

**TOWN OF SEYMOUR
REQUEST FOR PROPOSALS, AUDITING SERVICES**

LEGAL NOTICE

REQUEST FOR PROPOSALS

**TOWN OF SEYMOUR
REQUEST FOR PROPOSALS, AUDITING SERVICES**

The Town of Seymour, Connecticut (the "Town") is requesting proposals from qualified independent public accounting firms in accordance with the provisions of the Connecticut General Statutes, to conduct an audit and to render an opinion on the Comprehensive Annual Financial Reports of the Town. Proposals will be received at the office of the First Selectman until 4:00pm on April 15, 2019 at which time no further proposals will be considered. Request for Proposal forms may be obtained at the office of the Finance Department from 8:00am until 5:30pm on Mondays through Thursdays. Information concerning this Request For Proposal may be obtained by contacting Doug Thomas at telephone (203) 888-0581. The Town of Seymour is an Equal Opportunity Employer.

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March 8, 2019

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Proposed Fee Schedule Format

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I. INTRODUCTION

A. General Information

The Town of Seymour is requesting proposals from qualified firms of certified public accountants to audit its financial statements and conduct federal and state compliance audits for the fiscal year's ending June 30, 2019, 2020 and 2021 with the Town's option of auditing 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 *General Accounting Office's (GAO) Government Auditing Standards*, and for the compliance audits the provisions of the federal Single Audit Act and the provisions of Sections 4-230 through 4-236 of the Connecticut General Statutes concerning the State Single Audit Act. 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. There is no expressed or implied obligation for the Town of Seymour to reimburse firms for any expenses incurred in preparing proposals in response to this request.

To be considered, copies of a proposal must be received by 4:00pm on April 15, 2019 (no electronic proposals). The Town of Seymour reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by a Selection Committee composed of the members of the Seymour Board of Finance with assistance from the First Selectman and the Town Finance Department. During the evaluation process, the Selection Committee and the Town of Seymour reserve the right, where it may serve the Town's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Town of Seymour or the Selection Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town of Seymour 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 of Seymour and the firm selected.

B. Terms of Engagement

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

II. TOWN PROVIDED STATEMENTS AND SCHEDULES

The staff of the Town's Finance and Board of Education Business Office will prepare or provide the following statements and schedules for the auditor as follows:

1. Adjusted trial balance for all funds

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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 accounts as requested.
8. Debt schedules
9. Fixed assets schedules.
10. Payroll records.
11. Tax collection schedules.
12. Schedule of Compensated Absences
13. Completed ED-001 and Supporting Documents
14. Standard representation letters.
15. CAFR Statistical tables

III. NATURE OF SERVICES REQUIRED

A. General

The Town of Seymour is soliciting the services of qualified firms of certified public accountants to audit its financial statement and conduct federal and state compliance audits for the fiscal year's ending June 30, 2019, 2020 and 2021 with the Town's option to audit the Town'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 of the State of Connecticut. The firm must have been engaged during the fiscal year ending June 30, 2018, as independent Auditors for the purpose of rendering an opinion on the annual financial statements of at least four other Connecticut municipalities at least two which must have received the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) within the period 2013 through 2017..

Location:

The auditor's 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 of Seymour and may result in ineligibility for further Town contracts. The proposer

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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 thereof.

C. 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, federal single audit act, and the Connecticut General Statutes, including but not limited to the following:

- A report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.
- Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
- Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance.
- Report on Compliance for Each Major State Program; Report on Internal Control Over Compliance, and Report on the Schedule of Expenditures of State Financial Assistance Required by the State Single Audit Act.
- At the audit's conclusion the auditor shall communicate to the Boards of Finance and Selectmen any deficiencies found during the audit as well as any suggestions for improvements in the Town of Seymour's policies, procedures or financial recordkeeping.

D. References

- It is expected the proposer will supply the names and contact information for four municipalities so the Town can check references if it so desires.

IV. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Douglas Thomas, Finance Director

Seymour Town Hall, One First Street, Seymour, CT 06483

(203) 888 - 0581

2. Submission of Proposals

The proposer shall submit 6 copies of the proposal to the following address:

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Mr. Doug Thomas
Finance Director, Town of Seymour
One First Street
Seymour, CT 06483

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 Seymour 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. The audit firm shall also be expected to assist the Town each year in the preparation of its CAFR for submission to the GFOA. Should an extension to file the audit report with the State OPM after December 31st be needed, the auditor shall assist the Director of Finance in making sure it is timely filed.

2. License to Practice in Connecticut

An affirmative statement should be included indicating that the firm and its municipal partner are qualified to practice in 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. 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. A copy of the firm's latest peer review shall also be submitted with the response to this proposal. 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.

C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

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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 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 the attachment (Appendix) that supports the total all-inclusive price.

3. Rates for Additional Professional Services

Please be advised that the standard work scope for this engagement shall include up to ten hours of consultation, analysis and other related services with respect to the Town's financial operations and information systems. If it should become necessary for the Town to request the auditor to render any additional services beyond those 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 and the firm. Any such additional work agreed to between the Town 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.

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APPENDIX

FEE SCHEDULE – PROPOSED FORMAT

To be submitted on your firm’s letterhead in a separate envelope.

- Firm’s Name:
- Location of office staffing the audit:
- Number of Municipal professional audit staff :
- Number of Municipal audit staff to be assigned to Town of Seymour work:
- Connecticut Municipal audit clients in 2018 (minimum of 4):

<u>FIXED FEES</u> : Town of Seymour	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
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- Financial Audit
- Single Audit (Federal)
- Single Audit (State)

TOWN GOVERNMENT SUBTOTAL \$ \$ \$

Board of Education:

- Financial Audit
- Single Audit (Fed.)
- Single Audit (State)
- ED 001

BOARD OF EDUCATION SUBTOTAL \$ \$ \$

COMBINED TOTAL: \$ \$ \$

Total hours included in Combined Total Fees:

Partner

Manager

Staff

Rate for hours in excess of those above or for services outside the specified scope, \$ per hour.