

## **City of Bellefontaine Neighbors**

### **Request for Proposal (RFP) - Forensic Audit Services**

Issue Date: July 9, 2024

Proposal Due Date: August 9, 2024

#### **I. INTRODUCTION**

The City of Bellefontaine Neighbors is soliciting proposals from qualified forensic audit firms to conduct a **ten (10) year** comprehensive forensic audit. The purpose of the audit is to investigate potential fraudulent activities within the city's financial operations, identify any instances of fraud, and recommend measures to prevent future occurrences.

#### **II. BACKGROUND**

The City of Bellefontaine Neighbors has identified potential irregularities in its financial operations. An internal review has raised concerns about possible fraud, misappropriation of funds, and other possible financial misconduct. The City seeks an independent forensic audit to thoroughly investigate these issues and provide detailed findings and recommendations.

#### **III. SCOPE OF WORK**

##### **1. The selected firm will be required to:**

- a. Conduct a Preliminary Risk Assessment:
- b. Review available documents and information to understand the scope and nature of suspected fraud.
- c. Identify key areas of risk and develop a detailed audit plan.

##### **2. Perform Forensic Audit Procedures:**

- a. Examine financial records, transactions, and documentation.
- b. Conduct interviews with relevant personnel.
- c. Utilize forensic accounting techniques to detect and analyze fraudulent activities.
- d. Trace and reconstruct questionable transactions.

##### **3. Evaluate Internal Controls:**

- a. Assess the adequacy and effectiveness of existing internal controls.
- b. Identify control weaknesses that may have enabled fraudulent activities.

**4. Report Findings:**

- a. Provide a detailed report of findings, including evidence of fraud if specifically identified, the individuals involved, and the financial impact.
- b. Recommend corrective actions and improvements to internal controls.

**5. Present Findings:**

- a. Present the findings to the City Mayor and Board of Alderman and other relevant stakeholders.
- b. Assist in any legal or disciplinary actions that may follow from the audit findings.

**IV. PROPOSAL REQUIREMENTS**

Proposals must include the following information:

**1. Executive Summary:**

- a. A summary of the proposal, including the firm=s qualifications and experience in conducting forensic audits.

**2. Firms Background and Experience:**

- a. Detailed information about the firm, including size, structure, and areas of expertise.
- b. Relevant experience with forensic audits for governmental entities.

**3. Personnel:**

- a. Resumes of key personnel who will be assigned to this project.
- b. Description of their roles and responsibilities.

**4. Approach and Methodology:**

- a. Detailed description of the approach and methodology for conducting the forensic audit.
- b. Proposed timeline and milestones.

**5. Cost Proposal:**

- a. Detailed cost estimate, including fees for each phase of the audit.
- b. Any additional costs that may be incurred.

**6. References:**

- a. Contact information for at least three references from similar projects.

**V. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

**1. Experience and Qualifications:**

- a. Demonstrated experience in forensic audits, particularly in governmental settings.

**2. Methodology:**

- a. The robustness and appropriateness of the proposed methodology.

**3. Personnel:**

- a. Qualifications and experience of the proposed team members.

**4. Cost:**

- a. Reasonableness of the proposed cost and overall value.

**5. References:**

- a. Feedback from references on similar projects.

**VI. SUBMISSION INSTRUCTIONS**

Proposals must be submitted by 5:00pm on Thursday, August 9, 2024 to:

City of Bellefontaine Neighbors  
9641 Bellefontaine Rd.  
St. Louis, Missouri 63137

Proposals may also be submitted electronically to:  
Sruffin-hall@cityofbn.com

**VII. TERMS AND CONDITIONS**

The City reserves the right to reject any or all proposals.

The City is not responsible for any costs incurred in the preparation of proposals.

The selected firm will be required to enter into a formal agreement with the City.

## VIII. CONTACT INFORMATION

All inquiries regarding this RFP or the evaluation of any proposals shall be directed only through the Office of the City Clerk, at 9641 Bellefontaine Road, St. Louis Missouri, 63137. Any request for clarification of these specifications should be submitted in writing no later than **12:00 P.M. (Prevailing Local Time) on July 22, 2024 to the Office of the City Clerk.** It is the intention of the City to respond to all questions in writing. Any addendum to the proposal requirements will be issued in writing.

All proposals must be addressed to the City of Bellefontaine Neighbors, 9641 Bellefontaine Road, St. Louis, MO 63137, ATTN: CITY CLERK and received no later than August 8, 2024 at 3:00 p.m. Prevailing Local Time. Proposals should be submitted in a sealed envelope clearly marked "FORENSIC AUDIT SERVICES" with the name of the proposer, the date and time of the delivery. Proposals shall be submitted in duplicate – 1 original with signatures and one copy. The City reserves the right to reject any and all proposals; accept such proposal that is advantageous, beneficial or expeditious to the City; solicit new proposals; waive any technicalities and/or deficiencies and irregularities; or further negotiate the service level, price and other terms and conditions of the contract with the proposer designated as the best, and most responsive. The City will not be responsible for any costs or expenses incurred by the proposer in preparing and submitting a proposal.

Dinah Tatman, Mayor

For questions or further information, please contact:

Semmie Ruffin-Hall  
City Clerk  
314-867-7600  
Sruffin-hall@cityofbn.com