



Section 001

REQUEST FOR PROPOSALS- #201801A

1. Sealed proposals for **Auditing Services** shall be received by the Town of Bridgeville, Attn: Jesse Savage, Town Manager, 101 North Main Street, Bridgeville, Delaware 19933, until January 31, 2018, at 3:00 P.M., at which time bids will be publicly opened and recorded. Proposals shall be delivered in sealed envelopes and shall bear on the outside the name and address of the Firm as well as the designation of RFP- #201801A. The Town will consider all proposals which have been properly filed and may enter into a contract with the party offering the lowest responsive and responsible proposal that is in the best interest of the Town. The Town may also reject any and all proposals and re-advertise.
2. Scope of Services- the Town of Bridgeville requests proposals from qualified certified public accounting firms for the provision of auditing services for the fiscal year(s) ending June 30, 2018.
3. Key RFP Milestones- the following dates and milestones apply to this RFP and subsequent contract award. Interested parties are advised that these dates are subject to change due to unsuspected events that may arise during the bid proposal and award process:

Activity	Due Date
RFP Available to Vendors	January 3, 2018
Written Questions Due No Later Than	January 24, 2018
Written Answers from the Town No Later Than	January 26, 2018
Bids Due No Later Than	January 31, 2018 @ 3:00 P.M.
Public Bid Opening	January 31, 2018 @ 3:00 P.M.
Contract Award	Will occur within 30 days of bid opening

4. Inquiries & Questions- All questions with regard to this RFP must be received in writing by January 24, 2018. All questions will be answered in writing and will be posted on the Town's website – www.bridgeville.delaware.gov . Oral explanations or instructions will not be binding.
5. RFP Designated Contact- The designated Contact for all requests, questions or other communications about this RFP is Jesse Savage, who can be reached at 302.337.7135 or by email at jsbridgeville@gmail.com . Vendors directly contacting any other Bridgeville employee regarding this RFP, without prior consent, risk elimination of their proposal from further consideration.



Section 002

Instructions to Bidders-RFP #201801A

I. INTRODUCTION

A. General Information

The Town of Bridgeville requests proposals from qualified certified public accounting firms for the provision of auditing services for the fiscal year(s) ending June 30, 2018.

The audit(s) shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

B. Fund Types

The Town of Bridgeville complies with Generally Accepted Accounting Principles (GAAP), including all relevant Governmental Accounting Standards Board (GASB) pronouncements. The following fund types are identified in the Town of Bridgeville's financial reporting: General Fund, Water Enterprise Fund and Wastewater Enterprise Fund.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

1. The audit services provided shall be for the purpose of expressing an opinion on the Town of Bridgeville's basic financial statements taken as a whole, in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

2. Audit Services shall include examination of and reporting on the Town of Bridgeville's internal control structure, including recommendations on findings, if any. The auditor will be involved in drafting and printing financial statements.

B. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A report on compliance and internal control over financial reporting based on an audit of the financial statements.
3. A report on compliance and internal control over compliance applicable to each major federal program in accordance with Uniform Guidance (if applicable).
4. The Schedule of Expenditures of Federal Awards and related auditor's reports as well as the reports on compliance and internal controls (if applicable).

III. AUDIT COMPLETION

A. Draft Report

The auditor shall transmit a draft audit report and discuss findings and recommendations with the Town Manager by November 30, 2018.

B. Final Report

The auditor shall transmit completed audit report to the Town Manager by December 31, 2018.

IV. AUDIT TERM

If the selected Certified Public Accounting firm performs satisfactorily for the June 30, 2018 Audit, it is anticipated that the same firm will be engaged to perform the audit for the succeeding 4 years, subject to budget appropriation.

V. PROPOSAL REQUIREMENTS

The following information is required for a proposing firm to be considered. Please note that all materials provided by interested bidders as part of the proposal will become public documents at the time of the bid opening.

A. License to Practice

The audit firm and all assigned key professional staff must be certified public accountants and licensed to practice in the State of Delaware.

B. Firm Qualifications and Experience

1. The proposal should include a list of contacts and telephone numbers for recent municipal governments audited by the firm; the firm's experience in auditing municipal entities; the names of partners, managers, supervisors and staff to be assigned to this account and their specific backgrounds in municipal auditing and any other such data that would assist in the review of the firm's proposal.
2. The proposal should also include a copy of the firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments. Additionally, a statement whether the peer review included specific governmental engagements.

3. The proposal should also include 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.

C. Independence

The firm should provide an affirmative statement that is independent of the entity as defined by generally accepted standards/the U.S. General Accounting Office's Government Auditing Standards.

D. Fee

The proposal shall include the billing rates for staff who will be assisting in performing the auditing services, as well as the estimated number of billable hours and a "Not to Exceed" fee for the audit, which shall be all inclusive of travel, per diem and all other out-of-pocket expenses. As noted in the Audit Term, it is expected that if the selected Certified Public Accounting firm performs satisfactorily for the June 30, 2018 Audit, it is anticipated that the same firm will be engaged to perform the audit for the succeeding 4 years, subject to budget appropriation. Therefore, the "Not to Exceed" fee shall be guaranteed by the auditing firm for each audited year.

VI. INQUIRIES

Questions pertaining to the Request for Proposal shall be directed to Town Manager Jesse Savage by January 24, 2018.

Questions Received (Answers in RED):

- Can the current firm propose on the audit? **yes**
- How many audit adjustments were made in the prior year? **0**
- What accounting software is used by the Town? **Quickbooks**
- Do you want a fee for the succeeding 4 years? **It is assumed the fee will be consistent for each year the audit is performed.**
- Can interim work be performed? **I do not see why not**
- When is the Town ready for the audit? **Usually by middle of August**
- Does the Town maintain detailed capital assets records? **yes, as best as we can.**
- Was there any new debt issued? **Not in FY18**
- What were the prior year audit fees broken out by fund? **No**
- How many bank accounts does the Town maintain? **20**
- How many copies of the RFP do you require? **6**
- How many hours did the prior fee spend at the Town? **Unknown at this time.**
- What assistance is provided to the auditors by Town staff? **Collection of any requested information.**
- Who is the financial advisor for the Town? **We use AXA Equitable for our town sponsored pension fund.**
- Are trail balances provided to the auditors on the modified basis for the General Fund and accrual basis for the Water and Sewer Fund? **We use accrual for both**
- May we have a copy of your 2017 Audit Report and Management Letter (if any). I noted your 2016 report on your website. **It has been added to our website.**
- Is there a desire time frame for fieldwork to take place at your offices for year end? If not, around when were the previous auditors at your offices for fieldwork? **In previous years, the auditing firm has conducted the majority of field work in August.**
- What was the June 30, 2017 audit fee? **We have received an invoice for \$12,000.**
- Will there be a need for a Uniform Guidance Audit for 2018? **There is not expected to be a need for FY18.**