

# REQUEST FOR PROPOSALS

RFP Number – 2012-002

Closing Date – February 17, 2012

Closing Time – 0900 Hours

Audit Services

Callaway County  
Ambulance District

## REQUEST FOR PROPOSAL OF SERVICE

The Callaway County Ambulance District will be accepting proposals of service for a financial audit of the balance sheet of the Callaway County Ambulance and the related statement of revenue and expenses for the period January 1, 2011 through December 31, 2011 for the purpose of expressing an opinion on them, with said audit to begin no later than April 20, 2012

Additional professional services shall include telephone consultation as needed for up to fifteen minutes per month or three hours a year.

The audit approach shall include, but not limited to, cash receipts and disbursements tests, payroll test, confirmation of cash accounts, confirmation of receivables and payables, review of internal control procedures, and review of bookkeeping procedures.

All of the above items will be reported on as part of the report to management on internal control and suggestions to management. This report shall be reviewed with the Board of Directors within forty-five days of the site audit completion.

The proposal should include:

1. Cost and approximate length of time to complete audit.
2. A statement of experiences auditing special government entities and businesses in the medical profession and three references of this experience.

Submit proposals to: Callaway County Ambulance District  
P.O. Box 246  
Fulton, MO 65251  
Attn: Charles W. Anderson, Director

Proposals must be received no later than 9:00 a.m. on February 17, 2012 at which time they will be opened.

Proposals must also include the attached signature affidavit, completed and signed by the vendor.

The Callaway County Ambulance District reserves the right to reject any or all bids when deemed in the best interest of the Callaway County Ambulance District.

Signature Affidavit

By submitting this proposal, we certify that the following:

- We have not directly or indirectly entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition.
- No attempt has been made to induce any other person or firm to submit or not to submit a proposal.
- This bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor.
- This bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor.
- Under the penalty of perjury, the above statements are accurate.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions and specifications required by the Callaway County Ambulance District in this RFP, and declares that the attached bid and pricing are in conformity therewith.

_____	_____	
Name (Type or Print)	Title	
_____	_____	
Signature	Company or Firm	
_____		
Address		
_____	_____	_____
City	State	Zip
_____	_____	
Telephone	Fax	
_____		
E-Mail		