



**LOCATED IN
ST. CHARLES COUNTY, MISSOURI**

ANNUAL AUDIT SERVICES & ACFR PREPARATION

REQUEST FOR PROPOSAL

1. INSTRUCTIONS TO PROPOSERS

1.1 SEALED AND MARKED

Please provide proposals for Auditing Services and ACFR Preparation Services. One (1) original and one (1) signed copy for each proposal of the bid must be received in a sealed envelope marked “**REQUEST FOR PROPOSAL FOR AUDITING SERVICES AND ACFR PREPARATION SERVICES**” with the date and time addressed to:

Duckett Creek Sanitary District
Attn: Bridget Knudsen, Director of Finance and Administration
3550 Hwy K
O’Fallon, Missouri 63368

Unsealed, electronic copies (email), facsimile, and phone proposals will not be considered.

1.2 PROPOSER INQUIRIES AND CLARIFICATIONS

Questions, explanations or clarifications desired by a proposer regarding any part of the proposal must be ***requested in writing*** to the District (email preferred). Requests can be sent to the following person:

Bridget Knudsen
Director of Finance and Administration
Duckett Creek Sanitary District
Email: knudsen@duckettcreek.com

Please also include Krystal Jones at jones@duckettcreek.com in any email communication.

All questions must be received no later than **3:00 p.m. (local time) on Wednesday, July 08, 2026**. Any questions received after this deadline may not be answered. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective proposers in the form of an addendum.

It shall be the responsibility of each proposer, prior to submitting their proposal, to contact Purchasing at 636-498-8139, or to check the District website to determine if addenda were issued and to make such addenda a part of their proposal. The Request for Proposal and addenda will be posted on our website at: <http://duckettcreek.com>.

Written requirements in the proposal or its amendments are binding, but any oral communications between the District and the proposer(s) are not.

1.3 ESTIMATED SCHEDULE:

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| Release of Request for Proposal: | Wednesday, June 24, 2026 |
| RFP Questions Due Date and Time: | Wednesday, July 8, 2026 |
| Proposal Due Date and Time: | 3:00 p.m. (local time), July 22, 2026 |
| Interview Appointment: | TBD |

INTRODUCTION

General Information:

Duckett Creek Sanitary District is requesting proposals from qualified firms of certified public accountants for the preparation of the District's Annual Comprehensive Financial Report (ACFR), which includes completion of the annual audit for fiscal years ending December 2026, 2027, 2028, 2029 and 2030. This agreement is subject to annual appropriation. Either party may cancel the agreement by giving 90 days written notice prior to December 31. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America and the provisions of the Federal Single Audit Act, the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Nonprofit Organizations.

Background Information:

Duckett Creek Sanitary District is a political sub-division of the State of Missouri governed according to Missouri State Statutes. It is managed by a five-member Board of Trustees appointed by the St. Charles County Executive with concurrence of the St. Charles County Council. The Board appoints the Executive Director who is responsible for implementing the Trustees' directives and policies for the administrative guidance, operational functions, and strategic planning of the District. The County does not have significant influence on the District's services, and the District has no financial burden on the County.

The District's financial statements are presented in an enterprise fund, which is a proprietary fund used to account for business-type activities.

The District owns and operates a revenue producing sewerage system serving unincorporated St. Charles County and administers a Sewer Lateral Program. The District's service area covers 72 square miles and encompasses a portion of the cities of St. Charles, St. Peters, O'Fallon, Weldon Spring, Dardenne Prairie, St. Paul, Lake St. Louis, Wentzville and Cottleville. St. Charles County's estimated population as of 2025 was 435,262, and the District serves approximately one-third of those inhabitants.

The District's fiscal year is January 1 through December 31. The District is fiscally conservative and financially sound. The audited total net position as of December 31, 2025 was \$164 million. The total operating budget for the fiscal year beginning January 1, 2026 is \$27.9 million which includes a Capital Program budget of \$11.5 million. The District issues approximately 1,600 vendor checks, 100 vendor EFT payments, and 400 vendor ACH payments annually. Payroll is approximately \$4.8 million with an estimated 50 full-time and 5 seasonal part-time employees. Payroll processing is outsourced. The District currently serves 45,547 residential accounts and 1,394 commercial accounts.

Approximately 92% of the District's revenue is from sewer charges, 4% comes from the Sewer Lateral Program fees, and the remaining revenue comes from construction related activities such as connection and inspection fees, with a very small percentage coming from miscellaneous other revenue. In September 2023, Moody's Investors Service affirmed the District's Aa3 bond rating. As of July 1, the District's sole outstanding debt will consist of Certificates of Participation (COPS). The District maintains the option to refinance these COPS and may pursue that options if market conditions become favorable.

Basis of Accounting and Budgeting:

As a proprietary fund, the District follows the accrual basis of accounting.

The District prepares its budgets on a basis consistent with generally accepted accounting principles.

The District's most recent audit report and budget are available on the District's website at www.duckettcreek.com

Pension Plan:

The District participates in Missouri Local Government Employees Retirement System LAGERS-Single Employer Defined Benefit plan and requires a 4% contribution from full time employees. The District also offers employees the ability to participate in a 401k Plan which is 100% funded by employee contributions only.

Other Post-Employment Benefit Plan:

The District allows retirees to purchase health, dental, and vision insurance under the District's plan with 100% of the cost being paid by the retiree. An actuarial valuation is outsourced to insure proper reporting.

Finance Department Organization:

The Finance and Administration Department consists of nine employees. The principal functions performed and the number of employees assigned to each is as follows:

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|---|-------------|
| Finance Director | 1 employee |
| Accounting Supervisor | 1 employee |
| HR Generalist/Payroll Specialist | 1 employee |
| Accounting Clerk/Admin Assistant | 1 employee |
| Customer Service Manager | 1 employee |
| Utility Billing | 1 employee |
| Customer Service/Cashiering/Collections | 3 employees |

Computer System:

The District uses Tyler ERP Pro accounting software for Financial operations including Accounts Payable, Cash Collections, General Ledger, Utility Billing, Project Accounting, Budgeting, and Capital Assets. During fiscal year 2026, the District is undergoing a migration from ERP Pro 9 to ERP Pro 10. The financial migration is expected to go live in late July. The utility billing and cashiering migration is expected to go live from late September into mid-October. The District contracts with Paychex to use their Flex timekeeping and payroll processing software. All tax filings are handled by Paychex on behalf of the District.

District Contact:

The auditor's main contact with the District will be Bridget Knudsen, Director of Finance and Administration. Office location is at 3550 Highway K, O'Fallon, MO 63368. Office phone number: (636) 441-1244 and fax number is (636) 498-8100. E-mail address is knudsen@duckettcreek.com.

2. SCOPE OF SERVICES

2.1 Audit:

Duckett Creek Sanitary District desires the auditor to express an opinion on the fair presentation of its financial statements in conformity with U. S. generally accepted accounting principles (GAAP).

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board (GASB) as mandated

by generally accepted auditing standards. The auditor is not required to audit the Management Discussion and Analysis or audit data included in the Statistical Section of the financial report.

2.2 ACFR:

The District has received the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association the past 27 years and expects to continue to do so with the assistance of the audit firm selected. Experience in the preparation of an annual comprehensive financial report is therefore required and the District searches for a firm that actively participates in technically assisting clients which have previously received this award.

The auditing firm selected will be responsible for assisting in implementation of the current GFOA ACFR comment recommendations and for helping to respond in writing to any GFOA request for follow up on exceptions noted by the GFOA on the previous year's ACFR.

2.3 Single Audit:

A Single Audit was not required in fiscal year December 31, 2025 and will not be anticipated in each of the years under contract. However, the auditing firm selected will be responsible for completing the Single audit and all the required filings should that need arise during the contract period.

2.4 Deliverables:

The provider of audit services will provide the following:

1. Audit and ACFR must be delivered in a timely manner sufficient for its distribution to bond trustees and GFOA by June 30 of each year.
2. 10 bound copies and an electronic copy of the ACFR. The District shall retain the right to make or request additional copies as it deems necessary and appropriate.
3. Presentation of the ACFR by the provider of audit services to District Directors and the Board of Trustees at a public meeting in May.
4. 10 bound copies and an electronic copy of the Management Letter containing any recommendations for improvement of organizational effectiveness, internal controls and/or accounting controls.
5. Discussion of the Management Letter with the District Directors and Board of Trustees at a public meeting in May.

2.5 Proposed Annual Time Requirements:

| | |
|-----------------------------------|--|
| Audit fieldwork begins | March 8 or the second Monday in March annually |
| Audit fieldwork complete | March 31 |
| Draft of Financial Statements due | April 15 |
| Final Financial Statements due | May 12 or the second Wednesday in May annually |

The above time requirements must be closely adhered to so the District can meet its requirements to file its financial reports to the GFOA, State of Missouri, Bond Trustee, on EMMA should that become a future requirement during the contract period, and for completion of special reports that are required to be filed for its debt service requirements to meet various deadlines.

2.6 SUBMISSION REQUIREMENTS

To simplify the review process and to obtain the maximum degree of comparability, this portion of the proposal must follow the outline as set below and, at a minimum, contain the required information. Additional relevant information is encouraged.

- a) Submit a transmittal letter prepared on company letterhead indicating your interest in completing the District's RFP.
- b) Affirm Independence, disclose any potential conflicts, and substantiate licenses to practice in Missouri.
- c) Describe your firm's approach to conducting the audit examination, including your understanding of the scope of the services to be provided and the reports and documents required. It should indicate the approximate date the audit will begin and end (including any preliminary fieldwork). Include a copy of your most current peer review report.
- d) The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from Duckett Creek Sanitary District.
- e) Provide a proposed first-year timetable in calendar days for all stages of the project services and delivery of reports. This should be representative of each of the subsequent years under contract. Final Due Date for Financial Statements must be by the second Wednesday in May or before. If this timetable varies significantly from the projected timeline proposed by the District, please explain in detail how you plan to meet the May final report deadline.
- f) Describe the governmental experience of your firm including the specific details regarding experience in the preparation of an Annual Comprehensive Financial Report.
- g) Provide a list of references of up to five (5) most recent government clients for which services have been provided which are similar to those in the Scope of Services of this document within the past five (5) years. References should include client name, address, telephone number and email address for the contact person in each organization.
- h) Staffing of the audit and ACFR preparation. Biographies, including experience of the individuals who will be assigned to the engagement and the relevant experience of each in auditing governments or similar districts and preparing ACFR's must be furnished.
- i) A statement regarding any recent or foreseen merger or acquisition.
- j) Fees: The District requires a fixed fee for audit services for each year to be covered by this agreement including:
 - Audit & ACFR for the year ending December 31, 2026
 - Audit & ACFR for the year ending December 31, 2027
 - Audit & ACFR for the year ending December 31, 2028
 - Audit & ACFR for the year ending December 31, 2029
 - Audit & ACFR for the year ending December 31, 2030

Single Audit: Fees for a single audit shall be stated separately from the fees quoted for the general audit for each year to be covered by this agreement.

3. SELECTION CRITERIA

The procurement process for these services will be based upon a Qualifications Based Selection (QBS) process. The award of a contract will be made to the firm offering a response that the District believes best meets its needs. Each respondent will be evaluated on the basis of the following criteria:

- a) Qualifications and experience of the firm and the key individuals to be assigned to the District's audit,
- b) Ability to complete the audit in a timely manner
- c) Credentials of firm and demonstrated ability in similar projects
- d) Costs
- e) Qualifications and experience of the firm to provide other professional services
- f) Responses to questions or interviews of finalists if interview process is required.

3.1 Oral Presentations:

During the evaluation process, the Selection Committee, at its discretion, may request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Committee may have on a firm's proposal.

3.2 Final Selection:

The Selection Committee will make a recommendation to District Board of Trustees annually in September. It is anticipated that a contract would be executed between both parties following board approval at the September 2026 Board meeting.

APPENDIX

4. COMPLIANCE WITH TERMS AND CONDITIONS

Proposer agrees to be bound by the District's terms and conditions for Contracts.

5. INTRODUCTION OF CONTRACT

5.1 CONTRACT EXECUTION

This proposal and the proposer's response will be made part of any resultant contract and will be incorporated in the Contract set forth, verbatim.

Precedence – In the event of contradiction or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:

- a) The provisions of the Contract.
- b) The provisions of the proposal.
- c) The provisions of the proposer's response.

5.2 CONTRACT FORMS

Any agreement, Contract, or purchase resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the District.

6. TERMS AND CONDITIONS

- Duckett Creek Sanitary District reserves the right to accept or reject in whole or in part any proposal submitted, and to waive any technicalities in the best interest of the District.
- The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.
- All proposals will be considered final as submitted. No additions, deletions, corrections, or adjustments will be accepted after the time of proposal opening. The District reserves the right to make inquiry of any proposer submitting a proposal to clarify its understanding of the proposer's submittal.
- The District reserves the right to reject the proposal of a proposer who has previously failed to perform properly or complete on-time agreements of a similar nature.
- Services proposed must meet or exceed the District specifications; however, the District may consider and accept alternate proposals if specified herein when most advantageous to the District. The District reserves the right, however, to hold to the District specifications and to determine "or equal" status.
- The proposal creates no obligation on the part of the District to award a Contract or to compensate any applicant for any costs incurred during proposal presentation, response, submission or oral interviews. All expenses for making proposals to the District are to be borne by the proposer.
- The undersigned agrees, if the proposal is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specifications.
- All delivery costs or charges shall be included in the F.O.B destination proposed price.

- Unit price shall include all associated costs including but not limited to freight, delivery, mileage, time, labor and installation. No additional charges will be accepted or paid by the District.
- The District is exempt from Federal, State and local taxes; therefore, tax must not be included in the proposed price.
- Proposers are required to clearly identify any deviations from the specifications in the document.
- An authorized officer of the company submitting the proposal must sign all proposals. The authorized officer shall have the authority to bind the company to the submitted proposal.
- Sealed proposals received after the designated time will be considered as “void” and will not be opened.
- Following the award, additional services of the same general category that could have been encompassed in the award of this agreement, and that are not already in the agreement, may be added.
- Proposals will be evaluated based on the lowest price and most responsive and responsible proposer complying with all of the provisions of the solicitation, provided the proposed price is reasonable, and it is in the best interest of the District to accept it.
- The successful proposer is specifically denied the right of using, in any form or medium, the names of Duckett Creek Sanitary District for public advertising unless express written permission is granted.

7. LIABILITY AND INSURANCE REQUIREMENTS

The vendor shall assume all risk and liability for accidents and damages that may occur to persons or property during the execution of work under this agreement. The vendor shall file with Duckett Creek Sanitary District a certificate of insurance evidencing the following coverage(s) with their RFP response. A copy of the endorsements will be required prior to commencement of any work:

- a. Workers Compensation Employer’s Liability and Professional Liability (Applicable if representatives will work on site):

Statutory Workers Compensation limits as required by the Statutes of the State of Missouri, (or a qualified self-insurer) and Employer’s Liability in an amount of no less than \$1.0 million. In addition, professional liability, also known as errors and omissions coverage, in the amount of \$1,000,000 is required.

- b. Automobile, General Liability and Property Damage (Auto applicable if representatives will travel to our site(s):

The Consultant shall maintain the following minimum amounts of automobile, general liability, and property damage insurance coverage during the life of the contract:

- \$3,000,000 for bodily injury and property damage per occurrence for automobile and general liability. This combined single limit of \$3,000,000 can be accomplished through the use of a combination of primary and umbrella coverage.
 - Automobile coverage must include non-owned vehicles.
 - The Automobile & General Liabilities policies shall be endorsed to include the District as an additional insured and provide for 30 days advance written notice of any material change.
- c. A Waiver of Subrogation in favor of the District shall be endorsed on each of the policies.
 - d. The required insurance shall be primary insurance with respect to any other insurance or self-insurance programs maintained by the District.

- e. It shall be the contractor's responsibility to keep the respective insurance policies and coverages current and in force for the life of the contract.

8. EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED (MISSOURI REVISED STATUTES SECTION 285.530)

As a condition for the award of any Contract or grant in excess of five thousand dollars by Duckett Creek Sanitary District to a business entity, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program (E-Verify) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (E-Verify) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with Duckett Creek Sanitary District shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this proposal request. Proposers shall send the notarized affidavit and E-Verify MOU signature page **prior to award of Contract** to:

Duckett Creek Sanitary District, Attn: Bridget Knudsen, 3550 Hwy K, O'Fallon, Missouri 63368

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for one year from the date of the notarized affidavit. Please contact our office if you need assistance with the 1) E-Verify notarized affidavit or 2) E-Verify MOU signature page.

PLEASE NOTE:

Acceptable enrollment and participation documentation consist of a valid copy of the signature page of the **E-Verify Memorandum of Understanding**, completed and signed by the Contractor, and the Department of Homeland Security-Verification Division. The online address to enroll in the E-verify program is: <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

9. RIGHTS AND DUTIES UPON TERMINATION AND EXPIRATION

Upon expiration of the agreement term, the successful proposer agrees to hold over under the terms and conditions of this agreement for a reasonable period of time to allow the District to re-bid an agreement, not to exceed ninety (90) days. The vendor will be reimbursed for this service at the prior agreement rate(s). The vendor shall remain obligated to the District under all clauses of this agreement that expressly, or by their nature, extends beyond and survives the expiration or termination of this agreement.

The performance of work or purchase of goods under this order may be terminated in whole or in part by the District, with or without cause, at any time upon the delivery to the vendor of a written "Notice of Termination" specifying the extent to which performance of work or the goods to be purchased under the

order is terminated and the date upon which such termination becomes effective. Such termination notice will provide at least a thirty (30) calendar days' notice before cancellation of the contract (in whole or in part). Such right of termination is in addition to and not in lieu of any other termination rights of the District as set forth herein.

10. OPEN RECORDS

Any and all information contained in or submitted with the proposal becomes a public record subject to the Missouri Sunshine Law when a negotiated Contract based on the proposal is entered or all proposals are rejected. If the proposer believes that any information contained in or submitted with the proposal is protected from disclosure by the Missouri Sunshine Law, the proposer must clearly identify what information the proposer believes is so protected and must also clearly identify the legal basis therefore.

AFFIDAVIT OF WORK AUTHORIZATION

The Proposer/Contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization. Comes now _____

(name of Business Entity Authorized Representative) as _____

(Position/Title) first being duly sworn on my oath, affirm _____

(Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the service related to contract(s) with the district for the duration of the Contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that

_____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided to the Contract(s) for the duration of the Contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo).

Authorized Representative's Signature

Printed Name

Title

Date

Email Address _____

Subscribed and sworn to me this _____ (day) of _____ (month/year).

I am commissioned as a notary public within the County of _____, _____ (County/State) and my commission expires on _____ (date).