3:00 p.m. (CST) for the following:

### Independent Certified Public Accountant Services

#### STATEMENT OF WORK

The Ascension Parish Government (Parish) is seeking proposals from qualified Independent Certified Public Accountants (CPA) to provide comprehensive auditing and accounting services. The selected firm will be responsible for conducting annual financial audits, assist in preparing financial statements, and providing related professional services in accordance with generally accepted auditing standards (GAAS) and government auditing standards.

*Primary tasks consist of but are not limited to:*

- (1) Conduct an annual financial audit of the Parish's financial statements in accordance with GAAS and government auditing standards*
- (2) Interested parties will be expected to assist with preparation of the Parish's Annual Comprehensive Financial Report (ACFR), including related footnote disclosures and statistical section, and with the preparation of the letter of transmittal and management's discussion and analysis*
- (3) The successful CPA will assist with preparation of the Schedule of Expenditures of Federal Awards and Data Collection Form, and be expected to perform the audit in accordance with federal guidelines and prepare the Federal Data Collection Form*
- (4) The successful CPA will be required to test the Parish's compliance with the Parish Transportation Act*
- (5) The successful CPA will provide assistance relating to reconciling Parish financial records to required disclosures in the Parish's financial statements*
- (6) The successful CPA will review the Parish current procedures for recommendation of improvements in financial practices*
- (7) The Parish has 14 component units that are included in the ACFR*
- (8) The Parish maintains a capital asset depreciation schedule, although the CPA assists with reconciliation to the annual financial statements, Parish internal general ledger activity, and infrastructure records maintained by the Department of Public Works*
- (9) The successful CPA will provide assistance in filing U.S. Department of Housing and Urban Development (HUD) Section 8 Program documents to the HUD's Real Estate Assessment Center (REAC) system*
- (10) The successful CPA will also be engaged to perform specific procedures on the control and compliance areas identified in the Louisiana Legislative Auditor's State Agreed-Upon Procedures (SAUPs) for the fiscal year*



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All questions regarding the RFP shall be submitted to the Purchasing Department via email at [purchasing@apgov.us](mailto:purchasing@apgov.us) by 3:00 p.m. local time (CST) on **September 24, 2024**. Responses will be coordinated with the Project Coordinator and posted on the [www.centralauctionhouse.com](http://www.centralauctionhouse.com) by 3:00 p.m. local time (CST) no later than **October 1, 2024**.

Firms/individuals who are interested in providing services requested under this RFP must submit six (6) copies of the information specified. The information shall be received in hard copy (printed) version by: **Ascension Parish Government, Purchasing Department, 615 East Worthy Street, Gonzales, LA 70737** on or before 3:00 p.m. Central Standard Time on the date specified in the Schedule of Events. Electronic submittals are permitted via <http://www.centralauctionhouse.com>; however (6) hard copies must still be submitted within 24 business hours of the Proposal submission deadline (i.e. the Monday following the submission deadline since Parish buildings are closed on Fridays).

The Parish reserves the right to disqualify any bid, request for quotes, response to a request for qualifications, or request for proposals if it is determined that the submitting business entity is not in good standing with the Louisiana Secretary of State or is not authorized to do business in the State of Louisiana.

Ascension Parish Government reserves the right to reject all proposals for just cause.

DONALDSONVILLE CHIEF  
GONZALES WEEKLY

PLEASE PUBLISH 9/5/2024, 9/12/2024, 9/19/2024  
PLEASE PUBLISH 9/5/2024, 9/12/2024, 9/19/2024