

OHIO AUDITOR OF STATE KEITH FABER



65 East State Street
Columbus, Ohio 43215
IPACorrespondence@ohioauditor.gov
(800) 282-0370

MEMORANDUM OF AGREEMENT

This agreement is entered into as of the ____ day of _____, _____, by and between _____ an independent public accountant (IPA), **KEITH FABER**, Auditor of State of Ohio (Auditor) and _____, _____ County (Public Office) WITNESSETH:

Whereas, the Auditor of State on _____, issued a Request for Proposals for an engagement related to _____, including any components and other requirements stated in the Request for Proposal, pursuant to Sections 117.11 and _____, Revised Code, for fiscal periods _____.

Whereas, IPA responded to the Request for Proposals with a formal proposal wherein they indicated their willingness to perform the engagement related to the Public Office in accordance with the items and conditions set forth in the Request for Proposals; and

Whereas, the Auditor of State, in consultation with the Public Office, has determined the IPA has submitted the proposal most advantageous to the Auditor and Public Office;

NOW, THEREFORE, IPA and Public Office do mutually agree as follows:

1. This Memorandum of Agreement, the Request for Proposals, the Proposal of the IPA and any written documents supplementing, amending, or incorporating the Request for Proposal, the Proposal of the IPA, and the Memorandum of Agreement constitute the integrated written agreement of the parties, to be known as the "Contract";
2. The IPA shall, in consideration of the payments specified in the Proposal, and subject to the requirements of the Contract, perform the specified engagement related to the Public Office;
3. Public Office will provide the IPA with such payments, services, and support as are specified in the Request for Proposals; and
4. The Auditor will provide the IPA with such services and support as are specified in the Request for Proposals; and
5. If applicable, pursuant to the agreement of the parties a subcontractor with respect to the Contract will be as stated below. Further, pursuant to the RFP Terms of Engagement and this Contract, the IPA shall be and remain solely responsible to the Public Office and Auditor for the acts the IPA performs or faults of any subcontractor and of any subcontractor's officers, agents or employees, who are deemed to be agents or employees of the IPA to the extent of the subcontract. Each subcontractor shall jointly and severally agree that neither the Public Office nor the Auditor is obligated to pay or to be liable for the payment of any sums due the subcontractor.

Subcontractor Name _____

Address _____

Number of Hours	Rate Per Hour	Total Subcontract
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IN WITNESS WHEREOF, Auditor, Public Office and IPA have executed this agreement.

Legislative Authority or Designee for

Date

Date

APPROVAL:

Compliance, Auditor of State
Office of **KEITH FABER, Auditor of State of Ohio**
In Accordance with Sections 117.11 & _____ Revised Code
(Not valid unless approved by AOS Representative)

Date

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Certification of Compliance with Procurement Requirements

This is to certify that, to the best of my knowledge and belief as the appropriate official of the _____, we have complied with all applicable federal, state and local procurement requirements in the selection of the firm _____ to perform the audit of the _____, which is the subject of the accompanying contract.

Date