

Town of Starksboro

REQUEST FOR PROPOSAL

You are invited to submit a proposal for furnishing audit services for the Town of Starksboro.

We are seeking the following services:

1. Audit of the financial statement for the year ending June 30, 2022.
2. Preparation of all financial statements and management letter.
3. Presentation of the results of the audit and management letter to the Town Administrator and the Treasurer's office.
4. Consultation on financial and other matters related to the municipality as required annually.
5. Limited consultation on tax matters as required.

The primary users of the financial statements are the Selectboard, Town Administrator, and the Treasurer's office.

Please submit a written proposal. Specific questions to which we ask for your response are listed in Exhibit A. Please note that your proposal fees should be for a one-year period with an option that may be renewable for up to three years. Those fees should be based on an annual fee for the routine and consultative services outlined above. In 2020 the Town of Starksboro required a single audit in addition to our annual audit and will require another single audit for the year ending July 30, 2023. Please include that as a separate fee. As Selectboard meetings are held in the evening, please include mileage and hourly rates for making a presentation of the audit results (Zoom option is available for remote participation).

In an effort to minimize the time required for you to prepare your proposal we can provide background information for your consideration:

Exhibit A Overview of the Town of Starksboro

Exhibit B Financial Statements for the year ended June 30, 2020

Any additional information you may require to prepare your proposal may be obtained by contacting Rebecca Elder at (802) 578-0501.

We are requesting submission of three copies of your written proposal at our office by March 20, 2023. Once a final decision has been made, you will be notified of the Selectboard's selection no later than April 7, 2023.

The Selectboard reserves the right at its sole discretion to reject any and all proposals, wholly or in part, to waive any informalities or any irregularities therein, to accept any proposal even

though it may not be the lowest, to seek additional proposals, to negotiate with any proposer, and to make an award which in its sole and absolute judgement will best serve the Town's interest. The Selectboard reserves the right to investigate the financial responsibility of any and all bidders to determine the ability of the bidder to assure service throughout the term of the contract.

Rebecca Elder
Town Administrator
rebecca@starksborovt.org

cc. Julie Bessette, Town Treasurer
Koran Cousino, Selectboard Chair

Profile of Firm:

1. Describe the Firm on an overall basis, both locally and nationally (if applicable).
2. Summarize the Firm's qualifications regarding municipal organizations from an audit perspective.
3. Describe your local audit staff turnover experience within the past three years and how you would provide continuity of assigned personnel on this engagement.
4. Describe the overall results of your Firm's most recent peer review.

Quality of Audit:

5. Describe the Firm's audit approach, including review of internal controls.
6. Describe how your Firm will obtain a basic understanding of the Town of Starksboro operations and activities for planning the audit.
7. Describe the local office's experience with other municipal clients similar to the Town of Starksboro.
8. Describe the key personnel who will participate in the engagement along with resumes of key personnel. Indicate their degree of expertise and prior experience appropriate to this contract.
9. Describe any services, other than audits, that are offered by your Firm and the local office especially as related to internal controls.

Responsiveness to the Town of Starksboro

10. Describe procedures utilized to monitor the progress of the work for periodic evaluation and communication to management of the Town of Starksboro so that problems can be resolved.
11. Identify key personnel who will be continuously available for consultation or discussion.
12. Describe any relationships with your existing clients which might jeopardize your objectivity or interdependence.

Responsiveness to the Town of Starksboro

13. Submit client references for each key member of the proposed client service team.
14. Submit local municipal client references
15. Provide any other information you deem desirable