

# LARAMIE COUNTY CLERK BOARD OF COUNTY COMMISSIONERS AGENDA ITEM PROCESSING FORM

1. DATE OF PROPOSED ACTION: July 7, 2015

2. AGENDA ITEM:     Appointments     Bids/Purchases     Claims

Contracts/agreements/leases     Grants     Land Use: Variances/Board App/Plats

Proclamations     Public Hearings/Rules & Reg's     Reports & Public Petitions

Resolutions    Other

3. DEPARTMENT: County Clerk

APPLICANT: McGee, Hearne, Paiz, LLC

AGENT: Debby Lathrop

4. DESCRIPTION: Consideration of the FY 2016 Audit Services Agreement

Amount \$ 77,400.00                      From                      To

5. DOCUMENTATION:                      Originals

<u>Commissioner</u>	<u>Clerks Use Only:</u>	<u>Signatures</u>
Ash	_____	County Attorney
Holmes	_____	Deputy Attorney
Thompson	_____	
Heath	_____	
Kailey	_____	Grants Manager
Action	_____	Outside Agency
Postponed	_____	

**AUDIT SERVICES AGREEMENT FY 2015**  
**Between**  
**LARAMIE COUNTY, WYOMING and**  
**MCGEE, HEARNE AND PAIZ, LLC**

THIS AGREEMENT is made and entered into by and between Laramie County, Wyoming, 310 W. 19<sup>th</sup> St., Suite 300, Cheyenne, Wyoming 82001 (“COUNTY”), and McGee, Hearne and Paiz, LLC, P.O. Box 1088, Cheyenne Wyoming 82003 (“CONTRACTOR”). The parties agree as follows:

**I. PURPOSE**

The purpose of this Agreement is to obtain a financial audit of Laramie County for the fiscal year ending June 30, 2015.

**II. TERM**

This Agreement shall commence on the date last executed by the duly authorized representatives of the parties to this Agreement, and shall remain in full force and effect until March 31, 2016.

**III. PAYMENT**

COUNTY shall pay CONTRACTOR not more than Seventy-Seven Thousand and For Hundred Dollars (\$77,400) for the services described in this Agreement. Any additional consulting services, if requested by COUNTY, shall be billed at an hourly rate agreed to between the parties. CONTRACTOR shall bill COUNTY by detailed invoice submitted to the Laramie County Clerk, Finance Office. Payments shall be made in accordance with WYO. STAT. §16-6-602, as amended. No payment shall be made before the last signature is affixed to this Agreement.

**IV. RESPONSIBILITIES OF CONTRACTOR**

1. CONTRACTOR shall audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the entity’s basic financial statements of Laramie County, Wyoming as of and for the year ended June 30, 2015.

2. CONTRACTOR shall express an opinion on the fair presentation of its general purpose financial statements including any of its combining and individual fund and account group financial statements and schedules, in conformity with generally accepted accounting principles.

3. CONTRACTOR shall examine all state and federal financial assistance programs and provide reports as required.

4. CONTRACTOR shall hold an exit conference at the conclusion of the audit to discuss the report, internal accounting controls and the management letter with the County's audit team.

5. CONTRACTOR shall prepare a report on internal controls related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance which could have a material effect on the financial statements in accordance with the Government Auditing Standards.

6. CONTRACTOR shall prepare a report on internal controls related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provision of contracts of grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act amendments and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

7. CONTRACTOR shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the reports.

8. CONTRACTOR shall retain all working papers and reports at CONTRACTOR'S expense for three (3) years after COUNTY makes final payment and all matters relating to the Agreement are concluded. CONTRACTOR agrees to permit access by the COUNTY or any of its duly authorized representatives to any books, documents, papers, and records of the CONTRACTOR which are directly pertinent to this specific Agreement for purposes including but not limited to audit, examination, excerpts, and transcriptions. It is agreed that finished or unfinished documents, data or reports, prepared by CONTRACTOR under this contract shall be considered the property of the COUNTY and upon completion of the services to be performed, or upon termination of this Agreement for cause, or for the convenience of the COUNTY, will be turned over to the COUNTY. CONTRACTOR shall make working papers available, upon request to the following parties or their designees:

Wyoming Department of Audit  
U.S. General Accounting Office (GAO)  
Parties designated by the federal or state governments or COUNTY as part  
of an audit quality review process  
Auditors and staff of entities of which COUNTY is a sub-recipient of  
grant funds

## V. GENERAL PROVISIONS

1. Independent Contractor: The services to be performed by CONTRACTOR are those of an independent contractor and not as an employee of COUNTY. CONTRACTOR is not eligible for Laramie County Employee benefits and will be treated as an independent contractor for federal tax filing purposes. CONTRACTOR assumes responsibility for its personnel who provide services pursuant to this contract and will make all deductions required of employers by state, federal and local laws and shall maintain liability insurance for each of them. CONTRACTOR is free to perform the same or similar services for others.

2. Acceptance Not Waiver: COUNTY approval of the reports, and work or materials furnished hereunder shall not in any way relieve CONTRACTOR of responsibility for the technical accuracy of the work. COUNTY approval or acceptance of, or payment for, any of the services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

3. Termination: This Agreement may be terminated (a) by either party at any time for failure of the other party to comply with the terms and conditions of this agreement; (b) by either party, with thirty (30) days' prior written notice to the other party; or (c) upon mutual written agreement by both parties.

4. Entire Agreement: This Agreement (5 pages) represents the entire and integrated agreement and understanding between the parties and supersedes all prior negotiations, statement, representations and agreements, whether written or oral.

5. Assignment: Neither this Agreement, nor any rights or obligations hereunder shall be assigned or delegated by a party without the prior written consent of the other party.

6. Modification: This Agreement shall be modified only by a written agreement, duly executed by all parties hereto.

7. Invalidity: If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, or if the COUNTY is advised of any such actual or potential invalidity or unenforceability, such holding or advice shall not invalidate or render unenforceable any other provision hereof. It is the express intent of the parties the provisions of this Agreement are fully severable.

8. Applicable Law and Venue: The parties mutually understand and agree this Agreement shall be governed by and interpreted pursuant to the laws of the State of Wyoming. If any dispute arises between the parties from or concerning this Agreement

or the subject matter hereof, any suit or proceeding at law or in equity shall be brought in the District Court of the State of Wyoming, First Judicial District, sitting at Cheyenne, Wyoming. The foregoing provisions of this paragraph are agreed by the parties to be a material inducement to CONTRACTOR and to COUNTY in executing this Agreement. This provision is not intended nor shall it be construed to waive COUTNY's governmental immunity as provide in this Agreement.

9. Contingencies: CONTRACTOR certifies and warrants no gratuities, kick-backs or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts or other considerations made contingent upon the aware of this Agreement.

10. Discrimination: All parties agree they will not discriminate against any person who performs work under the terms and conditions of this Agreement because of race, color, gender, creed, handicapping condition, or national origin.

11. ADA Compliance: All parties agree they will not discriminate against a qualified individual with disability, pursuant to a law as set for in the Americans With Disabilities Act, P.L. 101-336, 42 U.S.C. § 12101, et. seq., as amended, and/or any properly promulgated rules and regulations relating thereto.

12. Governmental/Sovereign Immunity: COUNTY does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including WYO. STAT. ANN. §§ 1-39-101-121, as amended, by entering into this Agreement. Further, COUNTY fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this Agreement.

13. Indemnification: To the fullest extent permitted by law, CONTRACTOR agrees to indemnify and hold harmless COUNTY, its elected and appointed officials, employees and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with work performed by or on behalf of CONTRACTOR for COUNTY except to the extent liability is caused by the sole negligence or willful misconduct of COUNTY or its employees. CONTRACTOR shall carry liability insurance sufficient to cover its obligations under this provision and provide COUNTY with proof of such insurance.

14. Third Parties: The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to the Agreement, and shall inure solely to the benefit of the parties to this Agreement.

15. Conflict of Interest: COUNTY and CONTRACTOR affirm, to their knowledge, no CONTRACTOR employee has any personal beneficial interest whatsoever in the agreement described herein. No staff member of CONTRACTOR, compensated either partially or wholly with funds from this Agreement, shall engage in

any conduct or activity which would constitute a conflict of interest relative to this Agreement.

16. Force Majeure: Neither party shall be liable to perform under this Agreement if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not restricted to, Act of God or the public enemy, fires, floods, epidemics, quarantine restriction, freight embargoes, and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.

17. Limitation on Payment: COUNTY's payment obligation is conditioned upon the availability of funds which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for the continuance of the services and equipment provided by CONTRACTOR the Agreement may be terminated by COUNTY at the end of the period for which funds are available. COUNTY shall notify CONTRACTOR at the earliest possible time of the services which will or may be affected by a shortage of funds. At the earliest possible time means at least thirty (3) days before the shortage will affect payment of claims, if COUNTY knows of the shortage at least thirty (30) days in advance. No penalty shall accrue to COUNTY in the event this provision is exercised, and COUNTY shall not be obligated or liable for any future payments due or for any damages as a result of termination under this provision. This provision shall not be interpreted or construed to permit COUNTY to terminate this Agreement in order to acquire similar services from another party.

18. Notices: All notices required and permitted under this Agreement shall be deemed to have been given, if and when deposited in the U.S. Mail, properly stamped and addressed to the party for who intended at such parties' address listed herein or when personally delivered to such party. A party may change its address for notice hereunder by giving written notice to the other party.

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**AUDIT SERVICES AGREEMENT FY 2015**  
**Between**  
**LARAMIE COUNTY, WYOMING and**  
**MCGEE, HEARNE & PAIZ, LLP**  
**Signature Page**

LARAMIE COUNTY, WYOMING

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Amber Ash, Chairman, Laramie County Commissioners

ATTEST:

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Debra K. Lathrop, Laramie County Clerk

CONTRACTOR: MCGEE, HEARNED & PAIZ, LLP

BY: Amber Nuse DATE: 6-16-15  
Printed name: Amber Nuse  
Title: Partner

This Agreement is effective the date the last signature is affixed to this page.

REVIEWED AND APPROVED AS TO FORM ONLY:

BY: \_\_\_\_\_ DATE: \_\_\_\_\_