



Request for Proposal (RFP)

Title: Fiscal Year Financial Audit Preparation for Montana Municipal Interlocal Authority (MMIA) a Public Entity Risk Pool, and Associated Entities

Introduction: This document constitutes a Request for Proposals from qualified certified public accounting firms to conduct comprehensive financial audits and provide an opinioned audit report about whether the financial statements, required notes and information, and internal controls of the following are fairly presented, in all material respects, in conformity with the appropriate applicable accounting principles for the fiscal year ended June 30, 2025 and the subsequent two fiscal years for the following:

MMIA Employee Benefits Program
MMIA Liability Program
MMIA Property Program
MMIA Workers' Compensation Program
Montana League of Cities and Towns
Treasure State Public Captive, Inc.

MMIA is a public entity created in 1986 pursuant to the Interlocal Cooperation Act by execution of an Interlocal Agreement creating the Authority. Subsequently the four risk retention programs were organized to meet the needs of the members of the Authority.

Montana League of Cities and Towns is a non-profit 501(c)(4) formed in 1931 with the sole purpose of cooperative improvement of municipal government in Montana.

Treasure State Public Captive, Inc. was created in 2019 as a Montana Captive reinsurance corporation to provide reinsurance coverage to MMIA. The MMIA Liability Program is the sole owner.

Scope of Work: The selected firm will be responsible for the following:

1. Conducting a thorough financial audit of each of the public entity risk pool's four programs, the non-profit 501(c)(4) entity, and the captive insurance entity, along with notes to the financial statements and supplementary information accompanying the financial statements.

2. Providing independent audit reports that include an opinion as to:
 - a) Whether the financial statements fairly present the financial position and reflects the results of operations in conformity with applicable generally accepted accounting principles.
 - b) Whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.
 - c) Whether each is in compliance with statutory requirements governing its operations.
3. Preparing the MLCT IRS Form 990 for the review and approval of the MLCT Board.
4. Ensuring compliance with all relevant accounting standards and regulations.
5. Presenting audit reports to the respective boards of the entities by early to mid-October each year.

Deliverables:

1. Comprehensive audit reports for each of the four programs within the public entity risk pool.
2. Audit reports for the non-profit 501(c)(4) organization.
3. Completed Form 990 for the non-profit 501(c)(4) organization.
4. Audit reports for the captive insurance entity.
5. Management letters and recommendations for improvements, if any.
6. Presentation of audit findings to the boards of the respective entities by early to mid-October each year.

Timeline:

- **Audit Fieldwork:** To be completed by mid to late August each year.
- **Draft Reports:** To be submitted by early to mid-September each year.
- **Final Reports and Presentations:** To be completed by late September to early October each year.

Proposal Requirements: Interested firms should submit a proposal that includes the following:

1. Firm's background and experience in conducting financial audits for similar entities.
2. A discussion of your firm's knowledge and experience in auditing governmental insurance risk pools and/or other insurance organizations.
3. Detailed approach and methodology for conducting the audits.
4. Proposed timeline and work plan.



5. Key personnel who will be involved in the audit, including their qualifications and experience.
6. Fee structure and total cost for each of the audit services.
7. References from similar clients.
8. Most recent peer review reports.

Evaluation Criteria: Proposals will be evaluated based on the following criteria

1. Firm's experience and qualifications, specifically in auditing governmental insurance risk pools and non-profit organizations.
2. Understanding of the scope of work and proposed methodology.
3. Qualifications and experience of key personnel.
4. Proposed timeline and ability to meet deadlines.
5. Cost-effectiveness of the proposal.
6. References and past performance.

Submission Instructions: Proposals must be submitted **by 5pm, May 16, 2025** to: Montana Municipal Interlocal Authority at 700 W Custer Ave. Helena, MT 59604 or via email to slang@mmia.net.

Questions and Clarifications: Any questions or requests for clarification should be directed to Merna Lechman, CFO at 406-495-7027 mlechman@mmia.net or JT Linder, Controller at 406-495-7023 jlinder@mmia.net **by 5pm, May 9, 2025**.

Terms and Conditions: Failure to address any of the proposal requirements or meet the proposal deadline will render the proposal null and void. The MMIA reserves the right to interview finalists.

