

Bristol Town Administrator

From: Treasurer
Sent: Friday, June 4, 2021 3:14 PM
To: Bristol Town Administrator
Subject: RFP for Audit Services
Attachments: Audit RFP.docx

Valerie,

Attached is some minor adjustments to the Town of Sharon's RFP for audit services they put out in March. Let me know if you see some other things that may be missing.

Ideally the Board would review on June 14th and we could put out to bid ASAP after that. I have gathered some other auditing firms names other municipalities currently use that are not Sullivan Powers in hopes to mail a request directly to them.

Thank you,

Jen Myers
Treasurer & Delinquent Tax Collector
Town of Bristol
1 South Street
Bristol, VT 05443
802-453-2410
www.bristolvt.org

Request for Proposal

Independent Auditing Services

Due by 3pm, July 22, 2021

The Town of Bristol, Vermont invites qualified firms of independent Certified Public Accountants, licensed to practice in the State of Vermont, to submit proposals to conduct audits of its financial accounts and records for Fiscal Years 2021, 2022, and 2023. The Town's fiscal year commences July 1st an end June 30th. All proposals must conform to the specifications listed below and be submitted via email by 3:00pm on July 22, 2021.

General Information:

Annual audit services are being requested for the Town of Bristol for governmental activities, business-type activities, each major fund, the aggregate remaining fund information and budgetary comparisons. The Town of Bristol's General and Highway Operating Funds have a combined annual budget or approximately \$2.6 million. There are eleven (11) full-time employees three (3) part-time employees, approximately thirty-five (35) paid per call volunteer firefighters, and three (3) elected Listers providing services to Town population of approximately 3,900 people. The Town has been on a modified accrual basis since 1991 and uses NEMRC fund accounting software. Bristol has had independent professional audits annually since 1991.

Scope of Services:

Annual examinations of the Town's financial statements will be made in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants and the standards applicable to financial audits contained in the US General Accounting Office's Government Auditing Standards; the provisions of the Single Audit Act of 1984 (when applicable); the provisions of the U.S. Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments; and the provisions of the U.S. Office of Management and Budget (OMB) Circular , A-133, Audits of States, Local Governments, and Non-Profit Organizations as applicable.

The audit will obtain evidence about the amounts and disclosures in the financial statements, whether those statements are free from material misstatement, test internal controls, consider the appropriateness of accounting policies used, the reasonableness of estimates made by management, and the overall presentation of the financial statements in conformity with generally accepted accounting principles.

An electronic file and six copies of the audit reports are required, as well as a formal letter outlining recommendations. The scope also includes a meeting with a member of the audit team and the Selectboard at the completion of the audit.

Qualifications and Staffing:

The proposal shall contain a brief description of the firm's qualifications, competence and capacity to undertake audit services for the Town of Bristol as outlined in this proposal. This should include the firm's background, qualifications and experience in government accounting of partners, supervisors and staff likely to be included in this engagement. The proposal should also include three or more references of municipalities the firm as audited with the past five years, at least two of which should be

Vermont municipalities. A certificate of insurance showing general and professional liability, workers compensation and errors & omissions insurance coverage is also required.

Town Assistance During Audit:

All information deemed necessary to commence these annual audits shall be requested in writing prior to the audit. All additional requests for information shall be made in a timely manner. Town assistance will be provided by the Treasurer, Jen Myers, the Town Administrator, Valerie Capels, and any other staff deemed necessary to provide the appropriate, accurate information.

Our last audit was done remotely using a file share system and responsive communication between the auditor and the Town employees. We ask that the bid allow for some of the audit to be performed in such a manner and/or if both parties find this an efficient way to review documents.

Compensation:

The Town of Bristol requested proposers bid for the three-year period beginning July 1, 2021 (FY2022) and ending when the FY2024 audit is complete. The proposal shall state the number of estimated hours for each category of staff member assigned to this engagement and anticipated hourly rates to be applied if work is required outside of the anticipated scope of work. The proposal shall also contain the total maximum fee to be charged per each of three fiscal years. **See Appendix A.**

Although there are no known reasons for a single audit to be conducted for FY2021, it is possible a single audit may be required for FY2022. The proposal shall show separately the estimated cost of a single audit.

Manner of Payment:

Progress payments will be made based on hours or work completed during the engagement in accordance with the firm's dollar cost proposal. Interim billings shall cover a period of not less than a calendar month. **Retention of Working Papers:**

The proposal shall state the auditors will retain the audit work papers for a period not less than three years after the date of the audit report and that the work papers will be made available upon request from the Town Treasurer, Town Administrator, or any other employee that has provided information for the audit.

Timing Considerations:

Proposals must be submitted via email by 3:00pm July 22, 2021 to Jen Myers, Treasurer at treasurer@bristolvt.org, and to Valerie Capels, Town Administrator, townadmin@bristolvt.org. If you wish to mail your proposal as well, please send to Town of Bristol, PO Box 249, Bristol, VT 05443. Our physical address is 1 South Street in Bristol. All firms will be notified as to the bid award.

The proposal should include a tentative schedule for this first year that will result in the audit being completed by December 31, 2021. For the other two years, a tentative schedule will include interim audit work starting in mid-July with field work completed by early November. At the conclusion of the audit, the auditor will meet with the Selectboard to discuss the results of the audit and any findings that are included in the auditor's management letter.

Evaluation Criteria:

The audit firm will be selected based on three criteria: technical qualifications, the audit approach and schedule, and price. The technical qualifications will compare each proposer's expertise and experience in providing quality audit services to government entities and the quality of the firm's personnel who would conduct the audit. The audit approach will consider the responsibilities of Town and audit firm staff assigned to the engagement. Cost will not be the only determining factor in the selection of the audit firm.

Town Rights:

The Town reserves the right to reject any and all proposals. Proposals will be evaluated by the Town based on firm experience and reputation, understanding of Town requirements, and price. During the evaluation process, the Town reserves the right, where it may serve in the Town's best interest, to request additional information or clarification from proposers. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

For Further Inquiries:

Contact Jen Myers, Treasurer at 802-453-2410 extension 5, or via email at treasurer@bristolvt.org. A copy of the Town's audit for FY2020 along with the Town's annual report is available on the Town of Bristol website at www.bristolvt.org.

The Town of Bristol is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, gender identity, or familial status.

APPENDIX A

PROPOSAL FOR AUDITING SERVICES DUE BY 3PM JULY 22, 2021

Name of firm _____

Contact Person _____

Location of office staffing the audit _____

Office Phone _____ Contact Person's Phone _____

Email _____ Firm's Website _____

Hours proposed for first fiscal year in stated fees:

Partner-in-charge and review partner _____

Supervising manager _____

Audit Staff _____

Include a rate chart for each category of staff member assigned to the audit with a projected rate for the first year's audit work and any likely billable expenses if work is performed outside of the requested scope of work.

Audit Fees for Year 1

Total all-inclusive maximum price (excluding single audit estimate) \$ _____

Estimated cost of single audit \$ _____

Audit Fees for Year 2

Total all-inclusive maximum price (excluding single audit estimate) \$ _____

Estimated cost of single audit \$ _____

Audit Fees for Year 3

Total all-inclusive maximum price (excluding single audit estimate) \$ _____

Estimated cost of single audit \$ _____