

TOWN OF PLAINFIELD, CONNECTICUT

Request for Proposals

For Auditing Services

For the Fiscal Year Ending 2019, with an option for each of the two subsequent fiscal years (2020 & 2021)

TOWN OF PLAINFIELD, CONNECTICUT

REQUEST FOR PROPOSALS FOR AUDITING SERVICES

The Town of Plainfield, Connecticut is seeking proposals from qualified independent public accounting firms to conduct an examination and to render an opinion on the annual financial statements of the Town. An original and three (3) copies of the proposal must be received by June 20, 2019 at 3:00pm in a sealed envelope clearly marked "RFP-Auditing Services" at the Plainfield Town Hall:

Attn: Ronald Cicatelli
Acting Finance Director
8 Community Ave.
Plainfield, CT 06534

Questions regarding the content of this RFP should be directed to Acting Finance Director, Ronald Cicatelli at 860-230-3005. The Town of Plainfield reserves the right to accept or reject any and all proposals, or any part thereof, if it is in the best interest of the Town.

Ronald Cicatelli
Finance Director
860-230-3005

Cathy Tendrich
First Selectmen, Town of Plainfield

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TOWN OF PLAINFIELD, CONNECTICUT

REQUEST FOR PROPOSALS FOR AUDITING SERVICES

I. INTRODUCTION

A. General Information

The Town of Plainfield, Connecticut is requesting proposals from qualified firms of certified public accountants to audit its financial statements (including the Plainfield Board of Education) for the fiscal year ending June 30, 2019, with the option of auditing its financial statements for each of the two (2) subsequent fiscal years.

These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the Government Accountability Office's (GAO) Government Auditing Standards, the provisions of the federal Single Audit Act of 1984, as amended in 1996, and U.S. Office of Management and Budget (OMB) Circular A-133 and the State of Connecticut Single Audit Act.

The auditor(s) 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.

There is no expressed or implied obligation for the Town of Plainfield to reimburse firms for any expenses incurred in preparing proposals in response to this request.

To be considered, an original and three (3) copies of a proposal must be received by the Finance Director by June 20, 2019. The Town of Plainfield reserves the right to reject any or all proposals submitted.

During the evaluation process, the Town of Plainfield reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from submitting firms, or to allow corrections of errors or omissions. At the discretion of the Town of Plainfield, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town of Plainfield reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected.

It is anticipated the selection of a firm will be completed by Thursday, June 27, 2019. Following the notification of the selected firm it is expected an engagement letter will be executed between both parties within twenty (20) days of approval.

B. Terms of Engagement

A three (3) year contract is contemplated, subject to the annual review and recommendation by the First Selectmen, the satisfactory negotiation of terms (including a price acceptable to both the Town and the selected firm) and the annual availability of an appropriation.

II. DESCRIPTION OF THE GOVERNMENT

A. General

The auditor's principal contact with the Town of Plainfield will be the Finance Director or a designated representative, who will coordinate the assistance to be provided by the Town to the auditor. A list of key personnel with the location of their principal offices (Appendix A) is attached.

B. Background Information

The Town of Plainfield serves an area of approximately 43.1 square miles with a population of approximately 15,405 (2017 estimate). The Town’s fiscal year begins on July 1 and ends on June 30.

The Town of Plainfield provides the following services to its citizens either directly, or through collaboration with other towns:

<u>General Government</u>	<u>Public Health/Safety</u>	<u>Public Works</u>
General Town Services Animal Control Recreation Library Senior Center	Emergency Management Civil Preparedness Plainfield Police	Road Maintenance Snow Removal Transfer Station (residential solid & bulky waste)
<u>Education</u>		
Plainfield Public Schools (grades K-High School)		

C. Fund Structure

The Town of Plainfield uses fund types as shown in the audit for the fiscal year ending June 30, 2018, all under general ledger control, and account groups in its financial reporting:

D. Budgetary Basis of Accounting

The Town of Plainfield prepares its budgets on a basis consistent with generally accepted accounting principles.

E. Pension Plans

The Town participates in the following:

- 457 - Deferred Compensation Plan
- 401A - Defined Contribution Plan
- IRA Roth

III. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Statements and Schedules and other pertinent information to be prepared by the Town of Plainfield

The staff of the Town will prepare or provide the following statements and schedules for the auditor:

1. Adjusted trial balance for all funds.
2. Detailed schedules of revenues and expenditures, expenses, accounts payable and receivable, and encumbrances.
3. Detail of balance sheet and subsidiary account activity.
4. Check registers for all funds.
5. Bank reconciliations for all accounts.
6. Detail of capital projects expenditures on a project to life basis.
7. Analysis of all accounts as requested.
8. Investment activity schedules.
9. Debt schedules.
10. Fixed assets schedules.
11. Payroll records.
12. Tax collection schedules.

13. Schedule of Compensated Absences.
14. Latest Actuarial Reports.
15. Completed ED-001 and Supporting Documents.

B. General

Resource space will be provided in close proximity to the financial records. Telephones, facsimile machines and a copier will be made available to the auditor during the engagement. The auditor will be required to provide a method for collecting material to be submitted by the town. The auditor will also be required to have a method for secure delivery (electronic or physical) of all materials from the Town. The auditor will be required to provide any other equipment and other office materials that it may require.

IV. NATURE OF SERVICES REQUIRED

A. General

The Town of Plainfield is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2019 with the option to audit the Town of Plainfield's financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Qualifying Requirements

Qualified Firm:

Firms submitting proposals must be qualified to perform independent audits of municipalities in the State of Connecticut.

Location:

The auditors must have an office located within the State of Connecticut, and resident staff must be able to offer the full range of auditing services required by this Request for Proposal.

Non-Discrimination:

No person shall be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provision), marital status or the presence of any sensory, mental or physical handicap. Any violation of this provision shall be

considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by the Town and may result in ineligibility for further Town contracts. The submitting firms shall at all times in the proposal and contract process comply with all applicable Town, state, and federal anti-discrimination laws, rules, regulations and requirements.

Other:

Supervisory members of the audit team, including the "in charge" field auditor, should be Certified Public Accountants.

C. Scope of Work to be Performed

The Town of Plainfield desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles.

The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" report on the supporting schedules based on the auditing procedures applied during the audit of the general purpose financial and the combining and individual fund financials statements and schedules. The auditor is not required to audit the statistical section of the report.

D. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. Comptroller General's Government Auditing Standards, the provisions of the Single Audit Act of 1984, as amended in 1996, the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments and Non-Profit Organizations, and in conjunction and conformity with the State of Connecticut Single Audit Act.

E. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue, as required by generally accepted auditing standards, and Government Auditing standards, OMB Circular A-133, and the Connecticut General Statutes, including but not limited to the following, in both hard copy and searchable pdf format:

- Audit of the Annual Financial Report
- Municipal Audit Questionnaire for Submission to the State Office of Policy and Management

- Circular A-133, Federal Single Audit Report
- State Single Audit Report
- Management Discussion and Analysis
- Management Letter (if applicable)
- ED001 Certification for the Board of Education
- A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- A report on compliance and on internal control over financial reporting based on an audit performed in accordance with Government Auditing Standards.
- Federal Audit Clearinghouse report (if applicable)
- Documentation as appropriate for recommended journal entries/adjustments.
- The auditor shall communicate in a letter to the First Selectman and Board of Finance 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.

The auditor shall have the following reporting responsibilities:

1. Reportable conditions - If the auditor becomes aware of deficiencies in the design and operations of the Town's internal control structure, these deficiencies, must be brought to the attention of the First Selectman and Board of Finance.
2. Nonmaterial instances of noncompliance – GAGAS (Generally Accepted Government Auditing Standards) requires that all material instances of noncompliance with applicable laws and regulations be included in the auditors' report on compliance. GAGAS also requires that non-material instances of noncompliance be reported to the First Selectman and Board of Finance in writing. If the provisions of the Federal Single Audit Act are or become applicable, OMB Circular A-133 requires the auditor to include all instances of noncompliance in its report. Reportable conditions that are also material weaknesses, non-reportable conditions, material instances of noncompliance and all instances of noncompliance, as required by OMB Circular A-133, should be included in the Management Letter.
3. Errors and irregularities, etc. - The auditor's responsibilities for reporting errors and irregularities are set forth in SAS No. 99, Consideration of Fraud in a Financial Statement Audit. The auditor will also be required to report any indications of abnormalities, non-recurring or extraordinary items or one-time changes in the pattern of Town expenditures or procedures to the First Selectman and Board of Finance, in writing.

4. Illegal acts and indications of illegal acts – The auditor’s responsibilities for reporting illegal acts and indications of illegal acts are set forth in SAS No. 54, Illegal Acts by Clients. Additional reporting responsibilities for GAGAS audits are set forth in the GAO’s yellow book. GAGAS require the auditor who becomes aware of illegal acts or indications of illegal acts to promptly report them to the First Selectman and Board of Finance. Also, when illegal acts or indications of illegal acts involve funds received from another government, the auditor must assure that the audited government has properly notified the officials of the donor government, including officials of the donor government’s audit organization. If the audit government does not notify the donor government in a reasonable time, GAGAS requires the auditor to inform the donor government directly. GAGAS also requires that all notifications of illegal acts or indications of illegal acts be made in writing.
5. Other matters to be brought to the attention of the First Selectman and Board of Finance - The auditor’s responsibilities under GAGAS include significant accounting policies, management judgments and accounting estimates, significant audit adjustments, disagreements with management, consultations with other accountants, major issues discussed with management prior to retention, difficulties encountered in performing the audit, a written list and explanation of all adjustments made to the financial reports and Management Letter between its draft and final issuance. The Town requires that the auditor communicate in writing to the First Selectman and Finance Director.

F. 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 four (4) years, unless the firm is notified in writing by the Town of Plainfield of the need to extend the retention period. The auditor will be required to make working papers available, upon request by the Town of Plainfield.

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

G. Other Audit Services

Periodically, the Town is required to have separate audits performed. The Auditor will be expected to perform these audits and any other audit services requested by the Town outside of the standard audit at the hourly rate stated in Appendix D. Agreements to perform such services shall be reduced to writing.

The Town of Plainfield may prepare one or more official statements in connection with the sale of debt securities which will contain the basic financial statements and the auditor's report

thereon. The auditor shall be required, if requested by the financial advisor, underwriter or bond counsel, to issue supporting statements and required documentation.

H. Implied Requirements

All services not specifically mentioned in this request for proposals that are necessary to provide the functional capabilities described by the auditor shall be included in the Scope of Services.

V. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

This RFP Issued: May 20, 2019
Due Date for Proposals: June 20, 2019 at 3:00pm
Contract date within 20
days of appointment

B. Annual Audit Calendar

Entrance Conference with Finance Staff and Board of Finance to commence Year-End Audit Work:	July
Field Work Begins	July
Draft Copy of Audit Submitted to Board of Finance:	2 Weeks before Final Presentation
Final Copy of Audit Formally Submitted	Before Dec. 31, 2019

C. Report Submissions

Copies of all reports shall be addressed to the Finance Director. The successful submitting firm will also submit copies of reports as required by state and federal audit requirements. The

submission dates for the various reports to the municipality and the appropriate cognizant agencies as follows:

Financial Statements:	December 31, 2019
Single Audit Report:	December 31, 2019
EDO01 Certification:	December 31, 2019

Where an extension of time may be required, it will be the responsibility of the Auditor to promptly notify the Town, in writing. It is the Town's responsibility to secure all necessary approvals in a timely manner. The Auditor shall promptly notify the Town's Finance Director, Board of Finance, and the Board of Selectmen of any suspicion of fraud, defalcation or misapplication of funds. Such notice shall be in addition to any notice to grantors required by single audit legislation.

The final report twenty-five (25) copies should be delivered to the office of the First Selectmen, Plainfield Town Hall, 8 Community Ave., Plainfield CT 06354, with one copy in searchable pdf format delivered via email.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries concerning the content of the request for proposals must be made to:

Finance Director Ronald Cicatelli.

Plainfield Town Hall
8 Community Ave.
Plainfield, CT. 06354.
Telephone: Ronald Cicatelli, 860-230-3005
Email: rcicatelli@plainfieldct.org

2. Submission of Technical Proposals and Dollar Cost Bid Fee Proposals:

In order for a submitting firm to be considered, the original technical proposal and dollar cost bid fee proposal, together with three (3) copies, is required by Monday, June 20, 2019 at 3:00pm. The fee must be broken down between the Town of Plainfield and the Plainfield Board of Education. The technical proposal must be submitted in the following format:

i. Title Page

Title page showing the request for proposal's subject; the submitting firm's name; the name, address and telephone number of a contact person; and the date of the proposal.

ii. Table of Contents

iii. Transmittal Letter

A signed letter of transmittal briefly stating the submitting firm's understanding of the work to be performed, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period covered.

iv. Detailed Proposal

Submitting firms should send the completed technical proposal and dollar cost bid fee proposal in two (2) separate envelopes marked as noted below to the following address:

Finance Director
Plainfield Town Hall
8 Community Ave
Plainfield, CT 06354

Envelope #1: Technical Proposal

Envelope #2: Dollar Cost Bid Fee Proposal

B. Technical Proposal

1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Town of Plainfield 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 Appendix D). The proposal should be prepared simply and economically, providing a straightforward, concise description of the submitting firm's capabilities to satisfy the requirements of the request for proposals. While

additional items may be presented, the following subjects, items Nos. 2 through 7, must be included. They represent the criteria against which the proposal will be evaluated.

2. License to Practice in Connecticut

An affirmative statement should be included indicating that the firm and its municipal partner are qualified to practice within the state of Connecticut.

3. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's Governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the staff to be so employed on a part-time basis. The firm shall also provide information on the results of the firm's latest federal or state desk reviews or field reviews of its audits. In addition, 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 state regulatory bodies or professional organizations.

4. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and Management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Connecticut. The firm also should indicate how the quality of staff over the term of the agreement will be assured. The submitting firm should identify the extent to which its staff reflects the Town of Plainfield 's commitment of Equal Employment Opportunity / Affirmative Action.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of Town of Plainfield. However, in either case, the Town of Plainfield retains the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the submitting firm provided that replacements have substantially the same or better qualifications or experience.

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

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 (minimum of two (2) and maximum of five (5)) performed in the last five (5) years

that are similar to the engagement described in this 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. Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section IV of this request for proposal. In developing the work plan, reference should be made to such sources of information as the Town's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems. Submitting firms 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.

NO DOLLAR AMOUNTS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

- c. Sample size and the extent to which statistical sampling is to be used in the engagement.
- d. Extent of use of EDP 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 the Town'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 the Town of Plainfield.

C. Dollar Cost Bid Fee Proposal

1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses. The Town

of Plainfield will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.

2. Fixed Fees by Category

The dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in Appendix D, which supports the total all-inclusive price.

3. Rates for Additional Professional Services

If it should become necessary for the Town of Plainfield to request the auditor to render any additional services requested in this request for proposals 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 the Town of Plainfield and the firm. Any such additional work agreed to between the Town of Plainfield and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid in Appendix D.

4. Manner of Payment

Progress Payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm's dollar cost bid proposal. Interim billings shall cover a Period of not less than a calendar month. Ten percent (10%) will be withheld from the total pending delivery of the firm's final reports.

VII. EVALUATION PROCEDURES

A. Selection Committee

Proposals submitted will be evaluated by the Town of Plainfield Department of Finance.

B. Evaluation Criteria

The following represent the principal selection criteria which will be considered during the evaluation process of proposals.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Connecticut.
- b. The audit firm's professional personnel have received adequate continuing professional education within the preceding three years.
- c. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of Plainfield.

- d. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.
- e. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.

2. Technical Qualifications

- a. Expertise and Experience
 - i. The firm's past experience and performance on comparable Government Engagements.
 - ii. 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.
 - iii. Experience with the preparation of federal and state financial assistance and related reports.
- b. Audit Approach
 - i. Service Delivery Plan: Describe how the firm intends to conduct the audit in the first year versus subsequent years. Describe the service delivery system including what will be done, by whom, how and where. Provide detail on staffing requirements. Describe how the services will be coordinated, monitored and the method to access to them will be ensured through entrance conferences, progress reporting, and exit conferences.

3. Price

Cost will not be the primary factor in the selection of an audit firm.

C. Final Selection

It is anticipated that a firm will be selected at the Board of Selectmen's Regular Meeting. Following notification of the firm selected, it is expected a contract will be executed between both parties within twenty (20) days of approval.

D. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Plainfield and the firm selected.

The Town of Plainfield reserves the right, without prejudice, to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms, and to waive minor inconsistencies with the request for proposal.

APPENDIX A

LIST OF KEY PERSONNEL, OFFICE LOCATIONS, AND TELEPHONE NUMBERS

To be provided on request

APPENDIX B

SUBMITTING FIRM GUARANTEES AND WARRANTIES

Submitting Firm Guarantees

The submitting firm certifies it can and will provide and make available, at a minimum, all services set forth in Section IV, Nature of Services Required.

Submitting Firm Warranties

1. Submitting firm warrants that it is willing and able to comply with State of Connecticut laws with respect to foreign (non-state of Connecticut) corporations.
2. Submitting firm warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
3. Submitting firm warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Town of Plainfield.
4. Submitting firm warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (printed): _____

Title: _____

Firm:

Date:

APPENDIX C

DOLLAR COST BID FEE PROPOSAL

(to be submitted on your firm's letterhead in a separate envelope)

Firm's Name and the location of office staffing the audit:

Number of Municipal professional auditors at this location: _____

Number of Municipal audit staff to be assigned to the Town of Plainfield engagement: _____

Listing of Connecticut municipal audit clients (FY17 & FY18) Engagements for municipalities with populations of:

10,000 or more:

10,000 or less:

FIXED FEES

Town:	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
-Financial audit	\$ _____	\$ _____	\$ _____
-Single Audit (Federal)	\$ _____	\$ _____	\$ _____
-Single Audit (State)	\$ _____	\$ _____	\$ _____
-Preparation of Financial Statements	\$ _____	\$ _____	\$ _____
-Preparation of MD&A (Management Discussion & Analysis)	\$ _____	\$ _____	\$ _____
Town of Plainfield (sub-total)	\$ _____	\$ _____	\$ _____

Board of Education:

-Financial audit	\$ _____	\$ _____	\$ _____
-Cafeteria	\$ _____	\$ _____	\$ _____
-Single Audit (Federal)	\$ _____	\$ _____	\$ _____
-Grants	\$ _____	\$ _____	\$ _____
-Agency Funds	\$ _____	\$ _____	\$ _____
-Preschool	\$ _____	\$ _____	\$ _____
-ED001 and related	\$ _____	\$ _____	\$ _____

Board of Education (sub-total)	\$ _____	\$ _____	\$ _____
<u>COMBINED TOTAL:</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

APPENDIX E

SAMPLE AUDIT SERVICES PROPOSAL LETTER

(to be submitted on your firm's letterhead)

(Submission Date)

Ronald Cikatelli
Finance Director
Town of Plainfield
8 Community Ave.
Plainfield, Connecticut 06374

Dear Mr. Cikatelli:

We have read the Request for Proposal and fully understand its intent and contents. We certify that we have adequate personnel, insurance, equipment, and facilities to fulfill the specified requirements. We understand that our ability to meet the criteria and provide the required services shall be judged solely by the Selection Committee.

We have attached the following:

1. Proposal as outlined in Section VI
2. Appendix B: Submitting Firm Guarantees and Warranties
3. Appendix C: Insurance
4. Appendix D: Fixed Fees (separate envelope).

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the Town.

Submitted by _____ Date _____

Signature _____ Title _____

Telephone _____ Fax _____

Email Address _____

