



portkc

REQUEST FOR PROPOSALS
PROFESSIONAL AUDIT SERVICES

PORT KC
110 Berkley Plaza
Kansas City, MO 64120

DATE OF ISSUANCE:

October 5, 2020

Contents

- SECTION 1: INTRODUCTION 1**
 - Request for Proposal for Professional Audit Services.....1*
 - Port KC Background1*
 - Examination of all RFP Documents and Requirements2*
 - Process for Selection2*
 - Questions and Contact Information.....3*
 - Term of Engagement3*

- SECTION 2: ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION..... 4**
 - Port KC Prepared Statements, Schedules, and other Materials4*
 - Accessibility of Port KC Staff and Workspace.....4*

- SECTION 3: NATURE OF SERVICES REQUIRED 5**
 - General.....5*
 - Scope of Work5*
 - Auditing Standards to Be Followed5*
 - Proposed Calendar for Audit.....5*
 - Reports to Be Issued.....6*
 - Working Paper Retention and Access to Working Papers7*

- SECTION 4: PROPOSAL REQUIREMENTS 8**
 - General Requirements8*
 - Technical Proposal9*
 - Cost Proposal11*
 - Submittal of Proposal.....12*
 - Disclosure of Proprietary Information.....13*
 - Closed Records13*

- SECTION 5: EVALUATION PROCEDURES 14**
 - Selection Committee14*
 - Evaluation Criteria14*
 - Reservation of Rights in Selection Process.....15*
 - Final Selection15*

SECTION 1: INTRODUCTION

Request for Proposal for Professional Audit Services

The Port Authority of Kansas City, Missouri (“Port KC”), is seeking written proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending April 30, 2021, with the option of auditing its financial statements for each of the five (5) subsequent fiscal years.

These audits are to be performed in accordance with generally accepted audit standards, the standards set forth for financial audits in the General Accounting Office’s (GAO) Government Auditing Standards, the provisions of the federal Single Audit Act as amended in 1996 (as applicable), the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and the related OMB Compliance Supplement (as applicable).

This Request for Proposals (“RFP”) is an invitation by Port KC for interested firms to submit an offer, which may be subject to subsequent discussions and negotiations. It is not a request for a competitive bid. By submitting a proposal, the interested firm does not obtain any right in or expectation to a contract with Port KC or a vested interest or a property right in a contract with Port KC, regardless of the amount of time, effort and expense expended. Each interested firm submitting a proposal shall be solely responsible and liable for any and all costs incurred by it.

Port KC Background

Port KC is a political subdivision of the State of Missouri created pursuant to Section 68.010 et seq., RSMo. Port KC is governed by a Board of Commissioners appointed by the mayor of Kansas City, Missouri (“City”). As such, Port KC issues its financial statements as a component unit of the City.

Port KC’s mission is to grow the economy of Kansas City’s port district through transportation, global commerce and development.

Port KC possesses broad governmental and business enterprise powers for promoting economic development and job creation. The most important of these powers include the following:

- To acquire, own, construct, redevelop, lease, maintain, and conduct land reclamation, residential, commercial and mixed-use development, industrial parks, facilities, terminals, terminal facilities and any other type of port facility;
- To promote and expand inland and river port commercial throughput of cargo and freight;
- To identify and pursue redevelopment opportunities at blighted and historic preservation sites;
- To redevelop the Downtown Kansas City Riverfront to promote and develop new opportunities for residence, commerce and leisure; and
- To promote the full integration of multi-modal transportation assets to increase commercial opportunities locally, nationally and internationally.

These activities are expressed in projects at Berkley Riverfront, Richards-Gebaur Commerce Park, Port of Kansas City – Woodswether Terminal, Missouri River Terminal, and others.

Port KC’s governmental funds are organized under its General Fund, a Special Revenue Fund, and non-major governmental funds. The non-major funds include five (5) component units:

- Port Improvement District No. 1
- Port Improvement District No. 2
- Port Improvement District No. 3
- Port Improvement District No. 4
- Berkley Park Condominium Association (“Condo”)

More detailed information on the government, its finances, reports, and budgets can be found at www.portkc.com.

Examination of all RFP Documents and Requirements

Interested firms shall carefully examine all RFP documents and thoroughly familiarize themselves with all RFP requirements prior to submitting a proposal to ensure that it meets the intent and requirements of this RFP.

By submitting a proposal to Port KC, the firm certifies that it has provided Port KC with written notice of all ambiguities, conflicts, mistakes, errors or discrepancies that the firm has discovered in the RFP.

The following timeline shall be applicable unless modified by Port KC pursuant to an addendum to this RFP:

Issuance of RFP	October 5, 2020
Deadline for Questions & Answers	October 26, 2020 – 4:00 PM (Central)
Due Date for proposals	November 2, 2020 – 4:00 PM (Central)
Selected firm notified	November 23, 2020
Contract date	December 30, 2020
Begin audit work	April 12, 2021
Completion of Financial Report	July 30, 2021

Notwithstanding anything herein to the contrary, Port KC reserves the right to change or extend any and all dates including the due date for proposals for any reason and at any time, including after the Due Date for proposals shall have expired.

Process for Selection

To be considered, an original and four (4) copies of a proposal must be received by Port KC at 110 Berkley Plaza, Kansas City, Missouri, 64157 by **4:00 PM (Central), Monday, November 2, 2020**. Any proposals, modifications, or revisions received by Port KC after that date and time will not be considered. It is the Proper’s responsibility to ensure timely receipt by Port KC at the designated location.

A selection committee will review each proposal to determine consistency with the requirements of this RFP, and may summarily reject any proposals that are deemed non-responsive by virtue of their non-compliance or non-conformity. It is anticipated that the selection of a firm will be completed by **Monday, November 23, 2020**, and a contract negotiated and executed by **Wednesday, December 30, 2020**.

Questions and Contact Information

Any questions with respect to this RFP must be submitted to info@portkc.com. All questions submitted to info@portkc.com will be routed to the appropriate recipient.

Interested firms shall not contact individual Port KC staff members during the proposal and selection process until a contract has been executed with the selected firm. Failure to follow this procedure may result in disqualification.

All questions and answers will be posted anonymously to www.portkc.com/rfpsrfqs on a weekly basis. Port KC will stop taking questions after **4:00 PM (Central), Monday, October 26, 2020**.

Term of Engagement

A five (5) year contract is contemplated, subject to an annual review, upon the satisfactory negotiation of terms and the annual availability of the firm. Port KC wishes to deal directly with the contracted audit firm and its direct employees. No work performed under this RFP may be subcontracted without the express written consent of Port KC.

SECTION 2: ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

Port KC Prepared Statements, Schedules, and other Materials

Port KC will provide the following statements and schedules

- Statement of Activities
- Statement of Net Position
- Statement of Cash Flows
- Trial Balance
- General Ledger
- Schedule of Accounts Receivable
- Schedule of Accounts Payable
- Schedule of Fixed Assets
- Bank Reconciliations
- Board Minutes
- Check Registers
- Confirmation Letters
- Management Discussion & Analysis
- Notes to the Financial Statements
- Schedule of Change in Fund Balance Budget and Actual

Accessibility of Port KC Staff and Workspace

Port KC will provide reasonable workspace to perform audit work. Port KC staff will be available during the audit to assist the auditor by providing information and documentation. Port KC does not have an internal audit function. Port KC does not have an internal IT function, but the auditor can be given opportunity to meet with Port KC's IT consultant during his regularly scheduled hours and additional time, if necessary. Port KC uses Financial Edge Software, a product of Blackbaud, Inc, for accounting functions and Paychex for payroll services.

SECTION 3: NATURE OF SERVICES REQUIRED

General

Port KC is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending April 30, 2021, with the option to audit Port KC’s financial statements for each of the five (5) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

Scope of Work

Port KC desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements, and the combining and individual fund financial statements, in conformity with generally accepted accounting principles. The auditor is not required to audit the Management’s Discussion and Analysis, budgetary comparison, or any of the supporting schedules contained in the comprehensive annual financial report. However, the auditor is required to provide an “in-relation-to” opinion on the supporting schedules based on the auditing procedures applied during the audit of the general-purpose financial statements and the fund financial statements.

Port KC may desire the auditor to perform a single-audit of the schedule of expenditures of federal awards, as applicable.

A BUILD Grant award was announced in September 2020 that will support the extension of the KC Streetcar to Berkley Riverfront. Port KC does not expect a single-audit to be applicable for this grant as the lead applicant was the Kansas City Area Transportation Authority.

Auditing Standards to Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted audit standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office’s (GAO) *Government Auditing Standards*, the provisions of the Single Audit Act as amended in 1996 (as applicable), the U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and the related OMB Compliance Supplement (as applicable).

Proposed Calendar for Audit

Entrance conference	April 12, 2021
Auditor Provide Detailed Audit Plan	May 14, 2021
Port KC Provide Statements & Schedules	May 28, 2021
Completion of Fieldwork.....	June 18, 2021
Port KC Provide Report Materials	July 9, 2021
Auditor Provide Draft Report.....	July 16, 2021
Auditor Provide Final Financial Report	July 30, 2021

Auditor Presentation to the Board of Commissioners	August 23, 2021
Print and Release of Financial Report to Public.....	August 27, 2021
Exit Conference.....	August 27, 2021

The auditor may begin interim work following the entrance conference. The auditor shall provide a detailed audit plan and a list of schedules to be prepared by Port KC including anything already identified in **Section 2**. Auditor may perform fieldwork during June to be completed by **Friday, June 18, 2021**. The auditor shall prepare a complete draft report and recommendations to management for review by **Friday, July 16, 2021**. As Port KC reviews the draft report and recommendations, the auditor should be available for any meetings that may be necessary. Once Port KC and the auditor are satisfied with the report, the final Financial Report shall be delivered to Port KC by **Friday, July 30, 2021**. The auditor shall make a presentation of the report to the Board of Commissioners during the regularly scheduled meeting, which may be scheduled **Monday, August 23, 2021**.

The auditor shall provide six bound copies and one electronic copy of the Financial Report for fiscal year ending April 30, 2021 to Port KC, 110 Berkley Plaza, Kansas City, Missouri, 64157 within one week following the presentation to Port KC’s Board of Commissioners. Port KC and auditor shall plan an exit conference on that same day.

Reports to Be Issued

Following the completion of the audit of the fiscal year’s financial statements, the auditor shall issue:

1. A report regarding the fairness of presentation of the financial statements in conformity with generally accepted accounting principles
2. A report on the compliance and internal control over financial reporting based on an audit of the financial statements
3. A report on the single-audit of the schedule of expenditures of federal awards, as applicable

The auditor shall communicate in a letter to management 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. Non-reportable conditions discovered by the auditor shall be reported in a separate letter to management.

Special Considerations:

- Port KC issues its reports as a Component Unit of the City of Kanas City, Missouri and its report will be incorporated into the City’s Comprehensive Annual Financial Report.

Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by Port KC of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to Port KC or their designees. Designees may include (1) parties designated by the federal or state governments or by Port KC as part of an audit quality review process, (2) auditors of entities of which Port KC is a sub-recipient of grant funds, and (3) others as may be directed by Port KC in writing.

In addition, the firm shall respond to the reasonable inquires of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

SECTION 4: PROPOSAL REQUIREMENTS

General Requirements

The following materials must be received by **4:00 PM (Central)** on **Monday, November 2, 2020** to be considered.

1. Title Page
The title page is to show the subject of the proposal, the firm's name, the firm's address, the firm's telephone number, the primary contact person, contact person's address, and the contact person's telephone number.
2. Table of Contents
3. Transmittal Letter
A signed Transmittal Letter shall briefly state the proposer's understanding of the work to be done, the commitment to perform the work within the time period, and a statement why the firm believes it to be best qualified to perform the engagement.
4. Detailed Technical Proposal
5. Cost Proposal

Technical Proposal

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL.

The purpose of the Technical Proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake an independent audit of Port KC's financial statements in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the Cost Proposal). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects must be included. These items represent the criteria against which the proposal will be evaluated.

1. License to Practice in Missouri.

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Missouri.

2. Independence

The firm should provide an affirmative statement that it is independent of Port KC – and all of its component units – as defined by generally accepted audit standards/the U.S. General Accounting Office's *Government Auditing Standards*.

The firm should list and describe the firm's professional relationships involving Port KC – or any of its component units – for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit. In addition, the firm shall give Port KC written notice of any professional relationships entered into during the period of the agreement.

3. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the off-site work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time or part-time basis.

The firm shall provide a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. The firm shall provide

information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with the state regulatory bodies or professional organizations.

4. Partner, Supervisory, and Staff Qualifications and Experience

The firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Missouri. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and memberships in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted, or assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of Port KC. However, in either case, Port KC retains the right to approve or reject replacements.

Consultants and firm specialists in response to this request for proposals can only be changed with the express prior written permission of Port KC, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

5. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (5 maximum) performed in the last five (5) years that are similar to the engagement described in the request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

6. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the service required in Section 3. The auditor shall state that the primary purpose of the audit is to express an opinion on the general-purpose financial statements taken as a whole and that the audit is subject to the inherent risk that errors or irregularities may occur and not be detected. In

developing the work plan, reference should be made to such sources of information of Port KC's materials.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
 - b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
 - i. No dollar amounts should be included.
 - c. Sample size and the extent to which statistical sampling is to be used in the engagement
 - d. Extent of use of IT software in the engagement
 - e. Type and extent of analytical procedures to be used in the engagement
 - f. Approach to be taken to gain and document an understanding of Port KC's internal control structure
 - g. Approach to be taken in determining laws and regulations that will be subject to audit test work
 - h. Approach to be taken in drawing audit samples for purposes of tests of compliance
7. Identification of Anticipated Potential Audit Problems
The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from Port KC.
8. Report Format
The proposal should include sample formats for required reports.

Cost Proposal

The purpose of the Cost Proposal is to identify the costs that may be incurred by Port KC for an independent audit of Port KC's financial statements in conformity with the requirements of this request for proposals. While additional data may be presented, the following subjects must be included. These items represent the criteria against which the proposal will be evaluated.

1. Total All-Inclusive Maximum Price
The proposal must contain all pricing information relative to performing the audit engagement as described in the request for proposal. The total all-inclusive maximum price is to contain all direct and indirect costs including all out-of-pocket expenses.

The first page of the Cost Proposal should include:

- a. Name of Firm

- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the Cost Proposal, and authorized to sign a contract with Port KC
 - c. A total all-inclusive maximum price for the April 30, 2021, engagement
 - d. Estimated costs for the next five (5) years
- 2. Rates by Partner, Specialist, Supervisory, and Staff Level
List separately a schedule of professional fees and expenses per professional level. Provide rates, anticipated hours, and total anticipated rates per level.
- 3. Out-of-Pocket Expenses and Reimbursement Rates
List separately all estimated out-of-pocket expenses to be reimbursed. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.
- 4. Rates for Additional Professional Services
List separately within the all-inclusive maximum price an option for a report on the single-audit of the schedule of expenditures of federal awards, to be taken if applicable.

If it should become necessary for Port KC to request the auditor to render any additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between Port KC and the firm. Any such additional work agreed to between Port KC and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the Cost Proposal.
- 5. Manner of Payment
Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expense incurred in accordance with the firm's Cost Proposal. Interim billing shall cover a period of not less than a calendar month. A final payment of at least 15% will be withheld pending delivery of the final reports.

Submittal of Proposal

By submitting a proposal, interested firms agree that proposals shall constitute a firm irrevocable offer to Port KC that shall not be withdrawn or modified without Port KC's approval for one hundred eighty (180) days after the proposal due date. Interested firms agree that even if Port KC negotiates or makes a counter offer to the original proposal or any subsequent proposal submitted, Port KC retains the unconditional right to accept the original proposal and Port KC's negotiation or counter offer shall not preclude acceptance of the original proposal.

Proposal and any supplementary material submitted shall become property of Port KC. Port KC reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

Disclosure of Proprietary Information

Interested firms may attempt to restrict the disclosure of scientific and technological innovations in which they have a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the proposal by marking each response of each such document prominently with the words "**PROPRIETARY INFORMATION**" in red, bold 20-point font.

After either a contract is executed pursuant to the RFP, or all submittals are rejected, if access to documents marked "**PROPRIETARY INFORMATION**", as provided above, is requested under the Missouri Sunshine Law, Port KC will notify the relevant interested proposer of the request, and it shall be the burden of the interested proposer to establish that such documents are exempt from disclosure under the law.

If the interested proposer elects to challenge a formal request for such information made to Port KC and if the interested proposer is unsuccessful in keeping such information closed, the interested proposer shall pay for any and all costs, attorney fees and fines that are a result of the attempt to keep the information closed.

Notwithstanding the foregoing, in response to a formal request for information, Port KC reserves the right to release any documents if Port KC determines that such information is a public record pursuant to the Missouri Sunshine Law. Port KC shall have no liability to any interested proposer or anyone else for releasing any Proprietary Information, even if Port KC is negligent in releasing or disclosing any Proprietary Information.

Closed Records

All proposals including interviews, presentations and documents, and meetings relating thereto may remain closed records or meetings under the Missouri Sunshine Law until a contract is executed or until all proposals are rejected by Port KC. If Port KC amends this RFP, proposals submitted in response to the original RFP may remain closed records until a contract is executed or all proposals submitted in response to the amended RFP are rejected.

SECTION 5: EVALUATION PROCEDURES

Selection Committee

The selection committee will evaluate proposals submitted.

The selection committee will use a point formula during the review process to score proposals. Each member of the selection committee will score each technical proposal by the criteria described below. The full selection committee will then convene to review and discuss these evaluations and scores to arrive at the composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

Evaluation Criteria

Mandatory Elements

1. The audit firm is independent and licensed to practice in Missouri.
2. The firm has no conflict of interest with regard to any work performed by the firm for Port KC.
3. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal
4. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work

Technical Qualifications (60 Maximum Points)

1. Expertise and Experience
 - a. The firm's past experience and performance on comparable government engagements
 - b. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation
2. Audit Approach
 - a. Adequacy of proposed staffing plan for various segments of the engagement
 - b. Adequacy of sampling
 - c. Adequacy of analytical procedures

Price (40 Maximum Points)

Cost will not be the primary factor in the selection of an audit firm. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

Any evaluation criteria or weighting of criteria is used only as a tool to assist in selecting the best proposal. Evaluation scores or ranks do not create any right in or expectation to a contract with Port KC regardless of any score or ranking given to any proposal. In other words, even if the selection committee gives a proposal the highest rank, a firm still has no expectation of a contract with Port KC and Port KC may choose to contract with any other firm regardless of the score or rank.

Port KC will develop the criteria for scoring and ranking proposals and may change criteria and criteria weights at any time including after the due date for proposals.

Reservation of Rights in Selection Process

The selection committee, in reviewing and ranking proposals, and Port KC, in negotiating the terms of any contract, may do any or all of the following:

- Interview none, one, some or all of the proposers;
- Discuss and negotiate anything and everything with any proposer or proposers at any time;
- Request additional information from any or all proposers;
- Request a proposer or proposers to submit a new proposal;
- Request one or more best and final proposals from any or all proposers;
- Accept and reject any proposal in whole or in part;
- Require a proposer or proposers to make modifications to their initial proposals;
- Reject all proposals.

Without limiting the foregoing, Port KC reserves the absolute and unconditional right to reject any or all proposals received in response to this RFP at any time prior to the execution of any contract. No proposer obtains any right in or expectation to a contract with Port KC or a vested interest or a property right in a contract with Port KC, regardless of the amount of time, effort and expense expended by the proposer, and regardless of ranking. Proposers shall be solely responsible and liable for any and all costs incurred by them pursuant to this RFP.

Final Selection

Port KC will select a firm based upon the recommendation of the selection committee. It is anticipated that a firm will be selected by **November 23, 2020**. Following notification of the firm selected, it is expected a contract will be negotiated, presented to the Board of Commissioners for approval, and executed by **December 30, 2020**.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Port KC and the firm selected. Port KC reserves the right without prejudice to reject any or all proposals.