

REJIS Commission
Request for Proposal (RFP) for Audit Services
RFP Number: 2025-001
Issue Date: 09/02/2025

1. Introduction

REJIS Commission, a governmental agency, is soliciting proposals from qualified independent certified public accounting firms to perform financial audits for the fiscal years ending 2025, 2026, and 2027, with an option to extend for two (2) additional years. The audit must be conducted in accordance with generally accepted auditing standards (GAAS), the standards applicable to financial audits contained in **Government Auditing Standards (GAGAS)** issued by the Comptroller General of the United States, and the financial reporting standards established by the **Governmental Accounting Standards Board (GASB)**.

2. Organizational Background

The REJIS Commission is a governmental agency, authorized and created through the cooperative agreement between the City of St. Louis and County of St. Louis. The Commission was formed to supervise, manage, administer, operate, and have charge of a criminal justice computerized information processing system. The Commission serves law enforcement, criminal justice, governmental and quasi-governmental entities. The Commission continues to provide innovative, affordable data solutions that have kept our agencies working and our citizens secure for more than forty years.

The REJIS Commission provides record management services to law enforcement, courts, corrections, facilities, and government agencies as well as private security and legal firms at the local, state, and federal levels. The Commission serves local, state, and federal agencies throughout Missouri, Kansas, Illinois, and parts of Ohio.

Key details:

- Fiscal year-end: December 31
- 2025 Annual budget: \$21m
- Federal grants received: Yes – but not currently subject to **Uniform Guidance** Single Audit.
- Financial statements prepared in accordance with GASB standards

3. Scope of Work

The selected audit firm will be expected to perform the following services:

1. **Annual Financial Audit**
 - Conduct an audit of financial statements prepared in accordance with GASB standards and GAAS.
 - Express an opinion on the fair presentation of the financial statements.
 - Issue a report in compliance with Government Auditing Standards.
2. **Management Letter**
 - Provide a management letter with recommendations for improving internal controls and financial procedures.

3. Board/Audit Committee Presentation

- Present audit results, findings, and required communications to the Audit Committee and/or Board of Directors.

4. Other Advisory Services (as agreed upon)

- Assistance with implementing new GASB pronouncements.
- Internal control reviews or agreed-upon procedures, if requested.

4. Term of Engagement

The selected firm will be engaged for an initial three (3) fiscal years with audits to be conducted for the years ending 2025, 2026, and 2027. REJIS reserves the right to renew the agreement for two (2) additional fiscal years based on satisfactory performance and mutual agreement.

5. Proposal Requirements

Interested firms must submit a proposal including:

- **Firm Background and Qualifications**
 - Experience auditing nonprofit organizations and entities reporting under GASB
 - Knowledge of Government Auditing Standards
- **Personnel**
 - Resumes and qualifications of partner, manager, and audit team assigned to the engagement
- **Audit Approach**
 - Proposed methodology and timeline
 - Identification of key audit milestones
- **References**
 - Minimum of three nonprofit clients with similar audit scope
- **Fee Proposal**
 - Itemized by year, including:
 - Base financial audit
 - Fees for optional years (Years 4 and 5)
- **Disclosures**
 - Any actual or potential conflicts of interest
 - Any disciplinary actions taken against the firm or key personnel

6. Evaluation Criteria

Proposals will be evaluated based on:

- Experience with nonprofit and GASB-based audits
- Qualifications of assigned staff
- Understanding of the audit scope and approach
- Responsiveness to this RFP
- Cost-effectiveness of the proposal
- Feedback from references

7. Submission Instructions

Submit proposals no later than **September 30, 2025** to:

Jonathan Frederick, CPA

Chief Financial Officer

REJIS Commission

4255 West Pine Blvd.

jfrederick@rejis.org

(314) 633-0243

Electronic submissions (PDF format) are preferred.

8. Timeline

Activity	Date
RFP Issued	09/02/2025
Deadline for Questions	09/19/2025
Proposal Submission Deadline	09/30/2025
Selection Notification	12/01/2025
Contract Start	01/01/2026

9. Terms and Conditions

- REJIS Commission reserves the right to reject any or all proposals.
- The lowest-cost proposal will not necessarily be selected.
- All materials submitted in response to this RFP become the property of REJIS Commission and will not be returned.
- All costs incurred in the preparation and submission of proposals are the responsibility of the proposer.
- The selected firm will be required to sign a professional services agreement with REJIS Commission.