

## **Request For proposal (RFP): Forensic Audit**

### **Overview:**

City of Carthage is requesting proposals from qualified firms or individuals to conduct a forensic audit of our municipality's financial and operational activities. The purpose of the audit is to detect and prevent fraudulent activities, identify areas of potential financial irregularities, and improve internal controls, specifically parks and golf revenues and expenses for the previous five years.

### **Scope of Work:**

The selected firm or individual will be responsible for performing the following tasks:

- Conducting a comprehensive forensic audit of the parks and golf financial and operational activities, including a review of financial statements, budgets, and any other relevant documents or records.
- Identifying potential fraud risks and analyzing data to determine the extent of any fraudulent activities.
- Investigating any potential fraudulent activities and determining the root cause of any identified irregularities.
- Providing recommendations for improving the municipality's internal controls and preventing future fraudulent activities.

### **Proposal Requirements: Proposals should include the following information:**

- An overview of the firm or individual's experience in conducting forensic audits for municipalities or similar organizations.
- Details on the proposed approach and methodology for conducting the audit, including the timeline and estimated hours required.
- A breakdown of the proposed fees, including any additional expenses.
- Information on the qualifications and experience of the proposed team members who will be working on the audit.
- References from previous clients, preferably municipalities or similar organizations.

### **Timeline: The following timeline should be considered:**

- RFP release date: March 15, 2023
- Proposal submission deadline: April 3, 2023
- Selection of the winning proposal: April 12, 2023

**Selection Criteria: Proposals will be evaluated based on the following criteria:**

- Qualifications and experience of the firm or individual.
- Proposed approach and methodology for conducting the audit.
- Proposed fees and additional expenses.
- Qualifications and experience of the proposed team members.
- References from previous clients.

**Submission:**

Proposals should be submitted in writing via email or postal mail to the following address:

City of Carthage Missouri  
326 Grant Street  
Carthage, Missouri 64836  
[m.deal@carthagemo.gov](mailto:m.deal@carthagemo.gov)  
417-237-7000

**Contact information:**

For any questions related to this RFP, please contact Greg Dagnan, City Administrator, at [g.dagnan@carthagemo.gov](mailto:g.dagnan@carthagemo.gov) or 417-237-7003.

We look forward to receiving your proposal.

Sincerely,

Greg Dagnan, City Administrator