

MINERAL AREA COLLEGE
Auditing Services
GENERAL CONDITIONS GOVERNING RESPONSES

The Community College District of Mineral Area (Mineral Area College) of Park Hills, Missouri, is soliciting proposals from qualified public accounting firms for audit services. The following terms and conditions, unless otherwise modified by Mineral Area College, within this document, shall govern the submission of proposals and subsequent contracts. The Mineral Area College Board of Trustees reserves the right to reject any proposal that takes exception to these conditions. The Board of Trustees also reserves the right to reject any and/or all proposals and to select from any or all remaining proposals, the proposal it believes to be the best for the College, whether or not said proposal is the lowest cost.

Distinctive organizational features

Mineral Area College, formerly Flat River Junior College (est. 1922), was founded by election in 1965 as a two-year comprehensive local district community college. Since its founding, Mineral Area College has served as a regional center of intellectual, cultural, community, and economic life.

Situated in the rural Ozark Mountains, as a former lead and iron ore mining region, Mineral Area College is located approximately 60 miles south of St. Louis, Missouri, in the communities of Park Hills/ Desloge/Farmington with over 32,000 people. The largest city in the College's taxing district is Farmington (5 miles south of the main campus) with a population of approximately 18,500 people. The College also has outreach centers located in Cape Girardeau (85 miles southeast), Farmington (5 miles south), Fredericktown (25 miles south), Perryville (60 miles southeast), and Potosi (20 miles west). The total population of the service area, including the taxing district of the College, is approximately 250,000 people.

Established by referendum, the College's taxing district includes six school districts and serves well over 85,000 citizens.

Mineral Area College serves a diverse student population, which includes both traditional and non-traditional students. This comprehensive community college of nearly 2,500 students meets the needs of individuals enrolled in developmental, academic/university transfer, career and technical, customized/contract training for business and industry, and continuing education courses and programs.

The community takes pride in the beautifully landscaped 300-acre campus located in Park Hills, Missouri. In 2000, the College built an apartment-style residence hall complex of five buildings and a club house with 4- and 2-bedroom units housing up to 212 students.

With the 2002 passage of a \$6 million dollar bond issue and a \$1.25 million energy conservation loan from the Missouri Department of Natural Resources, the College remodeled and expanded the Fine Arts Building, built a new 10,000-square-foot outreach center in Fredericktown, constructed a new baseball field, renovated faculty offices and classrooms, changed-out all air handlers and electrical light systems, and replaced most roofs. The completion of these projects evidences the organization's commitment to quality improvement and providing state-of-the-art facilities to further advance the

achievement of the College's educational goals.

In April 2011, the voters approved an \$8 million bond issue to add classrooms to the Fredericktown Outreach facility, remodel the Cozean Library, remodel the North College Center, as well as erect a two-story addition to the Technology Building to house the student services and business office to offer students one-stop service on the first floor. The second floor includes state-of-the-art science labs to support a variety of academic and career and technical programs.

In recent years (2022-2024), the College has made significant strides in its industry and technology programs, focusing on providing students with the practical skills and knowledge needed to succeed in today's competitive job market. The MAC Tech complex, located on the Park Hills campus, boasts a 100,000+ square foot Industry and Technology Center, equipped with state-of-the-art facilities for programs like Automotive Technology, Construction, and Industrial Maintenance. In addition, two dedicated 4,800 square foot buildings house the HVAC/R and Welding programs, providing students with ample space to gain hands-on experience and develop specialized skills in these high-demand fields.

As a result of the April 2024 passage of a \$22 million dollar bond issue, the College is currently investing in renewable energy efficiency projects (installing solar energy-saving panels at both the Park Hills and Fredericktown campuses). In addition, the College is undergoing extensive remodeling of offices, restrooms, and classrooms, creating a campus walking trail and improving landscaping, and constructing restrooms and facilities for the soccer field and baseball field.

Scope of educational offerings

- Associate Degree Programs: Arts (AA), Science (AS), General Studies (AGS), Applied Science (AAS), Teaching (AAT).
- Career & Technical Education Program Options: Advanced Multi-Process Welding, Allied Health (Nursing, Paramedic and EMT), Business, CNC/Machine Tool Tech, Automotive Tech, Computer Networking and Computer Science, Construction and Building Tech, Criminal Justice and Law Enforcement, Early Childhood Development, Electrical/Electronics Tech, Engineering Tech-Design/Drafting, Engineering Tech-Manufacturing, Fiber Optic Fundamentals, HVAC and Refrigeration Tech, Industrial Maintenance, and transfer credit from Apprenticeship Training programs. This division offers certifications in nearly 40 technical areas, along with Associate of Science and Associate of Applied Science degrees and Certificate options.
- Transfers to Other Colleges: the Associate of Arts degree is a recognized statewide general studies transfer degree to Missouri four-year baccalaureate degree institutions. Mineral Area College has articulation agreements facilitating transfer for those students who plan to pursue baccalaureate degrees, for the Associate of Arts, Associate of Science, selected Associate of Applied Science programs, and Associate of Arts in Teaching.
- Dual Credit/Dual Enrollment: Qualified high school sophomores, juniors and seniors have the option to enroll in dual credit and dual enrollment courses at Mineral Area College. Annually, approximately 2,000 students from high school districts located in the College's service region enroll in dual credit and dual enrollment courses.
- Senior Scholars Program: Designed for Missouri residents 65 years and older who may take college courses on a not-for-credit basis, at no charge.

Students

Mineral Area College's students range from traditional-aged recent graduates from high school who most likely will transfer to a regional university, to mature individuals employed in the community who wish to hone their academic, job-training and job-upgrading skills. The College has an "open-admissions" policy with no limit placed upon targeted student groups or populations.

- For the fall 2024 semester, the College had a total of 2,459 students; 1,485 (60%) were classified as full-time, and 974 (40%) were reported as part-time.
- The average age of Mineral Area College students is 22 years.
- Ninety-two percent (92%) of the College's students receive some form of financial aid, excluding high school students.
- The student base of the College is predominately made up of commuter students. A small percentage of students (9% or 226 students) reside in College Park Residence Halls, Mineral Area College's on-campus student housing complex.

Faculty and staff

- Mineral Area College employs approximately 178 full-time employees which include faculty, classified and technical staff, general services (maintenance) staff, professional staff, and administrators.
- Employees consist of the following: 50 teaching faculty, 60 professional staff, 57 classified staff, and an additional 102 part-time adjunct instructors are hired each semester.
- Employee groups are not represented by unions or any collective bargaining agreements.

1.00 SUBMISSION OF PROPOSAL

Proposal for Auditing Services and Proposed Professional Fees are to be submitted to:

Rick Jenkins, CFO
Mineral Area College
5270 Flat River Road
Park Hills, Mo 63601
573-518-3800
rjenkins@mineralarea.edu

Each proposal must be submitted in a sealed envelope clearly marked "PROPOSAL FOR AUDITING SERVICES" and must contain all qualification and experience related information. A separate sealed envelope, contained therein, marked "PROFESSIONAL FEES" must contain all fee related information. In order to focus upon qualifications and experience, fee information will be opened and listed, but not immediately reviewed, until after the appropriate evaluation of qualifications has concluded. The proposal must be dated and signed by an official authorized to bind the firm to its provisions. Six (6) copies of the proposal must be submitted to the College's Chief Financial Officer.

The deadline for proposals is Friday, April 4, 2025, at 10:00 a.m. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are re-submitted or modified must be sealed and submitted to the Chief Financial Officer's office prior to the proposal submission deadline. Each respondent may submit only one proposal. No proposal will be accepted after the deadline for submission of proposals, regardless of the

reason for such lateness. Any proposal that is delivered after the submission deadline will be returned unopened.

All questions relating to interpretations of statements contained in this Request for Proposal (RFP) not otherwise clarified by an addendum are to be addressed directly to:

Rick Jenkins
CFO
Mineral Area College
573-518-3800
rjenkins@mineralarea.edu

No information provided by the College to the interested accounting firms is to be released outside the firm. In all cases, no verbal communication will override written communication, and only written communications are binding.

All materials submitted are subject to the Missouri Sunshine Law and will be considered as part of the official public record of the College.

2.00 TERMINATION

The contract derived from this Request For Proposal (RFP) or any part may be terminated by either party by giving thirty (30) days' advance-written notice to the other party; but if any work or service in the final agreement is in progress but not completed as of the date of termination, the said contract may be extended upon written approval of the College until said work or services are completed and accepted.

In the event that the final agreement is terminated or canceled upon request and for the convenience of the College, without the required thirty (30) days' advance-written notice, then the College shall negotiate reasonable termination costs, if applicable.

Termination by the College for cause, default, or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days' advance notice requirement is waived in the event of termination for cause.

This three-year contract is subject to annual appropriations by the State of Missouri and a local property tax levy by Mineral Area College, in accordance with its normal budgeting practices. In the event funds are not available in full or in part, the contract shall be cancelled and/or subject to modification to the extent of availability of funds.

3.00 ASSIGNMENT OR TRANSFER

Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the proposal or any resultant agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the previous written approval of Mineral Area College.

4.00 INDEMNIFICATION AND HOLD HARMLESS

The respondent agrees to indemnify and hold harmless the Mineral Area College Board of Trustees, its agents, officials and employees and to assume all risks, responsibility for death of, injury to or damage to, any person and for loss, damage or injury to any property (together with all expenses, including attorney fees, in defense or prosecution of any action involving any such death, injury or damage), directly or indirectly related to the performance of this work.

The College, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.

5.00 COMPLIANCE WITH ALL GOVERNMENT LAWS

All contractual agreements shall be subject to, governed by, and construed according to the laws, ordinances, rules, regulations, and orders of the City, County, State, Federal, or any other public bodies, which apply to work performed under this agreement.

Mineral Area College is an Equal Opportunity Employer. Every contract undertaken or entered into by the College shall comply with the Equal Employment Opportunity regulations.

MINERAL AREA COLLEGE

INTRODUCTION AND DESCRIPTION OF OPERATION

Mineral Area College is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the next three (3) fiscal years, including (FY 2025) ending June 30, 2025, and including (FY 2026) ending June 30, 2026, and (FY2027) ending June 30, 2027. It is the intent of the College to obligate itself to the retention of professional accounting services through a process of evaluation and comparison of past performance, appropriate references, prior experience in other colleges and universities, and expertise related to the College's specifications, identification of available professional services that may or may not have been used by the College previously, and a process of negotiations.

1.00 GENERAL INFORMATION

Mineral Area College was created in 1965 by popular vote of the residents of six public school districts in St. Francois and Madison counties and portions of Washington, Ste. Genevieve, Perry, and Jefferson Counties. The District is a local legal political subdivision of the State of Missouri. Outreach Centers are located in Cape Girardeau, Farmington, Fredericktown, Perryville, and Potosi. A six member Board of Trustees governs Mineral Area College. The College's operating budget totals approximately \$36 million for the fiscal year beginning July 1, 2024, and ending June 30, 2025. Major revenue sources for the operating budget are local property taxes, state aid, student tuition/fees, and auxiliary enterprises.

2.00 FUND STRUCTURE

The annual audit shall encompass all funds of Mineral Area College including, but not limited to the following :

Governmental Fund Types

- General Operating Fund
- Plant Fund
- Debt Service Fund
- Building Fund

Proprietary Fund Types

Auxiliary Enterprise Funds including:

- College Park Residence Halls
- College Bookstore
- Shooting Range

Component Unit

- Mineral Area College Foundation

3.00 FINANCIAL SYSTEM

The College's financial system is organized using funds, with each fund being a distinct self-balancing accounting entity. The accounting records are maintained on the accrual basis. Revenues are recognized when earned, and expenses are recorded when the liability is incurred.

In fulfilling its responsibilities for reliable financial statements, management depends on the College's system of internal accounting control. The system is designed to provide reasonable assurance that assets are effectively safeguarded and transactions are executed and properly recorded in accordance with management's authorization and generally accepted accounting principles.

The budgetary data represents the final approved budget after amendments as adopted by the Board of Trustees.

The College utilizes Jenzabar accounting software for its accounting system.

4.00 SCOPE OF SERVICE

The annual audit shall be of sufficient depth and scope to enable the auditor to render an opinion on the College's basic financial statements. The audit must be performed in accordance with general accepted auditing standards, the standards set forth for financial audits in the General Accounting Offices (GAO) Government Auditing Standards issued by the Comptroller General of the United States, the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), Audits of States, Local Governments and Non-Profit Organizations, the requirements of the United State Department of Education Title IV Student Aid, and with the requirements set forth by the Governmental Accounting Standards Board (GASB). The audit must comply with all applicable federal, state, and grant regulations. The auditor will be required to assist the College in the preparation of the presentation of financial statements and the accompanying footnotes. The audit shall include all component units including Mineral Area College Foundation and the Mineral Area College Facility Development Authority, Inc.

The successful auditing firm will prepare the:

- Annual Independent Audit Report,
- The Single Audit Reports,
- Reports on Compliance and Internal Control,
- Form SF-SAC, and

The firm will be responsible for communication and interpretation of any changes made in governmental reporting and shall respond to reasonable inquiries by College staff during the contract year. The College will provide a work area for auditing staff. Business Office staff will be available to answer questions and for consultation as needed.

AUDIT GUIDES AND REFERENCES

It is highly recommended that the successful auditor have access to and knowledge of the following

guides and references:

- Governmental Accounting Standards Board (GASB) Statements
- Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)
- General Accounting Office, Government Auditing Standards, most recent revisions.
- National Association of College/University Business Officer's (NACUBO) Financial Accounting and Reporting Manual for Higher Education
- AICPA's Audits of Colleges and Universities
- State of Missouri Revised Statutes and Code of State Regulations
- 4CSR 195-3 relating to New Jobs Training Certificate Programs
- Access to Code of Federal Regulations and Code of State Regulations
- Title IV Student Aid Regulations from the US Office of Education

In addition to the required audit reports for Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the required financial statements and disclosures, the auditor may need to report on applicable Missouri One Start projects (Customized Training, New Jobs Training and Job Retention Training Programs) and/or other audits that may be required by external agencies.

The College will at a minimum provide all interested and qualified certified public accounting firms the following documents for the purposes of determining the scope of the auditing process and requirements and to calculate auditing service fees:

- FY 2024 audit report prepared by Boyer & Associates, PC, CPAs, the external auditor
- FY 2025 College budget

5.00 SELECTION PROCESS

The qualifications of the firms submitting proposals will be reviewed by a committee. The audit service selection committee recommendation will be submitted to the Board of Trustees for their consideration on April 10, 2025. The Board of Trustees will select the accounting firm and award the contract on April 10, 2025, unless a decision cannot be made. If this is the case, then the contract will be awarded at the May 15, 2025, meeting.

6.00 EVALUATION CRITERIA

Proposals will be evaluated on the basis of the qualifications of the office of the accounting firm that will actually conduct the service. Following are some of the factors that will be considered:

- Experience and number of current Missouri college and university clients
- Experience and number of current K-12 school district clients
- Experience and number of local government clients
- Experience with General Obligation and Revenue Bond covenants and auditing
- Experience with auxiliary enterprise audits, such as residence halls/housing (dorm) systems

- Experience with auditing 501(c)(3) non-profit fund-raising (college foundations)
- Single audit experience
- Consulting capabilities and experience
- Quality control procedures
- Experiences of audit team and team leader
- Positive references on any of the above categories of clients
- Computerized auditing experience

7.00 PROPOSAL FORMAT AND CONTENTS

Responses to this Request for Proposal (RFP) shall include the following information and the format shall be followed as shown. Incomplete proposals will not be accepted.

7.01 Title Page & Table of Contents

A title page must be labeled “PROPOSAL FOR AUDITING SERVICES” and show the name of the independent certified public accounting firm/auditor, local address, telephone number, name and title of the contact person, the name of the authorized person to bind the contract, the date of submission, and the period for which the proposal is effective.

Include a clear identification of the material by section and by page number in a table of contents (page 2).

7.02 Scope Section

A clear description of the firm's understanding of the scope of services requested by Mineral Area College with the assumption that the requested services include both an examination of financial statements and a single audit. Clarification of the understanding of the required reports and the ability to meet those requirements.

7.03 Audit Approach

A clear description of the firm's approach to conducting the examination, including detailed descriptions of the expectations regarding College staff assistance with the audit and any additional information considered essential to the proposal.

7.04 Profile of the Firm

A statement that the following mandatory criteria are positively satisfied:

- The firm is properly licensed for public practice as a certified public accounting firm in the State of Missouri.
- The firm meets the independence requirements of the AICPA Code of Professional Conduct and the Yellow Book
- The firm does not have a record of sub-standard audit work.

The disclosure of the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors and other professional staff employed. Identification of the supervisors and staff to be assigned to the audit.

A shortened resume of each person to be assigned to the audit must be included, and should contain specific college and university auditing experience, including work associated with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and knowledge of federal regulations related to federal programs and their related compliance and auditing requirements.

A description of the firm's capacity and general approach to auditing computerized information systems as a part of a financial statement audit.

A brief description of the firm's quality control policies and procedures with a statement regarding whether or not they have been the subject of a qualified peer review program in accordance with GAO's Government Auditing Standards.

A statement regarding whether the firm has undergone a peer review within the last three years. A copy of the most recent peer review report and letter of comments must be submitted.

7.05 Governmental Experience

A description of recent audits (within the last three years) of: K-12 school districts, colleges and universities, or governmental entities comparable in size to, and similar to the type of audit requested by Mineral Area College, conducted by the accounting firm proposed to undertake this audit. Provide names, addresses, and telephone numbers of individuals from these college and governmental clients who may be contacted for references.

A description of the firm's knowledge of federal and state laws governing institutions of higher education. It is imperative that the firm have recent experience in working with the Missouri Department of Elementary and Secondary Education and the U.S. Department of Education.

A description of the firm's involvement with NACUBO (National Association of College and University Business Officers) or any other professional associations, special committees, or task forces that deal with the problems faced by colleges and universities similar to Mineral Area College.

7.06 Timing and Completion of the Audit

A statement should be provided with respect to the firm's ability to meet the timeline and the reporting deadlines. The deadlines provided are listed as on- or about- the exact delivery timelines for FY 2025 and will be representative for the subsequent audits in the awarded contract for FY 2026 and FY 2027.

- The final selected auditor may commence the examination on or after approximately ninety (90) days, or September 28, 2025, after the fiscal year ends on June 30, 2025, and is verified by the College's Chief Financial Officer that the FY 2025 accounting books are closed.
- During the audit process, the auditor will be required to meet regularly with various administrators, at either request of the administration or the auditor, to discuss the audit or related matters. A pre-emptive conversation and other conversations must be held immediately if questionable issues are revealed. There shall never be any surprises, questions or issues left unsettled without immediate consultation with the appropriate College personnel.
- An audit exit conference with the College President and Chief Financial Officer to review the final draft of audited financial statements, compliance reports, comments and recommendations, and the governance letter will be held after the completion of the audit and prior to submitting the audit to the board.
- The audit of all funds, the printing of the annual audit report, the required single audit reports (data collection form and electronic single audit submission) and management letter reviewing the College's system of internal controls and accounting procedures must be completed and submitted to the Board of Trustees within 210 days (January 26, 2026) after the fiscal year end.
- The auditor will deliver an electronic PDF copy and seven (7) bound copies of the audit report, the compliance and internal control report, and governance letter after the completion of the audit and prior to submitting the audit to the board.
- The electronic PDF copy of the final audit report will be made available one week before the board meeting so it can be emailed to the Trustees prior to the Board of Trustees meeting (which will occur no later than January 26, 2026).
- The auditor will be required to meet in work session of the with the Board of Trustees at or about 9:00 a.m. before their 11:00 a.m. January meeting to discuss the details and specifics of the final audit reports.
- The auditor will be required to attend the open session of the official Board of Trustees January meeting at 11:00 a.m., to publicly present the audit report and discuss any specifics requested by the Trustees of the final audit reports. At their January Board of Trustee meeting, the auditor will expect that the final audit report will be received and accepted by resolution.

7.07 Fees

The firm's "PROPOSAL FOR AUDITING SERVICES" will be submitted in response to this Request for Proposal, and must include a proposed professional fee, or a bid of what the firm will charge to perform the College's audit. The proposed

“PROFESSIONAL FEES” must be appropriately marked with the firm’s name and provided in a separate sealed envelope attached to the first copy of the “PROPOSAL FOR AUDITING SERVICES.”

The College’s screening and selection committee will determine a short list of accounting firms, which will be ranked first, second, third, fourth, etc. based upon professional qualifications and experience. Next, the individual “PROFESSIONAL FEE” bid envelopes will be opened and matched appropriately with each firm ranked by professional qualifications and experience.

Additionally, firms submitting proposals may, at their option, include an alternate fee schedule for “ADDITIONAL PROCEDURES,” which may, at the option of the CPA firm, include consulting on various matters, audits of individual positions during the fiscal year, etc. At this time, Mineral Area College is not soliciting or specifically requesting any additional specific consulting or training services; however, the College will be open to ideas and proposals.

**MINERAL AREA COLLEGE
EVALUATION OF AUDIT PROPOSALS**

CRITERIA

POSSIBLE POINTS

1. Prior governmental auditing experience (0-20)

- | | |
|--|--------|
| a. Does the proposal indicate the extent of the firm's experience in college/university/school district clients?
(Check References) | 0 - 10 |
| b. Does the proposal indicate the extent of the firm's experience in governmental auditing? | 0 - 5 |
| c. Does the proposal have a listing of representative clients in Missouri? | 0 - 5 |

2. Qualifications of staff to be assigned to the audit (0-10)

- | | |
|--|-------|
| a. What are the governmental auditing qualifications of the staff to be assigned to the audit, and has specific experience been indicated? | 0 - 5 |
| b. Does the respondent comment on continuity of staff to be assigned to the College on future engagements? | 0 - 3 |
| c. What is the size of the firm or office (indicates flexibility and service). | 0 - 2 |

3. Audit approach (0-10)

- | | |
|---|--------|
| a. Is the audit approach specific and tailored to the College? | 0 - 5 |
| b. What is the firm's attitude toward assistance from College employees during the audit? | 0 - 10 |

4. Prior Single Audit Act of 1984 (0-5)

- | | |
|--|-------|
| a. Does the proposal indicate the extent of the firm's experience in the Single Audit? | 0 - 5 |
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TOTAL POINTS FOR QUALIFICATIONS

0 - 50

6. Professional fees

(0)*

TOTAL POINTS POSSIBLE

50+

Note: The possible points assigned in this evaluation form are suggested points.

*Because most professional fees are determined by a process of negotiation and are a function of many variables, such as condition of accounting records and improvements planned, the entity's year-end and report delivery date, assistance available to the auditors, etc., the first year's fee amount should not be overemphasized and has therefore been assigned 0 points.