

**ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**

**REQUEST FOR PROPOSALS**

**YEAR-END AUDIT OF FINANCIAL STATEMENTS**

**Issue Date: July 15, 2020**

<b>SCHEDULE (subject to change)</b>	
Issue RFP	July 15, 2020
Proposals Due	August 28, 2020
Selection of Consultant	September 17, 2020
Notification of Project Award	September 18, 2020
Contract Preparation	October - November, 2020
Begin Project	December 31, 2020

## **NOTICE TO FINANCIAL AUDITORS YEAR-END AUDIT OF FINANCIAL STATEMENTS REQUEST FOR PROPOSALS**

The Addison County Solid Waste Management District (“District”) is seeking the services of a qualified FINANCIAL AUDITOR to perform the year-end audit of financial statements for fiscal years ending 12/31/21, 12/31/22 and 12/31/23. Interested parties are now requested to submit Proposals for this service. The Request for Proposals (“RFP”) will be published in accordance with District policies.

The objective of this RFP is to review proposals from financial auditors who are interested in providing this service and who will effectively execute all aspects of the contract in a quality, timely and effective manner; and to select a financial auditor who has the staff, municipal audit experience, and expertise to plan, organize, and successfully complete the audits.

If you are interested in submitting a Proposal, the complete RFP and all addenda may be obtained by calling the District office at (802) 388-2333, or from the District website at [www.AddisonCountyRecycles.org](http://www.AddisonCountyRecycles.org).

The deadline for receiving Proposals is **4:00 PM, on Friday, August 28, 2020**.

**Mail, fax or e-mail all Proposals to:**

Addison County Solid Waste Management District  
ATTN: Patti Johnson, Business Manager  
1223 Route 7 South  
Middlebury, Vermont 05753

**OR**

**Fax to:**  
(802) 388-0271

**OR**

**E-Mail to:**  
[patti@acswmd.org](mailto:patti@acswmd.org)

Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) are encouraged to participate.

Dated this 15<sup>th</sup> day of July, 2020.

ACSWMD, By

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Teresa A. Kuczynski, District Manager

**REQUEST FOR PROPOSALS  
FOR YEAR-END AUDIT OF FINANCIAL STATEMENTS  
FOR  
ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**

**Issued by:** Addison County Solid Waste Management District  
1223 Route 7 South  
Middlebury, VT 05753

**Contact:** Patti Johnson, Business Manager  
802-388-2333 (Tel)  
802-388-0271 (Fax)  
[patti@acswmd.org](mailto:patti@acswmd.org) (e-mail)

**Date Issued:** Wednesday, July 15, 2020

**Date Proposals Are Due:** Friday August 28, 2020, by 4:00 PM

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**BACKGROUND**

The Addison County Solid Waste Management District (“the District”), a union municipal district, is comprised of 21 towns of Addison County, with an estimated population of 37,143. The District owns and operates a solid waste transfer station situated on 9.8 acres, on Route 7 South, in Middlebury, Vermont. The District office is co-located at the Transfer Station. Office hours are normally 8:00 AM – 4:00 PM, M-F. However, due to COVID-19 precautions, office management staff primarily work from home, with two days per week in the office on staggered schedules until further notice.

The District is interested in receiving lump sum, not-to-exceed cost proposals for the performance of a year-end financial audit for each of the calendar years 2021, 2022, and 2023.

**SCOPE OF SERVICES**

**Outputs**

1. Perform an audit of the financial statements of the District for each of the 12-month periods ending December 31, 2021, December 31, 2022, and December 31, 2023. The audit should be in accordance with GASB34 standards and include procedures that the Consultant considers necessary in order to express an opinion as to the fairness of the financial statements. In determining the extent of test procedures, the Consultant should give full consideration to the apparent effectiveness of the system of internal accounting control and internal checks. The feasibility of recommendations for improvements in the internal accounting system should be

discussed with District staff during the course of the fieldwork. A formal letter outlining improvements or required corrective action should be submitted outlining such recommendations.

- 2. At the conclusion of the audit, meet with the District Board of Supervisors (Board) to discuss the findings resulting from the audit and to review draft copies of the financial statements before such statements are issued.

**Desired Schedule for Year-End 2021**

- December 31, 2020            Begin Audit
- March 31, 2021            Complete Audit
- March 31, 2021            Deliver Draft Report
- April 7, 2021              Review Draft Report with Executive Board
- April 13, 2021             Final Report Delivered

The schedule for the subsequent years will be similar to the above schedule, and will be mutually finalized on an annual basis.

**PROPOSALS**

**Proposal Submittal**

The deadline for receiving Proposals is **4:00 PM, on Friday, August 28, 2020**. E-mailed or faxed Proposals are acceptable. **Mail, fax or e-mail all Proposals to:**

Addison County Solid Waste Management District  
ATTN: Patti Johnson, Business Manager  
1223 Route 7 South  
Middlebury, Vermont 05753

**OR:            Fax to:**  
(802) 388-0271

**OR:            E-Mail to:**  
patti@acswmd.org

**Proposal Elements**

All hard copies of Proposals are to be printed **using both sides of the paper**. The essential elements to be included in the Proposal are:

- A total lump sum, not-to-exceed bid for each of the three years;
- A detailed description of staff levels and hours included in the bid, the hourly rates for each staff level, and direct costs;
- A summary of staff expertise and credentials;
- A schedule for performance of the audit and delivery of draft and final reports;
- A list of references from current or former clients with similar work scopes.

## **CONSULTANT SELECTION**

### **Evaluation of Proposals**

The Board will evaluate Proposals based on the following criteria:

1. Experience and familiarity of the Consultant with audits of municipal financial statements;
2. Resources available to the Consultant;
3. Favorable references from clients;
4. Availability to meet time schedule of project;
5. General quality and responsiveness of Proposal;
6. Cost, including reasonableness of billing rates as related to quality of personnel.

The Board will award the contract to the selected Consultant.

## **COST OF PROPOSAL PREPARATION**

The District is not liable for any costs incurred in the preparation of a response to this RFP. Contractors shall bear the full cost of preparation, attending any pre-submission interviews if requested, and negotiating the final contract if selected by the District. There may be no claims whatsoever for reimbursement from the District for costs and expenses associated with this process.

## **REVISIONS TO RFP**

If it becomes necessary to revise any portion of this RFP, the addenda will be sent to all providers who were mailed the original RFP and any parties who were provided copies of this RFP, and the District will post the addendum on its website.

## **DISTRICT RIGHTS**

The District reserves the rights to modify or issue changes to the original RFP, and to reject any or all proposals in the best interest of the District. The District also reserves the right to select the Consultant that, in the best judgment of the District, will perform in a satisfactory and timely manner irrespective of the estimated fee for completing the service. The District may also negotiate with the Consultant to modify or amend certain portions of the Proposal. Proposals received after the deadline may be accepted or rejected at the discretion of the District.