

1. **DUTIES** The successful bidder agrees to provide an annual independent audit for Three Rivers and related entities (“Three Rivers”) on the terms and conditions set forth in this agreement.
2. **SUCCESSFUL BIDDER RESPONSIBILITIES** The successful bidder agrees to the following responsibilities:
 - A. Acquire, maintain, and document all licenses and professional certifications required to perform the services.
 - B. Provide, at a minimum, the following firm information with the proposal:
 - I. Firm Background/History
 - II. Most recent peer review report and letter of comments
 - III. References from comparable public or federally funded institutions
3. **THREE RIVERS’ RESPONSIBILITIES** Three Rivers shall provide the auditor with access to applicable documents, records, systems, and locations during normal operating hours and at other mutually agreed times. Three Rivers shall designate appropriate staff to coordinate audit activities.
4. **NONDISCRIMINATION AND EQUAL OPPORTUNITY** The College commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, sexual orientation, disability, age, gender, or national origin.
5. **AUDIT REQUIREMENTS** The successful bidder shall perform the following services:
 - A. Financial Statement Audit and Reports
 - I. Issue independent auditors’ reports in accordance with Government Auditing Standards and Uniform Guidance, including:
 - (1) An opinion on the basic financial statements
 - (2) A report on internal control over financial reporting
 - (3) A report on compliance and internal control over compliance for major federal programs
 - II. Prepare the College’s and Three Rivers Endowment Trust’s (TRET) basic financial statements in conformity with Generally Accepted Accounting Principles (GAAP), including all required notes.
 - B. Component Units
 - I. Prepare and/or present financial information for component units, which may include, but are not limited to:
 - (1) Three Rivers Endowment Trust
 - (2) Three Rivers Booster Club
 - (3) Three Rivers Building Corporation
 - C. Federal Single Audit Requirements

- I. Prepare the Schedule of Expenditures of Federal Awards (SEFA) and related notes, reconciled to the general ledger and financial statements.
 - II. Perform major program determination in accordance with Uniform Guidance and provide written documentation of the major program selection to management prior to audit finalization.
 - III. Perform audit procedures in accordance with the OMB Compliance Supplement applicable to the fiscal year under audit, including all addenda in effect.
 - IV. Issue the Schedule of Findings and Questioned Costs and assist management with the preparation and formatting of corrective action plans, while maintaining auditor independence.
 - V. Submit the required Federal Data Collection Form to the Federal Audit Clearinghouse and provide confirmation of submission to Three Rivers.
- D. Compliance and Agreed Upon Procedures
- I. Perform agreed-upon procedures required to comply with the State of Missouri Customized Training, New Jobs Training, and Job Retention Training Programs under Missouri One Start (MOS AUP).
 - II. Evaluate Three Rivers' determination of subrecipients versus contractors and assess compliance with subrecipient monitoring requirements, if applicable.
- E. Additional Deliverables
- I. Provide a trial balance reconciling individual accounts to the financial statement presentation.
 - II. Provide required communications to those charged with governance and issue a management letter identifying any control deficiencies or operational improvement opportunities, even if no findings are noted.
- F. Tax Services
- I. The successful bidder shall prepare federal and state tax returns for the Miles C. Hays Charitable Trust for the applicable calendar year.
- G. Report Format and Copies
- I. Provide one (1) searchable PDF copy of the completed audit report.
 - II. Provide ten (10) bound copies of the completed audit report.
- H. Audit Timeline
- I. Audit fieldwork shall begin after the fiscal year-end of June 30, with estimated fieldwork beginning in early September.
 - II. Draft financial statements and reports shall be provided in sufficient time to allow management review prior to the Board of Trustees' November meeting.
 - III. Conduct an exit conference with management prior to issuance of final reports.
 - IV. Final audit reports shall be delivered prior to the Board of Trustees' November meeting.
 - V. Tax returns shall be completed prior to applicable federal and state filing deadlines.
- I. All required supplemental information.

6. **AUDIT STANDARDS** The audit shall be performed in accordance with:
 - A. Government Auditing Standards (Generally Accepted Government Auditing Standards)
 - B. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200, Subpart F)
7. **EQUAL EMPLOYMENT OPPORTUNITY** The successful bidder agrees to comply with equal employment opportunity requirements and, if applicable, payment of not less than the prevailing wage. Certified payrolls shall be provided prior to release of payment when required.
8. **SECURITY AND DATA PROTECTION** The successful bidder shall comply with all Three Rivers security requirements and ensure employees and agents adhere to campus rules, including prohibitions on weapons, drugs, and alcohol. The bidder shall also:
 - A. Safeguard all confidential and sensitive information, including student, employee, and financial data.
 - B. Implement reasonable administrative, technical, and physical security measures to protect Three Rivers' information.
 - C. Immediately notify Three Rivers of any actual or suspected data breach involving College information.
9. **INDEPENDENT CONTRACTOR STATUS** The successful bidder is an independent contractor and shall not be considered an employee, agent, partner, or joint venturer of Three Rivers. The bidder shall have no authority to bind Three Rivers.
10. **DAMAGE TO THREE RIVERS PROPERTY** The successful bidder shall be responsible for repair or replacement of damage to Three Rivers' property caused by the bidder or its employees and shall report such damage in writing within 72 hours. Failure to report damage may be cause of contract termination.
11. **RECORDS RETENTION AND ACCESS** The successful bidder shall retain audit workpapers and related records for a minimum of seven (7) years after issuance of the final audit report, or longer if required by law. Such records shall be made available upon request to Three Rivers, applicable federal agencies, the Missouri State Auditor, or Inspectors General.
12. **BID ACCEPTANCE** Three Rivers reserves the right to accept or reject any bid, in whole or in part, and to determine the bidder that best meets the needs of the College and TRET.
13. **PROPOSAL REQUIREMENTS** The proposal shall include:
 - A. Firm overview and audit approach
 - B. Identification of the engagement partner and key personnel with relevant public-sector and Single Audit experience

- C. Applicable certifications and licenses
- D. Three references from comparable institutions
- E. A detailed fee proposal separating audit services, agreed upon procedures, and tax services for both Three Rivers College and Three Rivers Endowment Trust.