

# **Request for Proposal for Audit Services State Bar of Michigan**

Dear CPA Firm,

The State Bar of Michigan is seeking bid proposals from qualified CPA firms for audit services beginning with the audit for the fiscal year ended September 30, 2008. Although the State Bar is not required to change audit firms, it is interested in considering proposals from all qualified firms.

The State Bar is a unified bar operating under the supervision of the Supreme Court of the State of Michigan. It is organized as a public body corporate and is located in downtown Lansing, Michigan. The State Bar has over 39,000 attorney members and a budget of close to \$10 million annually. For financial reporting purposes, the State Bar of Michigan is a component unit of the State of Michigan, is included within the State of Michigan's Comprehensive Annual Financial Report, and follows GASB accounting standards. The State Bar's website is located at [www.michbar.org](http://www.michbar.org).

## **Scope of Services Requested**

The scope of the audit will include the State Bar's Administrative Fund, Client Protection Fund, and the 38 Sections of the State Bar. Copies of recent annual financial reports are located at the State Bar's website at [www.michbar.org/generalinfo](http://www.michbar.org/generalinfo). The audit will also include the Attorney Discipline System (ADS), a related entity located in Detroit consisting of the Attorney Discipline Board and Attorney Grievance Commission. Their websites are located at [www.adbmich.org](http://www.adbmich.org) and [www.agcmi.com](http://www.agcmi.com). The State Bar provides financial services, including financial reporting and accounting, for the Attorney Discipline System. The Attorney Discipline System is an enterprise fund of the State of Michigan and also follows GASB accounting standards.

## **Pre-Bid Conference**

**A pre-bid conference will be held at the State Bar of Michigan located at 306 Townsend, Lansing, Michigan on Friday, December 14 from 2:00 PM to 3:00 PM.** Parking is available in the paid lot across the street. While attendance is not mandatory, any questions submitted after that time must be provided in writing.

## **Proposal Requirements**

Your proposal should be in the form of an audit engagement letter, and should address the following basic requirements:

- 1) The audit must be completed so that an annual report can be issued to the Supreme Court by December 31 of each year, and must be ready for Audit

- Committee approval for providing the crosswalk information to the State of Michigan by November 15 of that year.
- 2) The proposal shall include issuance of a letter to the Finance Committee (“Management Letter”) outlining any issues with the audit or internal accounting controls.
  - 3) The proposal shall include a provision for meetings with the Audit Committee, Finance Committee and Board of Commissioners.
  - 4) The proposal shall include preparation of the report, based on the information provided by the State Bar staff. An electronic file of the final report will be provided to the State Bar. The State Bar will handle printing and distribution of the reports.
  - 5) The proposal shall also include the cost of providing materials and checklists to the State Bar in preparation for the new auditing standards, as well as the additional audit work associated with the new auditing standards.
  - 6) Information to be supplied with your proposal shall include: a) an overview of your firm; b) your firm’s qualifications, including specific experience with GASB, governmental units and not-for-profit entities; c) biographical sketches of the partner(s) and staff who would be assigned to this engagement; d) an estimate of the hours required for the engagement; e) the proposed audit fee (including any additional costs not part of the audit fee if any); f) payment provisions requested; g) client references; h) other services your firm provides; i) proof of liability insurance and amount; and j) agreement to indemnify the State Bar from any liability resulting from the auditor’s work on this engagement.
  - 7) The State Bar does not expect to seek audit proposals for another 3 years after acceptance of the requested proposal. Therefore, the proposed audit service fees included in your proposal should address each of the next 3 years.

### **Successful Proposal - Selection Criteria**

The criteria for selection of the successful proposal will include general experience, qualifications, reputation, experience with GASB, experience with similar organizations, and the audit fee. Although the audit fee will be an important factor, it will not be the only factor considered.

### **Due Date for Proposals**

**Proposals must be received by 4:00 PM on Tuesday, January 8, 2008, at the State Bar of Michigan, 306 Townsend, Lansing, Michigan.** The proposal shall be submitted in a sealed package, with 6 copies, marked to the attention of the Audit Committee of the State Bar of Michigan. Proposals received after that date will not be considered. The

State Bar of Michigan reserves the right to accept or reject any and all submitted proposals.

**Notification of Successful Proposal and Questions**

The State Bar of Michigan expects to notify the firm submitting the successful proposal by the end of January 2008. Selection will be made by the Audit Committee of the State Bar of Michigan with approval by the State Bar of Michigan Board of Commissioners.

Questions regarding this proposal can be addressed to Mr. James C. Horsch, at the contact information provided below.

We look forward to receiving your proposal and discussing this further with you at the pre-bid conference.

Sincerely,

James C. Horsch  
Director of Finance & Administration  
306 Townsend  
Lansing, Michigan 48933  
(517) 346-6324  
[jhorsch@mail.michbar.org](mailto:jhorsch@mail.michbar.org)