

Request For Proposal

Issued by:

**Office of the State Auditor
Jackson, Mississippi**

Stephanie Palmertree

Director, Financial and Compliance Division

Submitted by: BKD, LLP

TRANSMITTAL LETTER

July 13, 2017

Ms. Stephanie Palmertree
Director, Financial and Compliance Division
Mississippi Office of the State Auditor
501 North West Street // Suite 801
Jackson, MS 39201

DEAR MS. PALMERTREE:

With a responsibility to independently assess each Mississippi state agency to verify proper use of public funds, Mississippi Office of the State Auditor (SAO) stands as an advocate to protect the trust of the millions of citizens throughout our state. SAO recognizes it is important these agencies demonstrate fiscal responsibility through accountability of funds. With your desire to outsource some of the agency audit work, you need the resources, guidance and expertise of a reputable CPA and advisory firm to help you have confidence in the financial statements of these agencies. With a strong history serving many Mississippi state agencies, **BKD, LLP** can help SAO reinforce your dedication to economic accountability.

BKD National Governmental Group works with hundreds of governmental clients nationwide. This industry experience, as well as our involvement with national and state associations, including the American Institute of CPAs Governmental Audit Quality Center, Government Finance Officers Association and Association of Government Accountants, allows us to understand the specific issues the public sector faces. In addition to providing quality audit services, we can leverage our Mississippi agency industry experience to share best practices, tailored guidance and practical solutions to help SAO have confidence in state agency financial standing. With accessible advisors located in our Jackson, Mississippi, office, we are confident BKD is a name you can continue to trust.

SAO and various Mississippi agencies are important clients for BKD, and we place great value on expanding our working relationship to meet your additional agency service needs, while maintaining our independence. We believe we have responded to your request with a proposal that will allow our experienced professionals to provide timely, efficient and objective services. We will call you soon to answer questions you may have about this proposal, or you may reach us at 601.948.6700 or by email as provided below.

Sincerely,



Timothy T. Burns, CPA
Partner
tburns@bkd.com



Wilkins M. Crawford Jr., CPA
Director
wcrawford@bkd.com

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PROPOSAL NARRATIVE

For Mississippi Office of the State Auditor's (SAO) convenience, BKD, LLP has structured our proposal according to the questions in your Request for Proposal (RFP). We believe our proposal will demonstrate our qualifications to serve SAO.

BKD NATIONAL GOVERNMENTAL GROUP

1. A description of the Firm's qualifications for performing professional auditing services.
2. The length of time the Firm has been performing such services. A listing of previous governmental audits completed should be included in the proposal.

BKD has been performing professional audit services since we were founded in 1923 and has been serving governmental entities since 1970. We obtained our first municipality client in 1988.

GOVERNMENTAL AUDIT EXPERTISE

BKD National Governmental Group works with approximately 500 governmental clients nationwide, including municipalities, counties, federal and state agencies, public utilities, airports and transportation authorities. Our advisors can help SAO address the numerous financial considerations of governmental entities, including fiscal accountability and resource management, as well as performance management, budgeting and debt administration.

In addition, our public sector involvement has enabled us to establish connections with numerous regulatory and auditing organizations, including:

- ▶ AICPA Governmental Audit Quality Center, as a member
- ▶ Government Finance Officers Association (GFOA)
- ▶ Governmental Accounting Standards Board (GASB)
- ▶ Office of Management and Budget
- ▶ U.S. Government Accountability Office

We look forward to communicating best practices and forward-looking strategies to help SAO thoughtfully consider the areas important to fulfilling your fiduciary responsibilities.

SIGNIFICANT SINGLE AUDIT EXPERIENCE

Ranked as the sixth largest Single Audit provider among CPA firms, BKD performs approximately 425 annually. With approximately one-third of our not-for-profit and governmental clients receiving federal funding, we are familiar with the requirements for allowability of both direct and indirect costs, as well as the ability for the recipient to charge an administrative cost allowance under many federal programs.

To help streamline the Single Audit process, we use audit programs and checklists designed specifically for the federal programs we audit. Our firm maintains a database of audit programs tailored to the grants and other federal programs commonly found in governmental entities. Our extensive experience providing compliance testing in accordance with the U.S. Office of Management and Budget (OMB) requirements can help us properly perform and submit state agency Single Audits on time.

A CENTER OF EXCELLENCE FOR GOVERNMENT

As part of our industry specialization within BKD, leaders from BKD offices across our national governmental practice created the BKD Center of Excellence for Government to focus on the specific issues government agencies face. These professionals meet regularly to discuss important industry developments, legislative updates and challenges that affect governmental entities throughout the country, as well as share best practices gained from our extensive industry experience. We look forward to leveraging this knowledge to offer you proactive communication and valuable industry insight so you can confidently plan for the future.

A STRONG HISTORY OF PERFORMANCE

Because of our past working relationship and knowledge of Mississippi state agencies and their operations, you can have confidence in BKD's understanding of the issues and challenges you and these agencies face. We are committed to being the service provider you can trust for quality deliverables and unmatched client service.

If engaged, we will not rely solely on this strong historical performance. Our team remains dedicated to proactively identifying opportunities where we can offer sound professional advice to help increase the value of your investment.

REPRESENTATIVE LIST OF CLIENTS

BKD is proud to work with Mississippi governmental entities, including:

Central Mississippi Planning & Development District
Delta Regional Authority
Hinds County Government, Mississippi
Jackson Convention Complex
Mississippi Department of Corrections
Mississippi Department of Employment Security
Mississippi Department of Information Technology Services
Mississippi Department of Marine Resources
Mississippi Department of Public Safety

Mississippi Department of Transportation
Mississippi Prepaid Affordable College Tuition Program
Mississippi State and School Employees Life and Health Plan
Mississippi State Department of Health
Mississippi Surplus Lines Association
Municipal Energy Agency of Mississippi
Municipal Gas Authority of Mississippi
Office of the Mississippi State Treasurer

BKD also is proud to provide Single Audits to clients, including:

Aspire Indiana, Inc.
Catholic Charities of Kansas City - St. Joseph Inc
City of Bellevue, Nebraska
City of Bentonville, Arkansas
City of Brookings, South Dakota
City of El Paso, Texas
City of Fort Smith, Arkansas
City of Kansas City, Missouri
City of Lancaster, Texas
City of Lincoln, Nebraska
City of Lubbock, Texas

City of Nebraska City, Nebraska
JA Worldwide
Mississippi Food Network
Mississippi State Department of Health
Mississippi Department of Transportation
National FFA Organization
People's City Mission
The Family Conservancy
The Family Place & The Family Place Foundation
Tri-State Food Bank, Inc.
United Way of Greater Cincinnati and Subsidiaries

REFERENCES

Our clients are our best ambassadors, and we encourage you to contact them about their satisfaction with our services. The following clients have consented to discussing BKD's services and service delivery with you at your convenience.

Mississippi Department of Corrections
Mr. Rick McCarty
Deputy Director/Chief Financial Officer
601.359.5682
Jackson, MS

Mississippi Department of Employment Security
Ms. Jackie Turner
Chief Financial Officer
601.321.6346
Jackson, MS

Mississippi Affordable College Savings Program/ Mississippi Prepaid College Tuition Program
Ms. Emilia Nordin
Director
601.359.5256
Jackson, MS

3. The Firm's tax I.D. number.

Our tax identification number is 44-0160260.

4. An affirmative statement that the Firm is independent of MMD as defined by generally accepted auditing standards generally accepted in the United States of America and Government Auditing Standards.

BKD is independent with respect to SAO and the agencies proposed on, as identified in the Your Investment section below, as defined by the Code of Professional Conduct of the American Institute of CPAs (AICPA) and the United States Government Accountability Office's *Government Auditing Standards*. We are not aware of any relationship that would impair our independence.

5. A copy of the report of its most recent external quality review, including a statement indicating whether that quality review included a review of specific government engagements.

BKD is committed to providing quality audit services to our clients. We submit our work to external reviewers, who challenge our approach and findings. We are proud of the findings from these reviews, which indicate that our process works.

Our most recent AICPA peer review included, among others, engagements performed under *Government Auditing Standards*. A copy of our most recent peer review report is included in the Appendix.

6. A Schedule of Professional Fees and Expenses.

BKD knows our clients do not like fee surprises. Neither do we. Our goal is to be candid and timely, and we want to answer your questions about fees upfront. We determine our fees by evaluating a number of variables: the complexity of the work, the project's scope, the time we will spend and the level of professional staff needed.

Mississippi Office of the State Auditor

For the Years Ending December 31

2017

2018

As Applicable by Agency Per the RFP: Financial Statement Audit in Accordance with *Government Auditing Standards* & Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) & Report on Accrued Compensated Absences

[illegible]

The fees above are all-inclusive and include travel costs, if any, and an administrative fee of 4 percent to cover items such as copies, postage and other delivery charges, supplies, technology-related costs, such as computer processing, software licensing, research and library databases, and similar expense items. The audit fees are based on an average composite rate of [REDACTED] per hour. Our fees may increase if our duties or responsibilities change because of new rules, regulations and accounting or auditing standards. We will consult with you should this happen. BKD has chosen to bid on the specific agencies indicated above based on our relative experience. We would be happy to consider additional agency engagements should SAO receive unsatisfactory proposals on the remaining agencies.

Our estimate of fees does not include any time that may be required to address a restatement of the previously audited financial statements. Accordingly, any such work will be billed based on the following quoted hourly rates.

HOURLY RATES

Any work outside the scope of this engagement will be priced according to our hourly rates.

Staff Levels	Hourly Rates
Partner	[REDACTED]
Senior Manager, Director	[REDACTED]
Associate, Senior Associate, Senior Associate II, Manager	[REDACTED]

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**Unmatched client service isn't
just a slogan at BKD; it's the
backbone of our culture.**

Theodore D. Dickman, CPA
Chief Executive Officer | BKD, LLP

APPENDIX

AICPA PEER REVIEW LETTER



American Institute of CPAs
220 Lough Farm Road
Durham, NC 27707-8110

November 10, 2014

Theodore D Dickman, CPA
BKD, LLP
910 E Saint Louis St Ste 400
Springfield, MO 65806

Dear Sir/Madam:

It is my pleasure to notify you that on October 31, 2014 the National Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is November 30, 2017. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Gray".

Larry Gray
Chair, National Peer Review Committee
nprc@aicpa.org 919 402 4502

cc: Candace E Wright, L Douglas Bennett

Firm Number: 10002800

Review Number 361333

Letter ID 937515

T 1 919 402 4502 | F 1 919 402 4876 | nprc@aicpa.org

BKD PEER REVIEW REPORT



A Professional Accounting Corporation
Associated Offices in Principal Cities of the United States
www.pncpa.com

System Review Report

To the Partners of BKD, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of BKD, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, audits performed under FDICIA, audits of carrying broker-dealers, and examinations of service organizations (SOC 1).

In our opinion, the system of quality control for the accounting and auditing practice of BKD, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. BKD, LLP has received a peer review rating of *pass*.

Postlethwaite & Netterville

Baton Rouge, Louisiana
September 19, 2014

YOUR BKD MANAGEMENT TEAM

The most critical factor in providing high-quality service is choosing your engagement team. We take team selection seriously and have the appropriate team of advisors to meet your needs. Team management will include personnel from the sample list below with staffing dependent on the number and nature of agencies awarded.



Timothy T. Burns, CPA

Partner

Engagement Role: Lead Engagement & Audit Partner

Tim has more than 30 years of experience serving as an auditor and a consultant for a number of industries, including governmental, not-for-profit, higher education and commercial entities, including telephone companies and other utilities, such as wireless telephone and cable television. His governmental industry experience includes audits of Mississippi agencies under three-way contracts with the SAO, with recent audits under the MAGIC system. His consulting experience in the utility field includes representation and testimony before various public service

commissions on a diversity of ratemaking and other matters, including cost of capital, rate design and development of rate base and revenue requirements. Tim serves as the governmental and not-for-profit team leader for the BKD Jackson office.

He is a member of the American Institute of CPAs and the Mississippi Society of Certified Public Accountants.

He is a graduate of Mississippi State University, Starkville, with a B.S. degree in accounting.



Wilkins M. Crawford Jr., CPA

Director

Engagement Role: Audit Director

Wil has more than 10 years of experience providing audit and accounting services to telecommunications, governmental, not-for-profit, higher education and health care clients. His governmental industry experience includes audits of Mississippi agencies under three-way contracts with the SAO, with recent audits under the MAGIC system. Wil also serves as the accounting and auditing assistant director for BKD's Jackson, Mississippi, office.

He has served as the in-charge, manager and engagement executive for Single Audits under OMB Circulars for various hospitals, universities, governmental and not-for-profit agencies, as well as **Yellow Book** financial statement and Rural Utilities Service compliance audits for telecommunications entities. Within BKD, he has assisted with audit staff training and creating advanced virtual Single Audit compliance training.

Wil is a member of the American Institute of CPAs and Mississippi Society of Certified Public Accountants (MSCPA). He was awarded the Silas M. Simmons Bronze Medal for the 2007 CPA Exam. He also has served as president of the MSCPA Young CPAs, chair of the MSCPA Governmental A&A Committee, millennial chair of the MSCPA Long Range Planning Committee, an MSCPA board member and was the 2015 winner of the MSCPA Rising Star Award. He is a member of the Association of Government Accountants and a reviewer for the United States and Canada's Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting Program.

He previously served as treasurer on the board of directors of the Central Mississippi Chapter of the Mississippi State University Alumni Association and currently serves on the Madison United Methodist Church finance committee and the advisory board for Habitat for Humanity Mississippi Capital Area.

Wil is a *summa cum laude* graduate of Mississippi State University, Starkville, with a B.S. degree in accounting and an M.Acc. degree.



Linda S. Trifone, CPA, CFE
Director
Engagement Role: Audit Director

Linda provides assurance and consulting services for health care providers, with an emphasis in hospitals, nursing homes and physician clinics. She also manages Single Audits for not-for-profit, hospital and governmental entities, as well as **Yellow Book** financial statements audits. Her governmental industry includes audits of Mississippi agencies under three-way contracts with the SAO, with recent audits under the MAGIC system. Linda also assists several small commercial and not-for-profit clients with their assurance and consulting needs.

She is a Certified Fraud Examiner (CFE) with 13 years of public accounting and two years of internal audit experience. She is a BKD national training instructor. Linda is a speaker around the state on fraud, audit and accounting issues and published an article on fraud in the newsletter of the Mississippi Society of Certified Public Accountants (MSCPA).

Linda is a member of the American Institute of CPAs, MSCPA, Healthcare Financial Management Association (HFMA) and Association of Certified Fraud Examiners. Linda serves as chair of the Health Care Services Committee of the MSCPA. She also is a member of the board of directors of the Mississippi chapter of HFMA.

She is a graduate of University of Notre Dame, South Bend, Indiana, with a B.S. degree in accounting.



Jessica S. Sumrall, CPA
Senior Manager
Engagement Role: Audit Senior Manager

Jessica has more than 12 years of experience in governmental and not-for profit accounting and audit services. She has approximately three years of previous experience with the Mississippi Office of the State Auditor performing and serving as an in-charge auditor of financial statement and Single Audits of various state agencies, including Mississippi Division of Medicaid, Mississippi Department of Revenue, Mississippi Department of Health, Mississippi Development Authority and Mississippi Department of Transportation. In addition, she has more than four

years of previous experience initiating, executing, maintaining and reporting on federal grants and other contracts as the grants and contracts manager for a local not-for-profit company.

Her specific relevant experience includes serving as senior auditor for the Mississippi Department of Employment Security audit of generally accepted accounting principles packages and federal funds under Single Audit requirements for 2011–2016. In addition, Jessica served as senior auditor for the Hinds County, Mississippi, audit for 2011–2015 and audit manager for 2016.

Prior to her audit work at BKD, Jessica served as a special project manager in conjunction with the Mississippi Office of the State Auditor. Her team at BKD was contracted by the State to conduct oversight and monitoring of nonstate entities that received monies from the *American Recovery and Reinvestment Act of 2009*.

She is a 2003 graduate of Millsaps College, Jackson, Mississippi, with a B.B.A. degree in business administration with an emphasis in accounting and an M.Acc. degree.



Andrew M. Richards, CPA
Partner
Engagement Role: Concurring Reviewer

Andy is a member of BKD National Governmental Group. With approximately 20 years of experience at BKD, he provides audit and advisory services to not-for-profit and governmental entities. He also assists BKD's National Office in providing technical support to BKD auditors, developing firm guidance on governmental accounting standards, reviewing governmental audit engagements, developing professional education on government-related topics and performing internal office inspections.

He is the audit partner on numerous state and local governments in Arkansas, including Fort Smith, Texarkana, Conway and Bentonville. He also is a firmwide resource and serves as concurring reviewer on some of BKD's larger governmental engagements, including City and County of Denver, Colorado, Mississippi Department of Employment Services and Arkansas Development Finance Authority.

From December 2007 through January 2010, Andy participated in the governmental accounting standards-setting process as a Practice Fellow with the Governmental Accounting Standards Board (GASB) in Norwalk, Connecticut. During that time, he acted as a GASB project manager working on the Codification of Pre-November 30, 1989, Financial Accounting Standards Board Pronouncements project, GASB Statement No. 14, *The Financial Reporting Entity*, Reexamination project, as well as the GASB Comprehensive Implementation Guide update. He also assisted the GASB technical research staff in responding to technical inquiries submitted by their constituency and performed several speaking engagements on behalf of GASB. He was a member of the GASB Comprehensive Implementation Guide Advisory Committee from 2012 to 2014.

He is a member of the American Institute of CPAs, where he served on the State and Local Government Expert Panel from 2010 through 2013 and Arkansas Society of Certified Public Accountants. He serves on the board of directors as president of Arkansas Literacy Councils, Inc. and has served as a local board member of the BKD Foundation. He also was named to the *Arkansas Business* "40 Under 40" list in 2015.

Andy is a 1996 graduate of University of Arkansas, Fayetteville, with a B.S. degree in business administration and accounting.



Deborah E. Beams, CPA
Director
Engagement Role: Concurring Reviewer

Deborah, the current assistant accounting and auditing director for the firm's Dallas office, has more than 10 years of accounting and auditing experience working primarily in the not-for-profit and governmental industries. She also has extensive experience with Single Audits. Prior to her employment with BKD, Deborah was an auditor with an international firm. Her clients included public and private institutions of higher education, private schools, municipalities, religious organizations and health and welfare organizations. She now serves as accounting and auditing

assistant director for BKD's Dallas office, performing quality control reviews and assisting audit teams with technical matters.

She spent three years as a practice fellow at the Governmental Accounting Standards Board. During that time, she worked on projects leading to the issuance of GASB Statements on nonexchange financial guarantees, fair value and external investments pools. She also originated and led the GASB project on leases, which involved collaboration with Financial Accounting Standards Board staff and presentations to the Federal Accounting Standards Advisory Board.

Deborah is a member of the American Institute of CPAs and Texas Society of Certified Public Accountants.

She is a *summa cum laude* graduate of University of North Texas, Denton, with a B.S. degree as well as a 2005 graduate with an M.S. degree, where she was named Outstanding Masters Student.

FINANCIAL STATEMENT AUDIT IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS & UNIFORM GUIDANCE SERVICE DESCRIPTION

BKD's audit approach focuses on areas of higher risk—the unique characteristics of an agency's operating environment, the design effectiveness of the agency's internal controls and financial statement amounts and disclosures. The objective is to express an opinion on the conformity of the agency's financial statements, in all material respects, with accounting principles generally accepted in the United States of America.

Our audit will be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

These principles make up the foundation of BKD's audit approach:

- ▶ The staff working on the engagements have been trained in the governmental industry. You will not have to train our people on audit areas or risks specific to the industry.
- ▶ We provide a significant level of engagement executive involvement so an agency receives high-quality service with little interruption. We recognize we have to be flexible because not all audits go as planned. Because our partners and managers are in the field, we can adapt quickly to circumstances that arise.
- ▶ Communicating the results of our audit procedures and sharing ideas to help with accounting processes are integral parts of an engagement. In addition, communication does not end when the audit is completed. We strive to keep in contact with the agency's management team throughout the year. Continued communication means an efficient and effective audit.

Using our five-phase approach, we will work to develop an audit plan tailored to the specific circumstances and risks.

PHASE 1: PLANNING

As required by auditing standards, we will communicate with the audit committee and management team early in the audit process. Our communication with the audit committee and management team is a two-way process: we will be informing them of the scope and timing of the audit but in return we will ask that the audit committee and management team let us know about any risk issues they have identified, any areas where they would like us to perform additional procedures or anything else material to the audit.

BKD also will work closely with the management team to develop an audit timeline that meets your requirements. For any audit to be successful, teamwork between the auditors and the management team is required. Both parties must set a realistic timeline to meet required deadlines.

As part of the planning meeting, we will identify information readily available for the audit and what additional information we will need. We recognize the importance of compliance with professional standards, but we also emphasize the need to be practical. When possible, during our testing of year-end account balances, we will want to use internal reports and information.

MATERIALITY

BKD has a defined methodology for governmental clients that does not simply consider net income, but focuses on other metrics, such as total assets, total revenue or other meaningful metrics to scope our audit approach, evaluate actual or potential errors and develop audit samples. In addition, we will seek the input of the audit committee and management team to further direct our testing procedures prior to finalizing our scope.

PHASE 2: RISK ASSESSMENT

BKD will follow standards established by the Auditing Standards Board of the AICPA. These auditing standards affect the amount and type of information BKD will gather to perform the audit.

We will:

- ▶▶ Obtain an understanding of the business and business environment, significant risks faced and how those risks are mitigated. This will include examining how an agency measures and manages financial performance, as well as the internal control over financial reporting.
- ▶▶ Evaluate where the financial statements might be susceptible to material misstatement due to error or fraud.
- ▶▶ Consider whether internal controls have been implemented and assess the general controls around IT systems.
- ▶▶ Assess risks of material misstatement for the most significant financial statement amounts and disclosures.

To help facilitate the testing of internal controls, we use questionnaires specific to the governmental industry, which expedite gathering control information. Based on the documentation of the controls, we will test the key controls of the agency.

We expect to interview personnel and review prior board meeting minutes as part of our information-gathering process.

PHASE 3: FIELDWORK, TESTING & FURTHER AUDIT PROCEDURES

Based on our assessment of risks of material misstatements and determination of further audit procedures to be performed, we will design audit tests that take advantage of strengths in the internal control system.

During fieldwork, we will:

- ▶▶ Perform substantive tests on material account balances
- ▶▶ Evaluate significant unusual transactions
- ▶▶ Ask management to further explore and clarify any identified potential misstatements
- ▶▶ Evaluate the materiality of those misstatements, if applicable
- ▶▶ Conclude whether all identified risks of material misstatement have been addressed
- ▶▶ Hold a formal exit conference with management to share findings and preliminary deliverables

BKD also will perform some tests from the following alternatives:

- ▶▶ Test key items – Some items within an account may be large enough by themselves to involve significant risk of material misstatement. These key items can be audited individually.
- ▶▶ Sampling – A detailed audit of representative individual items (a sample) selected from a population.
- ▶▶ Analytical procedures – Taking a closer look at a grouping of information by examining it as it relates to other accounts, historical trends or other measures.
- ▶▶ Computer-assisted auditing techniques (CAAT) – BKD uses ACL as one of the primary tools to apply CAAT. The use of ACL allows us to analyze data electronically, handle large amounts of data and increase the effectiveness and efficiency of audit procedures.

OUR FIVE-PHASE APPROACH TO FINANCIAL STATEMENT AUDITS

1 » Planning

2 » Risk Assessment

3 » Fieldwork, Testing &
Further Audit Procedures

4 » Report &
Communications Delivery

5 » Presentation

As needed, our partners across the firm serve as technical resources with expertise to deal with particularly challenging or unique situations that may arise in the course of your audit.

PHASE 4: REPORT & COMMUNICATIONS DELIVERY

A cornerstone of the quality of our audits is the use of a concurring reviewer before the issuance of any reports. Another member of our assurance team, who has otherwise not been involved in the engagement, reviews the financial statements and workpapers before issuing the report.

Generally accepted auditing standards establish requirements and provide guidance on our communication with those charged with governance. In addition, if applicable, we will issue a report to management and those charged with governance of any significant deficiencies or material weaknesses identified during the audit.

Our commitment to a smooth engagement also includes the timely delivery of our audit report. We will work with the agency to insure compliance with all SAO deadlines.

PHASE 5: PRESENTATION TO THOSE CHARGED WITH GOVERNANCE

An agency may want to formally share the audit results with their audit committee and management team. We can help make a presentation to the audit committee and management team and answer their questions.

COMPLIANCE AUDIT IN ACCORDANCE WITH UNIFORM GUIDANCE

BKD performs hundreds of Single Audits annually, focusing on two objectives: first, an audit of the financial statements and reporting on the Schedule of Expenditures of Federal Awards (SEFA) in accordance with *Government Auditing Standards*, and second, a compliance audit for federal awards expended during the fiscal year.

At least one-third of our not-for-profit and governmental clients receive federal funding. Our extensive experience with compliance testing in accordance with the OMB requirements can help provide SAO with a Single Audit performed properly and submitted on time for those agency's with Single Audit requirements.

OUR UNIFORM GUIDANCE AUDIT APPROACH

During our audit procedures of federal award programs, we do not simply look for findings to report. We look for opportunities to advise the agency of more efficient ways to comply with federal regulations to reduce the risks of sanctions or reduced funding. BKD has developed contacts at federal agencies and has been able to work cooperatively with these agencies to help clients resolve or avoid issues.

Agencies subject to the Uniform Guidance and *Government Auditing Standards* will benefit from BKD's specially designed audit programs, checklists and database of federal audit programs.

Identification and testing of the federal programs will be performed primarily during interim fieldwork, which will typically be performed before your fiscal year-end. We have found this to be the most efficient manner in which to perform our audit services when the additional Uniform Guidance requirements are present.

TRAINING REQUIREMENTS FOR UNIFORM GUIDANCE AUDITORS

SAO can have confidence in BKD auditors' experience in testing federal funding subject to the Uniform Guidance. Our audit professionals are required to receive at least 120 hours of continuing professional education (CPE) every three years, and for auditors involved with audits performed under *Government Auditing Standards*, this education includes the hours required to comply with *Government Auditing Standards Yellow Book* guidance. Staff members attend a series of core audit and accounting courses over the first four years of their careers. Staff subsequently receive additional training on accounting and auditing for the not-for-profit and governmental environment.

FUTURE NEGOTIATIONS

Upon being selected as the successful bidder, BKD may require modification to the terms and conditions, as referenced in the RFP, to comply with professional standards and/or BKD's policies. As BKD has successfully resolved similar terms and conditions with SAO previously, BKD is confident the parties can successfully negotiate a mutually acceptable agreement.

BKD FIRM PROFILE

experience insight // **BKD, LLP**, a national CPA and advisory firm, can help individuals and businesses realize their goals. Our dedicated professionals offer audit, tax and consulting services to clients in all 50 states and internationally. BKD and its subsidiaries combine the insight and ideas of multiple disciplines to provide solutions in a wide range of industries.

ABOUT BKD



CLIENT SERVICE

The **BKD Experience** is a commitment to unmatched client service that is shared by CPAs, advisors and dedicated staff members who take your business personally. We are so dedicated to the idea that we wrote a book—**The BKD Experience: Unmatched Client Service**.



INTERNATIONAL SOLUTIONS

BKD is the largest North American member of **Praxis**, AISBL¹, a global alliance of independent firms serving clients in approximately 100 countries. We offer multinational clients a gateway to the global marketplace with services delivered by alliance firms committed to the highest standards required in international business.



PROFESSIONAL AFFILIATIONS

BKD is a member of the American Institute of CPAs and its three quality centers: Center for Audit Quality, Employee Benefit Plan Audit Quality Center and Governmental Audit Quality Center.

BKD is registered with the Public Company Accounting Oversight Board, which is required to serve as an independent auditor of public companies. BKD audits approximately 80 U.S. Securities and Exchange Commission registrants, including approximately 30 benefit plans.



MISSION STATEMENT

The mission of BKD is to always strive for excellence in providing services to clients, create rewarding career opportunities and maintain sound professional, business and financial standards.



QUICK FACTS

- **Clients:** Individuals and private and publicly traded businesses in the health care, manufacturing, distribution, financial services, construction and real estate industries, as well as not-for-profit and governmental entities
- **Total Personnel:** Approximately 2,600[^]
- **Partners & Principals:** Approximately 270[^]
- **Net Revenues:** \$550 million[^]
- **Fiscal Year-End:** May 31
- **Founded:** 1923
- **Locations:** 35 offices serving clients in all 50 states and internationally[^]

¹Praxis, AISBL is a global alliance of independent firms. Organized as an international not-for-profit entity under Belgian law, Praxis has its executive office in Epsom. Praxis - Global Alliance Limited is a not-for-profit company registered in England and Wales, limited by guarantee and has its registered office in England. As an Alliance, Praxis does not practice the profession of public accountancy or provide audit, tax, consulting or other professional services of any type to third parties. The Alliance does not constitute a joint venture, partnership or network between participating firms. Because the Alliance firms are independent, Praxis does not guarantee the services or the quality of services provided by participating firms.

[^]As of December 31, 2016

BKD SERVICES

Audit & Assurance

Tax

Business Succession Planning

Employee Benefit Plans

Forensics & Valuation Consulting

Information Technology

Risk Management

State, Local & International Tax

Wealth Management

And more

COMMITMENT TO PROFESSIONAL DEVELOPMENT

BKD is committed to creating rewarding careers and equipping our professionals with the tools they need to serve our clients. We take professional growth and development seriously and offer numerous programs and training so we are prepared to help meet your professional services needs.



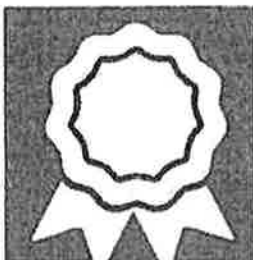
AWARD-WINNING TRAINING

BKD's commitment to lifelong learning and professional development is highlighted by our recognition as a top-tier training organization. BKD has earned the distinction of **Training** magazine's Training Top 125 for the past four years. In 2016 and 2014, BKD also earned the **Chief Learning Officer** magazine's LearningElite award.



PROGRESSIVE PROGRAMS & INITIATIVES

BKD is dedicated to creating and implementing programs and initiatives to help our professionals achieve their full potential. Programs include SKY, a firmwide initiative to emphasize and strengthen diversity in our firm. SKY focuses on recruiting, retaining and developing women for the sustainable growth of BKD. Through the collaboration of men and women, BKD aims to foster a culture that recognizes and supports maximizing the potential of all.



REWARDING CAREERS

As part of a recent employee engagement survey, BKD employees ranked us within the 90th percentile of professional services companies, indicating they find BKD to be an exemplary platform from which to serve clients.

BKD PRIDE VALUES

WHAT'S IMPORTANT TO YOU? // A commitment to excellence? Independence and objectivity? A broad skill set? Exceeding expectations? At BKD, these are all essential. That's why every day you can see our partners and employees "living the PRIDE." These values—passion, respect, integrity, discipline and excellence—are the hallmarks of BKD and guide us as we provide solutions for your business and financial needs. Experience what BKD PRIDE values can mean for you.



P

PASSION

- For service to others
- For making tomorrow better than today

Experience how our dedication and enthusiasm for making tomorrow better than today can help you make informed decisions to help improve business and financial outcomes.

R

RESPECT

- For the differences that make our team strong
- For our legacy and the benefits of change

Experience how our respect for diversity can provide a variety of skills and talents to meet your needs. Respecting the lessons of our legacy and yours, we can help you capitalize on the opportunities change inevitably offers.

I

INTEGRITY

- To do the right thing
- To be objective and independent

Experience how our integrity and objectivity can help you make smart business decisions. You want an advisor to tell you what you need to know, not just what you want to hear.

D

DISCIPLINE

- In process and innovation
- To balance professional and personal commitments

Experience how our well-established protocols and low-risk approaches can help resolve issues and advance your goals.

E

EXCELLENCE

- In skills and competencies
- In our quest to be the best

Experience how our ambition, knowledge, commitment to lifelong learning and drive to improve technical and analytical skills can work to consistently surpass your expectations.

BKD THOUGHTWARE

BKD's expertise spans a wide variety of industries and subjects, and our professionals share their knowledge in print, online and in person to help advance your organization. Use the QR code below to sign up for **BKD Thoughtware®** emails.



// articles



// emails



// presentations



// videos



// webinars



BKD_{LLP}
CPAs & Advisors

bkd.com

EXHIBIT D

OFFICE OF THE STATE AUDITOR'S REQUEST FOR PROPOSALS

June 12, 2017

The following document is the Office of the State Auditor's *Request for Proposal* dated June 12, 2017.

TO: Prospective Firms
FROM: Office of the State Auditor
DATE: June 12, 2017

SUBJECT: Request for proposals for performing all procedures necessary to issue program specific audits on Federal program(s) and/or financial statement audit(s) of treasury funds for fiscal year 2017.

The Office of the State Auditor invites you to submit a proposal to provide professional auditing services in conjunction with rendering audit reports on certain selected treasury funds and/or Federal programs of agencies to the State Auditor's Office (SAO). This Request for Proposals (RFP) will serve as the RFP for multiple audits. Specific information regarding each proposal is outlined in the Attachments to this RFP. Proposers must submit proposals individually for each Attachment, but are not limited in the number of proposals submitted.

The selected funds and accounts are considered significant to the State's financial statements and as such were selected by the SAO for audit in relation to its audit of the State of Mississippi's fiscal year 2017 *Comprehensive Annual Financial Report*. The selected Federal programs were selected for audit as major programs to be included in the *Single Audit Report* for fiscal year 2017.

The June 30, 2017 GAAP reporting packages and underlying records for each of the selected funds will be examined for completeness and accuracy. Adjusting entries to the trial balance generated by the Department of Finance and Administration (DFA) will be prepared on the DFA adjusting entry standardized forms and submitted to the agency for approval and the SAO for review and processing within the due dates specified by SAO. The funds to be audited listed on the Attachments. In addition, the Schedule of Expenditures of Federal Awards prepared by the agency will be audited for the selected federal programs. The trial balances for these funds and the Schedule of Expenditures of Federal Awards are scheduled to be available September 2017. The Federal programs to be audited are listed on the Attachments.

Agreements entered into will be between agency listed on Attachment, the selected Firm, and the State Auditor's Office (SAO).

All proposals must be received by mail or email and received no later than 2:00 p.m. on Friday, July 14, 2017.

For any inquiries regarding proposals, please contact Jason Ashley at Jason.Ashley@osa.ms.gov or Donna Parmegiani at Donna.Parmegiani@osa.ms.gov.

Please address all inquiries to:

Office of the State Auditor
Attention: Jason Ashley
501 North West Street
Suite 801
Jackson, MS 39201

M. AWARD ANNOUNCEMENT DATE

SAO anticipates making a decision no later than July 31, 2017

PART II - WORK STATEMENT

The work for this RFP includes performing all procedures necessary to issue financial statement reports on certain treasury funds for the State fiscal year ending June 30, 2017 managed by SAO. Also, if applicable, Federal programs will be subjected to program-specific audits. The Federal program was selected for auditing as a major program. Proposing firms acknowledge that audits contracted and requested by SAO are component audits for the presentation of CAFR and will be used as part of an audit of group financial statements. As such, SAO is considered the Group Auditor and that firms will comply with all requirements as listed in AU-C 600 – Audits of Group Financial Statements.

The June 30, 2017 GAAP reporting packages and underlying records for each of the selected funds and program will be examined for completeness and accuracy. In addition, the Schedule of Expenditures of Federal Awards prepared by the agency for the selected federal program will be audited. Adjusting entries will be prepared to the trial balances generated by the Department of Finance and Administration (DFA). These adjusting entries will be prepared on the DFA adjusting entry standardized forms and submitted to agency for approval and SAO for review and processing within the due dates specified by SAO. It is anticipated that the financial statements will be available September 2017.

Financial statement audits will be required for: (1) GAAP reporting packages of the selected funds for the state fiscal year 2017, including a conclusion on the fair presentation of the GAAP reporting packages in conformity with generally accepted accounting principles in the USA, (2) a conclusion on compliance and internal controls based on an audit of the GAAP reporting packages for the selected funds performed in accordance with Government Auditing Standards, and (3) a conclusion on the Schedule of Expenditures of Federal Awards for GAAP reporting packages.

The auditing services will be made in conformity with the following guidelines and regulations:

1. The standards for financial audits set forth in the U.S. Government Accountability Office's Government Auditing Standards which includes generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants.
2. Statements of financial accounting standards as prescribed by the Governmental Accounting Standards Board.
3. Special items or reports prescribed by SAO as set forth in PART VII Audit Services Schedule.
4. OMB Uniform Grant Guidance.

SAO will not pay any costs incurred in the preparation and submission of proposals.

F. WITHDRAWALS OF PROPOSALS

Proposals may be withdrawn by written notice received at any time before award.

G. PROPOSAL MODIFICATIONS

Any requests to modify proposals must be submitted in writing by the Firm. All requests for modifications must be submitted prior to the proposal submission deadline. SAO reserves the right to deny any requests for proposal modification.

H. EQUAL OPPORTUNITY

Contracts, purchases and other financial transactions are administered by SAO equally, to all without regard to race, color, creed, sex, national origin, disability or age.

I. EFFECTIVE PERIOD OF PROPOSAL

All proposals are required to remain in effect for at least one (1) month from the date submitted to SAO for review.

J. AMENDMENTS TO PROPOSAL SPECIFICATIONS

SAO reserves the right to issue amendments to these guidelines. If it becomes necessary to amend said guidelines; SAO will provide copies of the amendments to all Firms having submitted proposals based on earlier guidelines. As per Section 31-7-13 (c) (ii) of the Mississippi Code, annotated, no amendment will be issued within 2 working days prior to the submission deadline.

K. ORGANIZATIONAL CONFLICT OF INTEREST

In the event that an organizational conflict of interest should arise concerning this procurement, SAO shall have the authority and responsibility to make the affirmative determination as to whether: (1) there would exist a conflict as a result of an award or (2) that such conflict would be avoided after appropriate conditions are included in the award instrument. In the event that SAO determines that a conflict of interest exists and that such conflict cannot be avoided by including appropriate conditions in the award instrument, SAO may nevertheless authorize the award, if a determination is made that it is in the best interest of the State of Mississippi to make such award, and the award instrument includes appropriate conditions in such contract agreement, or arrangements to mitigate such conflict.

L. QUESTIONS CONCERNING PROPOSALS

Written questions concerning a proposal, prior to or after submission, will be answered as quickly as possible.

Questions regarding proposal content, form or technical aspects will require a written request for properly documenting both request and response.

PART I - GENERAL TERMS AND CONDITIONS

A. ISSUING OFFICE

SAO issues this offer for the agency. SAO reserves the right, without qualifications, to select any proposal as a basis for negotiation, to reject all proposals and to exercise its discretion and apply its judgement with respect to any proposal submitted.

B. CONTRACT TYPE AND PRICE

It is anticipated that the contract subsequent to this solicitation will be awarded on a cost reimbursement basis of an hourly rate. A Schedule of Professional Fees and Expenses should be submitted with the proposal.

C. PROPOSAL SUBMISSION AND DEADLINE

All Firms must submit one (1) original and one (1) copy of the entire proposal. All proposals must be received no later than 2:00 p.m. on Friday, July 14, 2017. All proposals must be submitted in a sealed envelope and addressed as indicated below. Proposals must be placed in the hands of the state personnel directly serving the procurement activity prior to the hour of the date mentioned in the advertisement. A Firm submitting a proposal, whether hand delivered or mailed, is responsible for ensuring that the sealed proposal is delivered by the required time and the Firm assumes all risk of delivery. Proposals received after the date specified will be returned unopened.

Proposals may be mailed or delivered to:

Office of the State Auditor
Attention: Jason Ashley
501 North West Street
Suite 801
Jackson, MS 39201

SEALED PROPOSAL - DO NOT OPEN

Submission Deadline: July 14, 2017 by 2:00 p.m.

One (1) original and one (1) copy of the entire proposal shall be submitted.

Receipt or acceptance of a submission does not imply commitment or obligation on the part of the State of Mississippi to fund any proposal submitted.

D. ACCEPTANCE/REJECTION OF PROPOSALS

Failure to furnish all information or to follow the format identified in these guidelines may disqualify the proposal. It is important that each section of the original proposal be submitted in the most complete manner possible. SAO reserves the right to consult with outside parties in evaluation of proposals. All proposals become the property of the State of Mississippi upon receipt and will not be returned to the Firm.

E. PROPOSAL PREPARATION EXPENSES

PURPOSE

The purpose of the Request for Proposal is to obtain written proposals for an audit of the June 30, 2017 GAAP reporting packages and underlying records for each of the selected funds for completeness and accuracy and, if applicable, Selected Major Federal Programs. Adjusting entries to the trial balances generated by the Department of Finance and Administration (DFA) will be prepared on the DFA adjusting entry standardized forms and submitted to the agency for approval and the State Auditor's Office (SAO) for review and processing within the due dates specified by SAO. The accounts to be audited are listed by agency on the Attachments. In addition, the Schedule of Expenditures of Federal Awards prepared by the agency for the selected federal programs will be audited, if applicable on the Attachments. The trial balances for these funds and accounts are scheduled to be available September 2017.

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Request For Proposal

Issued by:

Office of the State Auditor
Jackson, Mississippi

Stephanie Palmertree

Director, Financial and Compliance Division

Submitted by:

The Firm will conduct the audit in accordance with auditing standards specified herein. Accordingly, the Firm will examine, on a test basis, evidence supporting the amounts and disclosures in the GAAP reporting packages, assess the accounting principles used and significant estimates made by management and evaluate the overall financial presentation.

As a part of the Firm's audit, it will consider the agencies' internal control over financial reporting in order to determine auditing procedures for the purpose of issuing a conclusion on the selected GAAP reporting packages and not to provide assurance on the internal control over financial reporting. This consideration will not be sufficient to enable the Firm to render separate opinions on the effectiveness of the internal control over financial reporting.

The objective of the audit is to obtain reasonable assurance about whether the GAAP reporting packages of the selected funds and account groups are free of material misstatement whether arising from errors, fraudulent financial reporting or misappropriation of assets. SAO acknowledges that while effective internal control reduces the likelihood that misstatements of this nature may occur and remain undetected, it does not eliminate that possibility. For that reason and because the Firm uses selective testing in its audit, the Firm cannot guarantee that material misstatements, if present, will be detected.

The GAAP reporting packages referred to above are the responsibility of the management of the agency. In this regard, management is responsible for properly recording transactions in the accounting records and maintaining an internal control sufficient to permit the preparation of reliable financial statements. Management is also responsible for making available to the Firm, upon request, all of the audited agency's original accounting records and related information, and the audited agency's personnel to whom the Firm's audit staff may direct inquiries.

As required by applicable auditing standards, the Firm will make specific inquiries of management and others about the representations embodied in the GAAP reporting packages and the effectiveness of the internal control. Generally accepted auditing standards also require that the Firm obtain representation letters covering the GAAP reporting packages from certain members of the audited agency's management. The results of the audit tests, the responses to the Firm's inquiries, and the written representations comprise the evidential matter the Firm will rely upon in forming an opinion on the selected GAAP reporting packages. Because of the importance of management's representations to an effective audit, the audited agency agrees to release the Firm and its personnel from any liability and costs relating to their services under this letter attributable to any misrepresentations by management contained in the representation letter referred to above.

The audited agency, with the written consent of SAO, shall have the right to reject, at any time during this contract period, any work not meeting the terms of this contract. Should the audited agency or SAO reject any services, the audited agency's or SAO's authorized representative shall notify the Firm in writing by registered mail of such rejection giving the reasons therefore. The right to reject services shall extend throughout the life of this contract. However, prior to termination of this contract by SAO, the audited agency must provide written justification to SAO documenting the reasons for requesting the contract be terminated. The audited agency must obtain written approval from SAO prior to terminating the contract.

The audited agency and SAO may request the Firm to perform additional duties under the contract. Before this work would begin, the audited agency, SAO and the Firm will mutually agree in writing upon the terms, including compensation, for the additional work to be performed.

The firm acknowledges that the audited agency and SAO are relying on the timely completion of this contract in its scheduling and budgeting and that time is of the essence. If the Firm fails to meet the completion date prescribed herein, the audited agency and/or SAO may, at their option, reduce the agreed compensation by an amount not to exceed ten percent (10%) of the total contract amount as liquidated damages for the failure to complete the contract by the completion date.

The audited agency, with the written consent of SAO's authorized representatives, is empowered to accept or reject the services furnished by the Firm in compliance with the provisions of this contract and the attached Audit Services Schedule. However, any rejection of services must be based solely on the Firm's failure to comply with the terms of the contract, and cannot be based on the nature of the Firm's opinion on the financial status of the audited agency in its audit report. However, prior to termination of the contract, the audited agency must provide written justification to SAO documenting the reasons for requesting the contract be terminated. The audited agency must obtain written approval from SAO prior to terminating the contract.

The Firm shall have a certified public accountant (CPA) as the certifying official of the final management reports.

PART III - INSTRUCTIONS TO FIRMS

N. PROPOSAL REQUIREMENTS

The Firm's proposal shall include the following:

1. A description of the Firm's qualifications for performing professional auditing services.
2. The length of time the Firm has been performing such services. A listing of previous governmental audits completed should be included in the proposal.
3. The Firm's tax I.D. number.
4. An affirmative statement that the Firm is independent of MMD as defined by generally accepted auditing standards generally accepted in the United States of America and *Government Auditing Standards*.
5. A copy of the report of its most recent external quality review, including a statement indicating whether that quality review included a review of specific government engagements.
6. A Schedule of Professional Fees and Expenses.

O. PERIOD OF CONTRACT

The contract shall expire one hundred twenty (120) days after the delivery of the working papers, conclusion memoranda and management letter reports, so that any questions raised during the audit may be resolved.

P. INSURANCE

The Firm shall carry workers' compensation insurance as required by law. The Firm agrees to hold the

audited agency and SAO harmless and indemnify the audited agency and SAO against any liability for injury or death to any person or damage to any property in connection with services performed under this contract. The Firm shall furnish upon demand, proof of coverage to SAO.

Q. PAYMENTS

The audited agency shall pay, or make payments on, consideration in accordance with the following schedule or procedure:

The Firm shall submit monthly invoice(s) to the audited agency with supporting documentation of costs incurred. The invoices shall outline the work performed and number of hours worked. The audited agency shall pay ninety percent (90%) of each invoice and will retain the remaining ten- percent (10%) until final payment is made. The audited agency will pay such invoices in accordance with the law related to timely payment for purchases by public bodies (Miss Code Ann. Section 31-7-301 et seq., Rev.1990). The final payment, including retained amounts, shall be made after completion and acceptance of the auditing services. In no instance will a payment be made in excess of the contract amount.

Payments shall be made and remittance information provided electronically as directed by the State of Mississippi Department of Finance and administration (DFA). These payments shall be deposited into the bank account of the Contractor's choice. The State of Mississippi DFA may, at its sole discretion, require the Contractor to submit invoices and supporting documentation electronically at any time during the term of this Agreement. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in the United States currency.

PART IV - PROJECT NEGOTIATIONS AND AWARD OF CONTRACT

It is the intent of SAO to conduct negotiations for award of a contract to the best firm as determined by the evaluation of competitive proposals, all relevant factors considered. A contract will be awarded only if it is within available funds and in the best interest of the audited agency and SAO.

Each proposal will be evaluated for completeness in accordance with Part III, Section N. Proposals will be ranked based on the technical qualifications and total price of the audit. The hourly rate may be computed for comparison purposes, in the event extreme deviations in cost or hours are noted.

The Agency's Request for Proposals and the Firm's technical proposal for professional services shall be incorporated as part of the awarded contract.

SAO reserves the right to seek outside technical analysis of any proposal.

PART V - PROPOSAL FORM

All proposals shall be prepared in accordance with this section. Although there are no specific length limitations, proposals should be concisely written, indexed (cross-indexed as appropriate), and logically assembled. All pages of each part shall be appropriately identified. The proposal shall consist of one document, which shall address, at the minimum, the following items:

1. SOLICITATION AND OFFER DOCUMENT

The cover page of this solicitation will be submitted with the proposal. The Firm must complete the "Submitted By" portion of the document.

2. TRANSMITTAL LETTER

A brief letter formally submitting the project for consideration. An authorized representative of the proposing organization should sign the transmittal letter.

3. TABLE OF CONTENTS

A table of contents listing the major sections, subsections and appendices of the proposal must be included.

4. PROPOSAL NARRATIVE

This section should contain at the minimum, all information requested in Part III - Instructions to Firms, Section N. Proposal Requirements.

PART VI - CONTRACT CLAUSES

1. Key Personnel.

The personnel listed below are considered essential to the work being performed hereunder. Prior to removing, replacing, or diverting any of the specified individuals, the Firm shall notify the Auditee and SAO reasonably in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact on this contract. The Firm without the written consent of the Auditee and SAO shall make no replacement; provided, Auditee and SAO may ratify in writing the change, and such ratification shall constitute the consent of the Auditee and SAO. Key personnel for this contract includes: (Key Personnel are those persons referred to in Part III, N.1).

2. Employment Status.

The Firm shall, during the entire term of this contract, be construed to be an independent Firm. Nothing in this contract is intended to nor shall be construed to create an employer-employee relationship, or a joint venture relationship.

The Firm represents that it is qualified to perform the duties to be performed under this contract and that it has, or will secure, if needed, at its own expense, applicable personnel who are qualified to perform the duties required under this contract. Such personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the audited agency or SAO.

Any person assigned by the Firm to perform the services hereunder shall be the employee of the Firm, who shall have the sole right to hire and discharge its employee.

The Firm shall pay when due, all salaries and wages of its employees and accepts exclusive responsibility for the payment of federal income tax, state income tax, social security, unemployment compensation and any other withholdings that may be required. Neither the Firm nor employees of the Firm are entitled to state retirement or leave benefits.

It is further understood that the consideration expressed herein constitutes full and complete compensation for all services and performances hereunder, and that any sum due and payable to the Firm shall be paid as a gross sum with no withholdings or deductions being made by the audited agency or SAO for any purpose from said contract sum except as permitted in Paragraph 15, Termination and Part II Work Statement.

3. Ownership of Documents and Work Products.

The original working papers prepared in conjunction with the services under this contract are the property of the firm.

Audit working papers should be made available upon request to the cognizant agency or oversight agency for audit or its designee, a Federal agency providing direct or indirect funding, SAO, or the General Accounting Office (GAO) at the completion of the audit, as part of a quality review, to resolve audit findings, or to carry out oversight responsibilities.

4. Record Retention and Access to Records.

These records will be maintained for at least five (5) years; however, if any litigation or other legal action, by or on behalf of the State has begun that is not completed at the end of the five (5) year period, or if audit findings, litigation or other legal action has not been resolved at the end of the five (5) year period, the records shall be retained until resolution.

5. Modification or Amendment.

SAO may, from time to time, request changes in the scope of services of the Firm to be performed thereunder. Such changes, including any increase or decrease in the amount of the Firm's compensation, which are mutually agreed upon by and between the audited agency, SAO, and the Firm shall be included in written amendments to this contract signed by all parties prior to the work being performed.

6. Assignment.

The Firm shall not assign or otherwise transfer the obligations incurred on its part pursuant to the terms of this contract without the prior written consent of the audited agency and SAO. Any attempted assignment or transfer of its obligations without such consent shall be null and void. All obligations and duties of either party under this contract shall be binding on all successors in interest or assigns of such party.

7. Waiver.

Failure of either party hereto to insist upon strict compliance with any of the terms, covenants and conditions hereof shall not be deemed a waiver or relinquishment of any similar right or power hereunder at any subsequent time or of any other provision hereof, nor shall it be construed to be a modification of the terms of this contract.

8. Indemnification.

The Firm agrees to indemnify, defend, save and hold harmless, the audited agency and SAO from and against all claims, demands, liabilities, suits, damages and costs of every kind and nature whatsoever,

including court costs and attorney fees, arising out of or caused by a negligent or wrongful act of the Firm, its officers or employees in the performance of services under this contract.

9. Insurance.

The Firm represents that it will maintain workers' compensation insurance as prescribed by law which shall inure to the benefit of the Firm's personnel, as well as comprehensive general liability, or professional liability insurance and, where applicable, employee fidelity bond insurance. The Firm will, upon request, furnish the audited agency and SAO with a certificate of conformity providing the aforesaid coverage.

10. Governing Law.

This contract shall be construed and governed in accordance with the laws of the State of Mississippi and venue for the resolution of any dispute shall be Jackson, Hinds County, Mississippi. The Firm expressly agrees that under no circumstances shall MMD or SAO be obligated to pay an attorney's fee or the cost of legal action to the Firm.

11. Severability.

If any term or provision of this contract is prohibited by the laws of the State of Mississippi or declared invalid or void by a court of competent jurisdiction, the remainder of the contract shall not be affected thereby and each term and provision of the contract(s) shall be valid and enforceable to the fullest extent permitted by law.

12. Disputes.

Any dispute concerning a question of fact arising under this contract shall be disposed of by good faith negotiation between duly authorized representatives of the audited agency, SAO, and the Firm. Such a resolution shall be reduced to writing and a copy thereof mailed or furnished to the Firm and shall be final and conclusive. If a resolution cannot be reached, the Firm shall mail or furnish to the audited agency and SAO a written request for review. The Firm shall be afforded an opportunity to be heard and to offer evidence in support of his/her/its position on the issue in dispute and under review. The review will be handled under a three (3) person panel for arbitration composed of the Deputy State Auditor, the Director of Technical Assistance and the Director of the Financial and Compliance Audit Division. The decision of the arbitration panel of SAO on the review shall be final and conclusive unless determined by a court of competent jurisdiction in Hinds County, State of Mississippi, to have been fraudulent, capricious, or so grossly erroneous as necessarily to imply bad faith, or not to be supported by substantial evidence. Pending the final decision of a dispute hereunder, the Firm shall proceed diligently with the performance of the duties and obligations of the contract.

13. Compliance with Laws.

The Firm shall comply in all material respects, with all applicable laws, regulations, policies, and procedures of the United States of America or any agency thereof, the State of Mississippi or any agency thereof and any local governments or political subdivision that may affect the performance of services under this contract. The audited agency will assist the Firm in identifying the policies and procedures promulgated by the State of Mississippi or any agency thereof and any local governments or political subdivision thereof that impact the services. Specifically, but not limited to, the Firm shall not illegally discriminate against any employee nor shall any party be subject to illegal discrimination in the performance of this contract because of race, creed, color, sex, age, national origin or disability.

14. Notice.

Any notices required or authorized to be given under this contract shall be in writing and sent by certified United States mail, postage prepaid, return receipt requested, to the addresses designated in this paragraph. Each party may change the person and address designated by delivering written notice to the other party. Any notice shall be effective when actually delivered to the designated address.

SAO: Jason Ashley, Finance and Compliance Division
State Auditor's Office
801 Woolfolk Building
501 North West St.
Jackson, MS 39201
Telephone: (601) 576-2673
Facsimile: (601) 576-2687
Email: Jason.ashley@osa.ms.gov

15. Termination.

This contract may be terminated as follows:

a. Termination Upon Bankruptcy:

This contract may be terminated in whole or in part by the audited agency or SAO upon written notice to the Firm, if the Firm should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by the Firm of an assignment for the benefit of its creditors. In the event of such termination, the Firm shall be paid an amount for all services actually performed pursuant to this contract, but in no case shall said compensation exceed the total contract price; or

b. Termination for Convenience:

The audited agency and/or SAO may terminate this contract, with or without cause, by providing a fifteen (15) day written notice of termination to the Firm. However, prior to termination of this contract by the audited agency, the audited agency must provide written justification to SAO documenting the reasons for requesting the contract be terminated. The audited agency must obtain written approval for SAO prior to terminating the contract.

c. Termination for Cause:

Upon the failure of either party to perform any obligation or observe any covenant required hereunder, the non-defaulting party, with the written consent of SAO, shall have the right to send a written notice to the defaulting party specifying such failure and demanding cure within ten (10) days of receipt of such notice. If the defaulting party has not remedied such failure within the cure period, or has not made substantial progress toward remedying such failure within the cure period, then the non-defaulting party may terminate the contract immediately by sending a written notice of termination to the defaulting party. However, prior to termination of this contract by the audited agency, the audited agency must provide written justification to SAO documenting the reasons for requesting the contract be terminated. The audited agency must obtain written approval from SAO prior to terminating the contract. In the event of termination for cause by the audited agency and/or SAO, in

addition to other remedies provided herein or available at law or in equity, the firm shall bear all costs associated with the issuance of a new contract for audit services, including, but not limited to, the costs of reissuing another request for proposals and additional costs resulting from an acceleration of services necessary for the timely completion of such auditing services.

In the event of termination, the Firm will be entitled to payment for services in an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Firm covered by the contract, less payments previously made. In no instance will a payment be made in excess of the contract amount. In addition, all finished or unfinished tests, surveys, checklists, forms, manuals, reports or other material prepared by the Firm under this contract shall become the property of SAO.

Notwithstanding the above, the Firm shall not be relieved of liability to the audited agency or SAO for damages sustained by the audited agency or SAO by virtue of any breach of this contract by the Firm, and the audited agency or SAO may withhold any payments to the Firm for the purpose of set off until such time as the exact amount of damages due the audited agency or SAO from the Firm are determined. The audited agency or SAO may also pursue any remedy available to it in law or in equity.

16. Funding.

The parties expressly understand that the fulfillment of the payment obligations of the audited agency under this agreement is conditioned upon the availability and receipt of State and Federal funds. In the event that funds are insufficient or otherwise unavailable to satisfy payments due under this agreement, the audited agency shall not be obligated to make such payments, and all further obligations of the audited agency and the Firm under this agreement shall cease immediately, without penalty, cost or expense to the audited agency or the Firm of any kind whatsoever. In the event or such insufficiency or unavailability of funding, the audited agency shall promptly notify the Firm and SAO in writing, of such event. The Firm shall be entitled to payment for services in the amount determined under paragraph 15 or the amount of available funds, whichever is less.

This contract, including the request for proposal and the Firm's technical proposal, and the Audit Services Schedule, constitutes the entire agreement of the parties with respect to the subject matter contained herein and supersedes and replaces any and all prior negotiations, understandings and agreements, written or oral, between the parties relating thereto.

PART VII - AUDIT SERVICES SCHEDULE

The Firm must perform the following procedures after a contract has been awarded:

- Hold an entrance conference with the Firm's auditor-in-charge, Auditor's Internal Audit Staff, Executive Director, and SAO's authorized representatives prior to commencement of any work in order to determine the scope of services, and other related factors.
- If applicable, provide an "in-relation-to" conclusion on the supporting schedules based on the auditing procedures applied during the audit of the selected funds' basic financial statements.

- If applicable, perform certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted in the United States of America auditing standards.

The Firm shall perform the following procedures at the request of SAO:

- Examine the June 30, 2017 GAAP reporting packages and underlying records (including the Schedule of Expenditures of Federal Awards) for completeness and accuracy for inclusion in the State of Mississippi's *Comprehensive Annual Financial Report*.
- Prepare and post entries to the trial balance prepared by the Department of Finance and Administration (DFA) based on the Agency's GAAP packages and the grant activity schedules prepared by the Agency in order to adjust the trial balances. These adjusting entries should be prepared on the DFA entry standardized forms and submitted to the Agency for approval and then submitted to SAO for review and processing within due dates specified by SAO.
- Prepare a schedule of uncorrected misstatements, have Agency management approve the schedule, and submit it to SAO for inclusion in communication to DFA.
- Provide SAO the planning materiality level(s) used on the audits of fund GAAP reporting packets for use in performing analysis of unaudited aggregated funds and accounts for the CAFR.
- Complete audit reports on the fair presentation of state treasury funds audited and the schedule of expenditures of federal awards in conformity with generally accepted accounting principles.
- Prepare a letter to management on suggestions for improvement in internal control and correction of any noncompliance matters.
- Conduct an exit conference upon giving prior notice to SAO.
- Obtain a plan of corrective action from Auditee in accordance with instructions provided by SAO.
- Submit to the SAO a completed "Request for Representations from Other Auditor."
- Issue financial statement audit reports on the fair presentation of the financial statements of each selected fund in conformity with accounting principles generally accepted in the United States of America.
- Following the completion of the audit of the fiscal year's financial statements, the Firm shall issue a management report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*.

If Federal Programs needed to be audited for Single Audit Purposes, The Firm will perform the following procedures as requested by SAO:

- Changes to the grant activity schedules will be made in accordance with SAO instructions.
- For each major program selected for audit, prepare program-specific audit reports on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance in accordance with the Uniform Grant Guidance, Subpart F.
- Review the Agency prepared Summary Schedule of Prior Year Findings for applicability of responses (if applicable).
- Prepare a letter to management on suggestions for improvement in internal control and instances of noncompliance.
- Conduct an exit conference upon giving prior notice to the SAO.
- Submit to the SAO a completed "Request for Representations from Other Auditor."

Following the completion of the audit, the Firm shall issue:

- *A Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards* (GAGAS report), on the Firm's consideration of internal control over financial reporting and tests of compliance made as part of its audit of the financial statements. Management of the Agency is responsible for providing the Firm with written responses in accordance with *Government Auditing Standards* to the findings included in the GAGAS report within 30 days of being provided with draft findings. If such information is not provided on a timely basis prior to release of the report, the GAGAS report will indicate the status of management's responses.

While the objective of the Firm's audit of the financial statements is not to report on the Agency's internal control over financial reporting and the Firm is not obligated to search for material weaknesses or significant deficiencies as part of its audit of the financial statements, this report will include any material weaknesses and significant deficiencies to the extent they come to our attention. This report will also include instances of fraud and noncompliance with provisions of laws or regulations that have a material effect on the financial statements or other financial data significant to the audit objectives and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements that has a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives; or abuse that is material, either quantitatively or qualitatively. The report will describe its purpose and will state that it is not suitable for any other purpose.

- *A Report on Compliance With Requirements That Could Have a Direct and Material Effect on the Federal Program and on Internal Control Over Compliance in Accordance With the Program-Specific Audit Option Required by the Uniform Grant Guidance.*

In the required audit report on compliance with requirements applicable to each major

program and on internal control over compliance in accordance with OMB Uniform Grant Guidance, the Firm shall communicate the following:

- Significant deficiencies in internal control over major programs.
- Significant deficiencies that are also material weaknesses.
- Material noncompliance with the provisions of laws, regulations, contracts, or grant agreements related to a major program.
- Known questioned costs which are greater than \$25,000 for a type of compliance requirement for a major program.
- Known questioned costs which are greater than \$25,000 for a federal program that is not audited as a major program.
- Circumstances concerning why the auditor's report on compliance for each major program is other than an unmodified opinion.
- Known or likely fraud affecting a federal award.
- Instances where the results of audit follow-up procedures disclosed that the Summary Schedule of Prior Year Findings prepared by the Agency materially misrepresents the status of any prior year audit finding.

Deficiencies that were not considered significant enough to be communicated as significant deficiencies and noncompliance that is less than \$25,000 shall be reported in a separate letter to management, which shall be referred to in the report on compliance and internal control over compliance.

In the required management report on internal control over financial reporting, the Firm shall communicate material instances of noncompliance and any significant deficiencies found during the audit. Significant deficiencies that are also material weaknesses shall be identified as such in the report.

As requested, the Firm shall provide the following documents to SAO:

- Draft and Final reports on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- A report, *Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards* (GAGAS report), on the Firm's consideration of internal control over financial reporting and tests of compliance made as part of its audit of the financial statements. Management of the Agency is responsible for providing the Firm with written responses in accordance with *Government Auditing Standards* to the findings included in the GAGAS report within 30 days of being provided with draft findings. If such information is not provided on a timely basis prior to release of the report, the GAGAS report will indicate the status of management's responses.
- Engagement Letter
- Journal Entries Summary – Including entries approved and made by Auditee* and a Summary of Passed Adjustments.*
- Signed Representations of Management as of the date of the Report and an update of representations as of the date of the CAFR report.
- Independence and Related Party statements for The Firm.

- Letters to Those Charged with Governance, including any management comments made regarding control deficiencies.
- Written findings to be included in the report, as applicable.*
- Summary of verbal findings presented to client.
- Reconciliation of Treasury Fund Trial balances (MAGIC ZBL report) to the Audit Report.
- Firm representations to SAO
- Workpapers detailing component materiality and fund materiality used during the audit process.
- Subsequent Event Inquiries
 - From fiscal year end (June 30) to the date of The Firm audit report;
 - From the date of The Firm audit report to the date of the CAFR report date; and
 - From the date of the CAFR report to the date of the Single Audit Report (as applicable).
- Corrective Action Plans, if applicable.*

** Information must be provided as prescribed by SAO. Submissions not in accordance with Auditing Standards, Uniform Guidance, or prescribed form by SAO will be returned to The Firm and The Firm will be required to resubmit the information until SAO is satisfied that it has been completed in accordance with the requirements as listed above.*

ATTACHMENT A – AGENCY AUDIT INFORMATION

**Department of Finance and Administration –
State and School Employees' Life and Health Plan
Schedule of Selected Funds and Programs for Audit
For the Fiscal Year Ending June 30, 2017**

FUND NUMBER/ TYPE	ACCOUNT NO.	ACCOUNT NAME
3322000000 – Internal Service Fund	All Accounts	N/A
3322200000 – Internal Service Fund	All Accounts	N/A
3364200000 – Internal Service Fund	All Accounts	N/A
8822000000 – Internal Service Fund	All Accounts	N/A

FEDERAL PROGRAM	CFDA #	PROGRAM/CLUSTER NAME
Not Applicable		

Schedule of Due Dates

Fund Type	Date Working Papers Adjustments and Conclusions Due to SAO
General Fund adjustments	October 31, 2017
Financial Statement Audit Reports	November 15, 2017
Program-specific audits of selected federal programs, if applicable	December 31, 2017

ATTACHMENT B – AGENCY AUDIT INFORMATION

Mississippi Department of Environmental Quality - Clean Water Fund
Schedule of Selected Funds and Programs for Audit
For the Fiscal Year Ending June 30, 2017

FUND NUMBER/ TYPE	ACCOUNT NO.	ACCOUNT NAME
3359700000 - General	All Accounts	N/A
5359700000 – General	All Accounts	N/A
6359100000 – General	All Accounts	N/A
6647000000 – General	All Accounts	N/A

FEDERAL PROGRAM	CFDA #	PROGRAM/CLUSTER NAME
Not Applicable		

Schedule of Due Dates

Fund Type	Date Working Papers Adjustments and Conclusions Due to SAO
General Fund adjustments	October 31, 2017
Financial Statement Audit Reports	November 15, 2017
Program-specific audits of selected federal programs, if applicable	December 31, 2017

ATTACHMENT C – AGENCY AUDIT INFORMATION**Mississippi Department of Environmental Quality
Schedule of Selected Funds and Programs for Audit
For the Fiscal Year Ending June 30, 2017**

FUND NUMBER/ TYPE	ACCOUNT NO.	ACCOUNT NAME
3358100000 - General	All Accounts	N/A
3358400000 - General	All Accounts	N/A
3358600000 - General	All Accounts	N/A
5358600000 - General	All Accounts	N/A
5358900000 - General	All Accounts	N/A
2247100000 - General	All Accounts	N/A
General Long Term Debt Obligations	Accrued Compensated Absences	Accrued Compensated Absences

FEDERAL PROGRAM	CFDA #	PROGRAM/CLUSTER NAME
Not Applicable		

Schedule of Due Dates

Fund Type	Date Working Papers Adjustments and Conclusions Due to SAO
General Fund adjustments	October 31, 2017
Financial Statement Audit Reports	November 15, 2017
Program-specific audits of selected federal programs, if applicable	December 31, 2017

ATTACHMENT D – AGENCY AUDIT INFORMATION

Mississippi Authority for Educational Television
Schedule of Selected Funds and Programs for Audit
For the Fiscal Year Ending June 30, 2017

FUND NUMBER/ TYPE	ACCOUNT NO.	ACCOUNT NAME
8817300000 – General	All Accounts	N/A
6324B00000 – General	All Accounts	N/A
5324700000 – General	All Accounts	N/A
4410400000 – General	All Accounts	N/A
3324E00000 – General	All Accounts	N/A
3324700000 – General	All Accounts	N/A
3324200000 – General	All Accounts	N/A
2224700000 - General	All Accounts	N/A

FEDERAL PROGRAM	CFDA #	PROGRAM/CLUSTER NAME
Not Applicable		

Schedule of Due Dates

Fund Type	Date Working Papers Adjustments and Conclusions Due to SAO
General Fund adjustments	October 31, 2017
Financial Statement Audit Reports	November 15, 2017
Program-specific audits of selected federal programs, if applicable	December 31, 2017

ATTACHMENT E – AGENCY AUDIT INFORMATION

Mississippi Business Finance Corporation For the Fiscal Year Ending June 30, 2017

ACCOUNT NO.	ACCOUNT NAME
All Accounts	N/A

FEDERAL PROGRAM	CFDA #	PROGRAM/CLUSTER NAME
Not Applicable		

Schedule of Due Dates

Fund Type	Date Working Papers Adjustments and Conclusions Due to SAO
General Fund adjustments	October 31, 2017
Financial Statement Audit Reports	November 15, 2017
Program-specific audits of selected federal programs, if applicable	December 31, 2017

ATTACHMENT F – AGENCY AUDIT INFORMATION

Mississippi Development Bank For the Fiscal Year Ending June 30, 2017

ACCOUNT NO.	ACCOUNT NAME
All Accounts	N/A

FEDERAL PROGRAM	CFDA #	PROGRAM/CLUSTER NAME
Not Applicable		

Schedule of Due Dates

Fund Type	Date Working Papers Adjustments and Conclusions Due to SAO
General Fund adjustments	October 31, 2017
Financial Statement Audit Reports	November 15, 2017
Program-specific audits of selected federal programs, if applicable	December 31, 2017

ATTACHMENT H – AGENCY AUDIT INFORMATION

Pearl River Basin Development District For the Fiscal Year Ending June 30, 2017

ACCOUNT NO.	ACCOUNT NAME
All Accounts	N/A

FEDERAL PROGRAM	CFDA #	PROGRAM/CLUSTER NAME
Not Applicable		

Schedule of Due Dates

Fund Type	Date Working Papers Adjustments and Conclusions Due to SAO
General Fund adjustments	October 31, 2017
Financial Statement Audit Reports	November 15, 2017
Program-specific audits of selected federal programs, if applicable	December 31, 2017

ATTACHMENT I – AGENCY AUDIT INFORMATION

Pearl River Valley Water Supply District For the Fiscal Year Ending June 30, 2017

ACCOUNT NO.	ACCOUNT NAME
All Accounts	N/A

FEDERAL PROGRAM	CFDA #	PROGRAM/CLUSTER NAME
Not Applicable		

Schedule of Due Dates

Fund Type	Date Working Papers Adjustments and Conclusions Due to SAO
General Fund adjustments	October 31, 2017
Financial Statement Audit Reports	November 15, 2017
Program-specific audits of selected federal programs, if applicable	December 31, 2017

ATTACHMENT J – AGENCY AUDIT INFORMATION - Ability Works

**Mississippi Department of Rehabilitation Services
Schedule of Selected Funds and Programs for Audit
For the Fiscal Year Ending June 30, 2017**

FUND NUMBER/ TYPE	ACCOUNT NO.	ACCOUNT NAME
8851000000 – Non-Major Enterprise	All Accounts	N/A

FEDERAL PROGRAM	CFDA #	PROGRAM/CLUSTER NAME
Not Applicable		

Schedule of Due Dates

Fund Type	Date Working Papers Adjustments and Conclusions Due to SAO
General Fund adjustments	October 31, 2017
Financial Statement Audit Reports	November 15, 2017
Program-specific audits of selected federal programs, if applicable	December 31, 2017

ATTACHMENT K – AGENCY AUDIT INFORMATION**Mississippi Department of Rehabilitation Services
Schedule of Selected Funds and Programs for Audit
For the Fiscal Year Ending June 30, 2017**

FUND NUMBER/ TYPE	ACCOUNT NO.	ACCOUNT NAME
3324000000 - General	All Accounts	N/A
5334000000 – General	All Accounts	N/A
General Long Term Debt Obligations	Accrued Compensated Absences	Accrued Compensated Absences

FEDERAL PROGRAM	CFDA #	PROGRAM/CLUSTER NAME
Disability Insurance	96.001	Disability Insurance / SSI Cluster

Schedule of Due Dates

Fund Type	Date Working Papers Adjustments and Conclusions Due to SAO
General Fund adjustments	October 31, 2017
Financial Statement Audit Reports	November 15, 2017
Program-specific audits of selected federal programs, if applicable	December 31, 2017

ATTACHMENT L – AGENCY AUDIT INFORMATION

State of Mississippi Veterans' Home Purchase Board
Schedule of Selected Funds and Programs for Audit
For the Fiscal Year Ending June 30, 2017

FUND NUMBER/ TYPE	ACCOUNT NO.	ACCOUNT NAME
3373400000 – Non-major Enterprise	All Accounts	N/A

FEDERAL PROGRAM	CFDA #	PROGRAM/CLUSTER NAME
Not Applicable		

Schedule of Due Dates

Fund Type	Date Working Papers Adjustments and Conclusions Due to SAO
General Fund adjustments	October 31, 2017
Financial Statement Audit Reports	November 15, 2017
Program-specific audits of selected federal programs, if applicable	December 31, 2017

ATTACHMENT M – AGENCY AUDIT INFORMATION**Yellow Creek State Inland Port Authority**
For the Fiscal Year Ending June 30, 2017

ACCOUNT NO.	ACCOUNT NAME
All Accounts	N/A

FEDERAL PROGRAM	CFDA #	PROGRAM/CLUSTER NAME
Not Applicable		

Schedule of Due Dates

Fund Type	Date Working Papers Adjustments and Conclusions Due to SAO
General Fund adjustments	October 31, 2017
Financial Statement Audit Reports	November 15, 2017
Program-specific audits of selected federal programs, if applicable	December 31, 2017