

Request for Qualifications/Proposals

Audit Services

The Towns of Pomfret and Brooklyn hereby invites the submission of Proposals from:

qualified independent public accounting firms, in accordance with the provisions of the Connecticut General Statutes, to conduct an examination and to render an opinion on the comprehensive annual financial statements of the of the town of Pomfret and Brooklyn individually.

The Proposals will be received at the offices of the First Selectman, 5 Haven Road, Pomfret Center, Ct 06259 until Monday, June 11, 2018 at 2:00 pm at which time they will be publicly opened.

Specifications and other information may be obtained at the Town Hall Office of the First Selectman, 5 Haven Road, Pomfret Center, Ct 06259, between 8:30 a.m. and 4:30 p.m. Monday through Thursday.

Town Contacts:

Maureen Nicholson, First Selectman
Town of Pomfret
maureen.nicholson@pomfretct.gov
860-974-0191

Richard Ives, First Selectman
Town of Brooklyn
r.ives@Brooklyncnt.org
860-774-3411, Ext. 11

Date Issue: May 24 , 2018

Date and Time Due: June 11, 2018 (2:00 p.m.)

I. Project:

A. Introduction

The towns of Pomfret and Brooklyn Connecticut are requesting proposals from qualified firms of certified public accountants to audit its financial statements with the option, exercisable by each town individually or collectively, of auditing financial statements for each town for each of the three (3) subsequent fiscal years.

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, the provisions of the Federal Single Audit Act as amended, and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments, and Non-Profit Organizations and the provisions of Sections 4-230 through 4-236 of the Connecticut General Statutes concerning the State Single Audit Act, and sections 4-236-1 through 4-236-17 of the Regulations of Connecticut State Agencies with the primary purpose of such audits to express an opinion on the general purpose financial statements of the participating towns.

The towns of Pomfret and Brooklyn are Statutory Towns (neither has a town charter) and have a populations of 4,149 and 8,205, respectively.

1. Each town prepares its budgets on a basis consistent with generally accepted accounting principles except that encumbrances are recognized as a valid and proper charge against an appropriation in the year the purchase order is issued.
2. Each towns' fiscal year begins on July 1 and ends on June 30.
3. Each town operates under a Board of Selectmen, Representative Town Meeting form of government in accordance with Connecticut's General Statutes.
4. Each town generally provide the following services to its citizens:

Parks and Recreation, Police Protection, Animal Control, Street Lights, Road Repair, Snow Removal, Transfer Station, Recycling, Services, Human & Leisure Services, Education and General Government Services. Fire Protection Library Services and Ambulance Service are provided by volunteer organizations.
5. Each town uses all of the funds included in the budget under general ledger control, and account groups in its financial reporting.

II. Definitions

- A. "Addendum" means written documents issued by both towns prior to the date and time in Article III.E which modify this Request for Qualifications/Proposals by additions, deletions, clarifications or corrections.
- B. "Advisory Committee" means a committee consisting of, but not limited to, Town Chief Elected officials, Town Treasurers, Town Finance Directors, Town Board of Finance Members and others asked by the two towns to participate.

- C. "Contract" means the document that the Contractor executes individually with each town.
- D. "Contractor" means the Proposer who is selected by the towns to provide the services described in this Request for Qualifications/Proposals.
- E. "Proposal" means a submission by a Proposer to provide the services described in this RFP.
- F. "Proposal Documents" means the Request for Qualifications/Proposals, all schedules and exhibits attached hereto, and any Addendum.
- G. "Proposal Price" means the price at which the Proposer offers to perform the services described in this Request for Qualifications/Proposals.
- H. "Proposer" means the person or entity who submits a Proposal.

III. Assistance to be Provided to the Auditor and Report Preparation

- A. Each participating town will, individually, prepare or provide the following statements and schedules for the auditor as follows:
 - ☐ Adjusted trial balance for all funds.
 - ☐ Detailed schedules of revenues and expenditures, expenses, accounts payable and receivable, and encumbrances.
 - ☐ Detail of balance sheet and subsidiary account activity.
 - ☐ Check registers for all funds.
 - ☐ Bank reconciliations for all accounts.
 - ☐ Detail of capital projects expenditures
 - ☐ Analysis of accounts as requested.
 - ☐ Investment activity schedules.
 - ☐ Debt schedules.
 - ☐ Fixed assets schedules.
 - ☐ Payroll records.
 - ☐ Tax collection schedules.
 - ☐ Schedule of compensated absences.
 - ☐ Latest actuarial reports.
 - ☐ Completed ED-001 and supporting documents.
 - ☐ Standard representation letters.
 - ☐ Individual fund statements for all funds.
 - ☐ Notes to the combined financial statements.
 - ☐ Required supplementary information.
 - ☐ Management's discussion and analysis.
 - ☐ CAFR statistical tables.
 - ☐ Schedule of federal and state assistance
- B. Work space will be provided in close proximity to the financial records. Telephones, use of a copy and facsimile machines, internet access will be made available during the engagement. The auditor will be required to provide computer equipment and other office materials as needed.

IV. Proposal Instructions

- A. Pomfret and Brooklyn are soliciting the services of qualified firms of certified public accountants to audit the financial statements of each town for the fiscal years ending June 30, 2018, 2019, 2020, 2021 and 2022 with an option to extend at the discretion of each town individually.
- B. When executed and submitted by Proposer, the Proposer acknowledges it has full knowledge of and agrees with the general specifications, conditions and requirements of the Proposal Documents.
- C. Proposals must be mailed or delivered to Town Hall Office of the First Selectman, 5 Haven Road, Pomfret Center, Ct 06259 in an envelope clearly marked: "Audit Services."
- D. The Proposer must submit its Proposal in a sealed envelope marked with the Proposer's name and address in the upper left hand corner. The sealed envelope is to be plainly marked in the lower left hand corner with the name of Proposal and the opening date and time.
- E. The Proposals shall be submitted no later than _____, 2018, at 2:00 p.m. Proposals received later than that date and time will not be considered and will be returned unopened. Amendments to or withdrawals of Proposals received later than that date and time will not be considered.
- F. The Proposer shall submit ten (10) copies of its Proposal and one PDF version of the Proposal.
- G. The Contractor shall comply with the laws, rules, regulations and policies of federal, state, and local governments. It shall be the responsibility of the Contractor to ensure that all personnel employed are familiar with all of the aforesaid laws, rules, regulations and policies as well as the contents of any manual or other rules, regulations and policies which each town might publish.
- H. Pomfret and Brooklyn reserves the right to waive technical defects in Proposals, to reject any and all Proposals, in whole or in part, and to make such awards, in whole or in part, including accepting a Proposal or a part of the Proposal, although not the low Proposal, that in the judgment of each town will be in the best interest of their towns.
- I. The towns reserves the right to negotiate contract terms with any or all Proposers, even if a Proposer has not submitted the low Proposal.
- J. The towns, at its discretion, may reject any non-conforming Proposal or Proposal that materially misrepresents any offering.
- K. The towns specifically reserves the right to add or delete from the scope of services in the final contract from the scope of services described in this Request for Qualifications/Proposals.
- L. The towns may require the Proposer selected to participate in negotiations concerning contract price or the nature and scope of services to be provided. The results of such negotiations shall be incorporated into the contract for services between the towns and the Contractor.
- M. Each Proposer is responsible for making sure it gets the information it needs to make a responsible Proposal that allows it to execute the Contract if it is awarded the Contract. Information requests are to be made in writing to Town Hall Office of the First Selectman, 5 Haven Road, Pomfret Center, Ct 06259 or maureen.nicholson@pomfretct.gov or r.ives@Brooklynct.org prior to the end of business on _____, 2018. A written request does not in any way diminish a Proposer's responsibility to get the information it needs to make a Proposal.
- N. Any modification to the Proposal Documents will be made by Addendum. Any Addendum will be mailed to all persons that have requested the Proposal Documents. Each Proposer shall confirm prior to submitting its Proposal that it has received all Addendum.

V. Scope of Work

- A. Pomfret and Brooklyn soliciting the services of qualified firms of certified public accountants to audit the financial statements of each town for the fiscal years ending June 30, 2018, 2019, 2020, 2021 and 2022 with an option to extend at the discretion of each town individually.

The auditor is not required to audit the supporting schedules, the Management's Discussion and Analysis and the Budgetary Comparison contained in the Comprehensive Annual Financial Report. However, the auditor is to provide an "in-relation-to" report on the supporting schedules and information based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the introductory section of the report or the statistical section of the report. The auditor may also be responsible for the Government-wide Financial Statements.

The auditor will be entirely responsible for the printing of 25 CAFRs before December 15th each year for the previous fiscal year. A PDF or similar file of the CAFR that is able to be posted on each town's website will be provided to each town at that time.

B. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

1. Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants.
2. The standards for financial audits set forth in the U. S. Comptroller General's Government Auditing Standards.
3. The provisions of the Single Audit Act as amended.
4. The provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments, and Non-Profit Organizations.
5. The requirements of the Consolidated Audit Guide for Audits of DECD Programs.
6. In conjunction and conformity with sections 4-230 through 4-236 of the Connecticut General Statutes (the State Single Audit Act), and sections 4-236-1 through 4-236-17 of the Regulations of Connecticut State Agencies.
7. In full compliance with GASB Standards

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, OMB Circular a-133, and the Connecticut Single Audit Act, including but not limited to the following:

4. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
5. Municipal Audit Questionnaire for Submission to the State Office of Policy and Management and Connecticut Department of Transportation as applicable.
6. A report on compliance and on internal control over financial reporting based on an audit performed in accordance with Government Auditing Standards.

7. A report on the Schedule of Expenditures of Federal Financial Assistance.
8. A report on compliance and internal control over compliance applicable to each major federal award program.
9. A report on the Supplementary Schedule of State Financial Assistance.
10. A report on the internal control over compliance in accordance with the State Single Audit Act.
11. A report on compliance with the general requirements applicable to state financial assistance programs.
12. A report on compliance with specific requirements applicable to major state financial assistance programs.
13. Documentation as appropriate for recommended journal entries/adjustments

The auditor shall communicate in a letter to the the respective chief elected official 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 schedule of federal and state financial assistance and related auditor's reports, as well as the reports on the internal control structure and compliance, are to be issued separately from the comprehensive annual financial report.

D. The auditor shall have the following reporting responsibilities:

1. Reportable conditions - If the auditor becomes aware of deficiencies in the design and operations of a participating town's or other participating organization's internal control structure, these deficiencies, must be brought to the attention of the chief elected official of the participating town.
2. Nonmaterial instances of noncompliance – GAGAS 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 chief elected official of the participating town in writing. Since the Town is subject to the provisions of the Federal Single Audit Act, 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 the participating town own expenditures or procedures to the chief elected official of the participating town, 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 chief elected official of the participating town. 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 chief elected official or executive director of the participating town or participating organization attention - 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 chief elected official of the participating town.

- E. Should one of the participating towns anticipate the need to 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 opinion thereon. The auditor shall be required, if requested by a participating town's financial advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters".
- F. Working Paper Retention and Access to Working Papers
 1. 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 a participating town of the need to extend the retention period. The auditor will be required to make working papers available, upon request by a participating town. In accordance with the requirements of Government Auditing Standards and of the Single Audit Act Amendments of 1996, the auditor is required to provide access to the working papers and photocopies thereof to a federal agency or the Comptroller General of the United States upon their request for their regulatory oversight purposes. If such a request is made, the auditor will inform the Finance Director prior to providing such access.
 2. 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
 1. Periodically a participating town is required to have separate audits performed. The auditor will be expected to perform these audits and any other audit services requested by a participating town outside of the standard audit at the hourly rate stated in Appendix A.
 2. Should a participating town go forward with a conversion to a new accounting system during the term of this contract, the auditor shall work cooperatively with that town(s) in an advisory capacity on implementation to insure that internal control and other appropriate standards are met. Any additional costs will be at an hourly rate agreed upon by the firm and the town or participating organization.
- 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.
- I. Schedule for the Annual Audit and Pension Plan Audit

Each of the following should be completed by the auditor no later than the dates indicated.

1. Interim work. The auditor shall complete interim fieldwork by_____.
2. Detailed Audit Plan. The auditor shall provide the chief elected official or executive director of the participating town or participating organization by _____ both a detailed audit plan and a list of all schedules to be prepared by each participating town.
3. Fieldwork. The auditor shall complete all fieldwork by October 31st.
4. Exit conference and Draft Repots. An exit conference to review draft CAFR and significant audit findings shall be completed by October 31st.
5. Draft Comments. Each participating town shall provide the auditors with comments on the Draft report by November 15th.
6. Final Report. The auditor shall have final audit report completed by December 15th

J. Report Submissions

Copies of all reports shall be addressed to the Board of Finance for town audits and the respective board of directors for each participating organization. The successful proposer 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:

Comprehensive Annual Financial Report - December 15th for the preceding fiscal year
Single Audit Report - December 15th for the preceding fiscal year
ED001 Certification - Original (September 1), Revised (December 31)

The final report and 25 signed copies should be delivered to each participating town's chief elected official.

- K. Consideration in the awarding of the Contract will be given, but not limited to: price, the accuracy and responsiveness of the Proposer, the experience, competence and financial condition of the Proposer, time for completion and/or labor force adequate to perform the work, the quality and experience of the Proposer's personnel, the nature and size of the Proposer's organization, quality of similar projects it has previously performed and completed in Connecticut or similar municipal/regional situations.

VI. Proposal Requirements

- A. Each Proposer shall provide an overall introduction to the proposal, including a statement of the Proposer's understanding with regard to the services to be provided and an explanation of the role of the Contractor in this Project.
- B. The Proposal shall be submitted with all of the information described in this Article IV.
- C. Firms submitting proposals must be qualified to perform independent audits of municipalities in the State of Connecticut. The firm must have been engaged during the fiscal year ending June 30, 2017, as independent auditors for the purpose of rendering an opinion on the annual financial statements of a Connecticut municipality with a population of at least 20,000, a regional council of governments and a regional transit district.

- D. Each Proposer shall provide an affirmative statement that it is independent of each participating town as defined by generally accepted accounting standards and the U.S. Comptroller General's Government Auditing Standards (1994).

The firm should also list and describe the firm's professional relationships involving each participating town 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 a participating town written notice of any professional relationships entered into during the period of this agreement.

- E. Each proposer shall provide an affirmative statement should be included indicating that the firm and all key professional staff are properly qualified to practice in Connecticut.
- F. The firm 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 Proposals.
- G. Each Proposer shall provide 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 professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis. 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. Indicate whether each such person is licensed to practice as a certified public accountant in Connecticut. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.
1. 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 the staff over the term of the agreement will be assured.
 2. The proposer should identify the extent to which its staff reflects each participating town's commitment to Affirmative Action.
 3. 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 a participating town. Replacement personnel must have the same or greater level of municipal audit experience as the originally proposed staff or a participating town will be entitled to a 10% reduction in fees. In any case, a participating town retains the right to approve or reject replacements.
 4. Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of a participating town, which retains the right to approve or reject replacements.
 5. Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience or a participating town will be entitled to a 10% reduction in fees.
- F. For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five years that are similar to the engagement described in this request for proposal. 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.

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

The firm is also required to submit 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.

- H. 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 proposals. In developing the work plan, reference should be made to such sources of information as a participating town's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

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

1. Proposed segmentation of the engagement
 2. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
 3. Sample size and the extent to which statistical sampling is to be used in the engagement.
 4. Extent of use of EDP software in the engagement.
 5. Type and extent of analytical procedures to be used in the engagement.
 6. Approach to be taken to gain and document an understanding of each participating town's internal control structure.
 7. Approach to be taken in determining laws and regulations that will be subject to audit test work.
 8. Approach to be taken in drawing audit samples for purposes of tests of compliance.
- H. 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 a participating town.
- I. The proposal should include sample formats for required reports
- J. Sealed Dollar Cost Proposal

1. Total All-Inclusive Maximum Price

The dollar cost proposal 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.

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

2. Fixed Fees by Category

The dollar cost proposal should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix A), that supports the total all-inclusive price.

The dollar cost that would be charged to create the Government-wide Statements using the information provided. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

3. Rates for Additional Professional Services

If it should become necessary for a participating town 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 a participating town and the firm. Any such additional work agreed to between a participating 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 proposal in Appendix A.

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 proposal. Interim billings shall cover a period of not less than a calendar month. a participating town reserves the right to withhold ten percent (10%) from each billing pending delivery of the firm's final reports.

- K. Each Proposal should contain a current certificate of insurance for the Proposer and confirmation that such Proposer can obtain the insurance described in Schedule ____ if the required insurance exceeds the current amounts or types shown on the current certificate of insurance. A participating town may waive the requirements for insurance for this Project, particularly if the Contractor will not be on-site.
- L. The proposal shall be signed by an individual authorized to bind the Proposer and shall contain a statement to the effect that the proposal is a firm offer for a ninety (90) day (or more) period. It should include the name, title, address and telephone number of the individual(s) with authority to negotiate and contractually bind the company and also who may be contacted during the period of proposal evaluation.
- M. Each proposer shall submit copies of at least two Comprehensive Annual Financial Reports issued by Connecticut municipalities in which their opinion is contained. At least one of these reports shall have been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting within the past three years.
- N. List the current Connecticut municipal clients and the Connecticut clients lost and gained during the calendar years 2016 and 2017.
- O. Each proposer shall submit one copy of two Comprehensive Annual Financial Reports issued by Connecticut municipalities in which their opinion is contained. At least one of these reports shall have been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting under the GASB 34 reporting model.
- P. The failure to include any of the above-listed information could result in disqualification of the proposal by the participating towns.

EXHIBIT A

EVALUATION PROCEDURES

Proposals submitted will be evaluated by a selection committee chosen by the participating towns and made up of Chief Elected Officials, Board of Finance members, Finance Directors and others chosen at the discretion of the participating towns..

A. 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 a participating town .
- 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.
- f. The firm submits copies of at least two Comprehensive Annual Financial Reports issued by Connecticut municipalities in which their opinion is contained. At least one of these reports shall have been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting within the past three years.

2. Technical Qualifications

a. Expertise and Experience

- The firm's past experience and performance on comparable government engagements.
- 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.
- Experience with the preparation of federal and state financial assistance and related reports.
- Experience in providing assistance to meet the requirements of the Certificate of Achievement for Excellence in Financial Reporting program.

b. Audit Approach

- 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 and monitored and how 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.

B. Oral Presentations

During the evaluation process, the selection personnel may, at their discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the selection personnel may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

C. Final Selection

The selection committee will recommend a firm for approval by the the participating towns. It is anticipated that a firm will be selected by _____. Following notification of the firm selected, it is expected a contract will be executed between both parties within thirty (30) 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 a participating town and the firm selected.

The participating towns 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.

Exhibit B
CERTIFICATION

The Proposer has read and understood the Proposal Documents, INCLUDING ALL SCHEDULES, which are Schedule 1 and 2, all attached hereto and made a part hereof, and the following addendum:

_____ (if any. If none, state "None"), and the Proposal conforms to the terms and conditions of the Proposal Documents.

I hereby certify, as an officer of _____, that, as the Proposer under these Proposal Documents, all of the information and material supplied to a participating town as required by these Proposal Documents are complete and true. I, as an officer of

_____, understand that all of the terms and conditions of these Proposal Documents shall be included in the Contract executed with a participating town, if awarded the Contract. I, as an officer of

_____, further understand that any information that is found to be incomplete or false or, any attempt to mislead a participating town and the member towns is discovered, either during the evaluation or subsequent to any award may result in the disqualification of the Proposal or the immediate termination of the Contract.

Type or print (except for signature):

Signature _____, Date _____

Name _____, Title _____

Notary Public _____ [Seal]

Proposer Information

Company: _____

Type of Legal Entity: _____

Address: _____

City: _____ State: _____ Zip _____

Telephone: _____ Fax: _____

Email: _____

*** If PROPOSER is a Corporation or LLC or other entity attach letter of authorization for signatory to sign and bind a contract.**

Exhibit C
NON-COLLUSION STATEMENT

The undersigned hereby declares that this Proposal is made without any connection with any other person or entity making any proposal for the same services, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by a participating town is directly or indirectly interested in the proposal or in the services to which it relates, or in any portion of the profits therefrom.

Signed _____

Proposer's Name

By: _____
Name

Its

Street

City/State Zip

Date

STATE OF CONNECTICUT :
: ss
COUNTY OF :

Subscribed and Sworn to before me on this ____ day of _____, 2018.

Notary Public

Exhibit D

INSURANCE REQUIREMENTS

The Consultant shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Consultant and all of its agents, employees, sub-contractors and other providers of services and shall name a participating town and its employees and agents as an Additional Insured on a primary and non-contributory basis to the Consultant's Commercial General Liability and Automobile Liability policies. These requirements shall be clearly stated in the remarks section on the Consultant's Certificate of Insurance. Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all carriers are subject to approval by a participating town. Minimum limits and requirements are stated below:

1. Worker's Compensation Insurance:
 - a. Statutory Coverage
 - b. Employer's Liability
 - c. \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee
2. Commercial General Liability:
 - a. Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors - Limits of Liability for Bodily Injury and Building Damage - Each Occurrence \$1,000,000 and Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
 - b. A Waiver of Subrogation shall be provided
3. Automobile Insurance:
 - a. Including all owned, hired, borrowed and non-owned vehicles
 - b. Limit of Liability for Bodily Injury and Building Damage: Per Accident \$1,000,000
4. Errors and Omissions Liability or Professional Services Liability Policy
 - a. Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. A participating town and its employees and agents shall be named Additional Insured for this specific Project. The certificate shall specify that a participating town shall receive thirty (30) days advance written notice of cancellation or non-renewal specific to this Project.
 - b. The Consultant agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The Consultant shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverages.

The Consultant shall direct its Insurer to provide a Certificate of Insurance to a participating town before any work is performed. The Certificate shall specify that a participating town shall receive thirty (30) days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. The Consultant shall provide a participating town copies of any such insurance policies upon request.

Exhibit E

REFERENCE CHECK

Please provide three (3) references:

Company Name

Contact Person

_____ email _____
Telephone Number

Period of Contract

Company Name

Contact Person

_____ email _____
Telephone Number

Period of Contract

Company Name

Contact Person

_____ email _____
Telephone Number

Period of Contract

Exhibit F

PENDING OF THREATENED LITIGATION

For cases pending, please provide the following information for each matter:

Parties (suing or being sued)

Docket Number and Court

Brief Description and Status

Likely Outcome

(Attach additional sheets, if necessary.)

Exhibit G

Year One Costs

Year Two Costs

Year Three Costs

Year Four Costs

Year Five Costs

Town	
Brooklyn	
Pomfret	