

ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT

REQUEST FOR PROPOSALS

YEAR-END AUDIT OF FINANCIAL STATEMENTS

Issue Date: July 10, 2018

SCHEDULE (subject to change)	
Issue RFP	Monday July 10, 2018
Proposals Due	4:00PM Wednesday September 5, 2018
Selection of Consultant	10:00AM Thursday September 6, 2018
Notification of Project Award	September 21, 2018
Contract Preparation	September 21, 2018-October 10, 2018
Begin Project	December 2018

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

The Addison County Solid Waste Management District (“the District”) is seeking the services of a qualified FINANCIAL AUDITOR to perform the year-end audit of financial statements for fiscal years ending 12/31/18, 12/31/19 and 12/31/20. Interested parties are now requested to submit Proposals for this service. The RFP will be published in accordance with District policies.

The objective of this RFP is to review proposals from financial auditors that are interested in providing this service and that 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.

The deadline for receiving RFP’s is **4:00 PM, on Wednesday September 5, 2018.**

Deliver, mail, fax or e-mail all RFP’s 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

patti@acswmd.org

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

Dated this 10nd of July, 2018.

ACSWMD
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 (e-mail)

Date Issued: Monday July 10, 2018

Date Proposals Are Due: Wednesday September 5, by 4:00 PM

BACKGROUND

The Addison County Solid Waste Management District (“the District”), a union municipal district, is comprised of 20 towns of Addison County, with an estimated population of 37,411. 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, and its hours are 8:00 a.m. – 4:00 p.m., M-F.

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 2018, 2019, and 2020.

SCOPE OF SERVICES

Outputs

1. Perform an audit of the financial statements of the Addison County Solid Waste Management District for each of the 12-month periods ending December 31, 2018, December 31, 2019, and December 31, 2020. 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 Executive 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 2018

- | | |
|------------------|--|
| • December 2018 | Begin Audit |
| • February 2019 | Complete Audit |
| • March 1, 2019 | Draft Report Delivered |
| • March 31, 2019 | Final Report Delivered |
| • April 10, 2010 | Auditor to attend Executive Board Meeting for Review of Final Report |

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 RFP's is **4:00 PM, on Wednesday September 5, 2018**. E-mailed or faxed proposals are acceptable. **Deliver, mail, fax or e-mail all RFP's 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 District Board of Supervisors 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 of Supervisors 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 request and any parties who were provided copies of this request, 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.