



REQUEST FOR PROPOSALS
Town of Minturn Professional Audit Services

INTRODUCTION

The Town of Minturn is inviting proposals from qualified public accounting firms interested in providing auditing services for the Town for fiscal calendar years 2019, 2020, and 2021, with the option of auditing its financial statements for subsequent years thereafter. Renewals will be automatic unless either party terminates the agreement prior to August 1st of each subsequent fiscal year by giving the other party written notice. Either party shall have the right to terminate the agreement. The audits are to be performed in accordance with generally accepted auditing standards in the United States of America.

Proposals will be accepted until July 12, 2019 at 3:00pm. Proposals shall be sent or emailed to:

Mail:
Jay Brunvand, Town Treasurer
Town of Minturn
P.O. Box 309
Minturn, CO 81645

Physical:
Jay Brunvand, Town Treasurer
Town of Minturn
302 Pine St
Minturn, CO 81645

treasurer@minturn.org
970/827-5645

The Town shall reserve the right to reject any or all proposals, and to waive any informalities or irregularities therein and request new proposals when required.

ABOUT THE TOWN

The Town was incorporated in 1904, became a home rule municipality in 1982, and is a duly organized and existing political subdivision under the Constitution and laws of the State of Colorado. The Town is located in the central portion of Colorado approximately one hundred miles west of Denver, two miles south of Interstate 70 on State Highway 24 and four miles west of the Town of Vail and the Vail Ski Resort and four miles east of the Town of Avon and the Beaver Creek Ski Resort. The Town serves a population of approximately 1,000 and operates under a Council-Manager form of government and has an elected Mayor and a six-member board.

The Town provides the following services: public safety, municipal court, code enforcement, public works, parks, general government, planning and zoning. The Town also owns and operates enterprise activities including water and trash. The total annual budget for the Town is approximately \$3 million.

OBJECTIVE

The objective is to choose a reliable, experienced and qualified public accounting firm with municipal audit and GASB experience in the State of Colorado to provide auditing services in a comprehensive, timely, and efficient manner.

ASSISTANCE TO BE PROVIDED TO THE AUDITOR

The Town Treasurer/Town Clerk will be available throughout the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmation letters will be the responsibility of the Town with the auditor mailing and receiving such confirmations.

The Town Treasurer will have the following prepared for the audit as well as any other necessary materials:

1. Updated employee leave accruals carried forward from 1/1/XX through 12/31/XX.
2. The asset inventories.
3. The Revenue and Expense accruals for 20XX.
4. A balanced year-to-date GL and Trial Balance.
5. All checking, savings, money market statements, and the related reconciliations for all these accounts for the year up to and including January of the following year.
6. All bank statements as of 12/31/XX.
7. Cash disbursements and cash receipts journals, files etc. from 1/1/XX-12/31/XX.
8. Listing of any outstanding AR, AP, and PR taxes payable at 12/31/XX in AJE form.
9. Approved budget as well as supplemental appropriations for the fiscal year 20XX.
10. The Board Minutes, Ordinances, and Resolutions. These will be the actual official records; in the event that you find something you want to keep with the audit we will make copies at that time.
11. Insurance policies, agent and all related invoices.
12. Copies of any contracts, contract extensions, lease, and notes payable entered into during the year. As of this writing I do not have any new contracts although some have extended as per their lease provisions.
13. Reconciliation's for all other balance sheet accounts not listed above.
14. All Bond documents and related payment schedules for debt issued during the year, if any.
15. Copies of grant documents for grants received/spent during the year, if any.
16. All actual payroll files will be available as will all payroll records and registers, state and federal deposits, quarterly and annual reports (W-2's)
17. The Town Treasurer will prepare all bank, bond, and attorney confirmations for each account the Town has as well as all the other confirms necessary. These confirmations will be returned to your firm.

The Town will provide the auditor with reasonable workspace, tables and chairs. The auditor will also be provided access to telephone, wireless internet, photocopying facilities and facsimile.

FISCAL YEAR

The Town of Minturn's fiscal year begins on January 1 and ends on December 31.

FUND STRUCTURE

At present, the Town uses the following fund types and account groups in its financial reporting:

General Fund

Enterprise Funds
Conservation Trust Fund
Building Fund
Market Fund
Capital Fund
General Improvement District
Scholarship Fund
Battle Mountain Resort Fund

Additional information may be found in the annual budget and audited financial statements which are available on the Town website.

NATURE OF SERVICES REQUIRED

SCOPE OF WORK

The Town is soliciting a Firm to audit its financial statements and to express an opinion on the fair presentation of its financial statements in conformity with generally accepted accounting principals. The audit is to be performed in accordance with generally accepted auditing standards with standards set forth for financial audits by the U.S. Comptroller General, "Government Auditing Standards", and the US Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments. If a Single Audit is required, the selected firm will be required to complete the submission form that accompanies the Single Audit (Form SF-SAC-Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations) as required by OMB 1-133.

The audit shall cover all of the Town's funds and any component or related entities which may exist at the time of the audit.

As part of performing the audit, it is expected that the audit manager, partner or other qualified staff will be available as necessary during the year at no additional charge for advice and discussion on accounting, standards interpretation, and internal control matters concerning the Town.

The Firm may also be requested to provide technical expertise in related areas, including taxation, systems implementation, and internal control.

REPORTING REQUIREMENTS

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

1. A report of examination of the financial statements stating the scope of the examination and that the audit was performed in accordance with generally accepted auditing standards. It must include an opinion as to whether the statements conform to generally accepted accounting principles. A signed copy of the opinion plus a signed electronic copy will be required by the Town.

2. If a single audit is required, a report on internal control and compliance in accordance with the standards for financial and compliance audits contained in the Standards of Audits of Government Organizations, Programs, Activities, and Functions issued by the U.S. General Accounting Office; the Single Audit Act of 1984 (as amended in 1996) provisions of OMB circular A-133 (as revised). Findings of ineligible expenditures must be represented in enough detail for Town management to be able to clearly understand them. An agreed upon number of copies of the Single Audit report will be provided to the Town in addition to a signed electronic copy.
3. A letter to management containing comments on compliance, recommendations for improvements, and any other comments deemed pertinent by the auditors and recommendations affecting the financial statements, internal control, accounting, accounting systems, legality of actions, other instances of noncompliance with laws and regulations, and any other material matters. An agreed upon number of copies of the management letter will be provided to the Town in addition to an electronic copy.
4. The Firm formally present the audit to the Town during a regularly scheduled meeting on either the first or third Wednesday of June.

TIME SCHEDULE

The firm will be able to meet required dates for the timely completion and submittal of the annual audit. The Town anticipates all material will be ready for the audit by the third week of February for the onsite audit process. The auditor shall prepare and have available for review a draft of the annual audit report and Trial Balances by April 5th of each year. The Town will prepare the Management Discussion and Analysis by the April 30th of each year. The presentation by the audit firm to the Minturn Town Council will be at a regularly scheduled meeting held in June.

All audit adjustments, any major changes in financial statement presentation, and adjustments to the Town's books shall be provided to Town Treasurer with the Audit Draft and Trial Balance submitted in April.

CONDITIONS GOVERNING THE PROCUREMENT

A public log will be kept of the names of all Firms that Submit proposals. The contents of the proposals will not be disclosed to competing Firm prior to contract award.

The Town will review Proposals for completeness and compliance with all requirements. If any submittal is deemed incomplete, the Firm will be notified in writing of such determination.

The Town reserves the right to amend and/or cancel this RFP at any time.

GENERAL REQUIREMENTS

- **Incurring Cost:**

Any cost incurred by the Firm in preparation, transmittal, presentation of any submittal or material submitted in response to this RFP shall be borne solely by the Firm.

- **Amended Proposals:**

A Firm may amend their submitted Proposal before the deadline for submission. An amended Proposals must be complete replacements for a previous submittal and must be clearly identified as such in the transmittal letter. The Town of Ignacio personnel will not merge, collate, or assemble submittal materials.

- **Firms' Rights to Withdraw Proposal:**

Firms may withdraw their Proposal at any time.

- **Period of Offer:**

Responses to this RFP, including the rate schedule, will be considered firm for a minimum of ninety (90) days after the due date for Proposals.

- **Disclosure of Submittal Contents:**

Proposals will be kept confidential until a contract is awarded. Once contract is finalized with a Firm, all Proposals and documents pertaining to all Proposals will be open to the public, except any financial information that is marked **CONFIDENTIAL**.

- **Terms and Conditions:**

Firms must submit with their Proposals a complete set of any additional terms and conditions, which they expect to have included in a contract negotiated with the Town.

- **Contract Deviations:**

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the Town and the selected Firm and shall not be deemed an opportunity to amend the Firm's submittal.

- **Qualifications:**

The Town may make such investigations as necessary to determine the ability of the Firm to adhere to the requirements specified within this RFP.

- **Right to Waive Minor Irregularities:**

The Town reserves the right to waive minor Proposal irregularities.

RESPONSE FORMAT AND CONTENT

KEY-DATES

A tentative schedule of key dates has been established as follows:

Proposal Calendar

Due date for proposals	July 12, 2019
Firm interviews (if necessary) and selection	July 15, 2019 to August 15, 2019
2020 Audit Date	February 18, 2020 (Onsite normally takes 2-3days)

INFORMATION TO BE INCLUDED/SUBMITTED

Title Page. Title page showing the Request for Proposal's subject; the firm's name; name, mailing address, telephone number, and email address of the primary firm contact person; and the date of the proposal submission.

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Transmittal Letter. A signed letter of transmittal briefly stating the firm's understanding of the work to be conducted, the commitment to perform the work within the time period specified, a statement why the firm believes itself to be the best qualified firm to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the engagement covering the 2019, 2020 and 2021 fiscal years.

Technical Proposal. The technical proposal should follow the order and include the content set forth below. The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the audit firm. As such, the substance will carry more weight than the form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the designated staff to be assigned to this engagement. It should also specify an audit approach that will meet the Request for Proposal's requirements.

The technical proposal should address all the points outlined in the Request for Proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the Request for Proposal. While additional data may, at the discretion of the proposer, be included, the following items A through I, must be included:

Independence. The firm should provide an affirmative statement that it is independent of the Town of Minturn. The firm should also list and describe the firm's professional relationships involving the Town of Minturn for the past five (5) years. Should there be any involvement, a statement explaining why such relationship does not constitute a conflict of interest relative to performing the proposed audit must be included.

License to Practice in Colorado. An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Colorado.

Firm Qualifications and Experience. The proposal shall 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 shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past 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, including the name and address of any regulatory agency

or professional organization involved.

Partner, Supervisory and Staff Qualifications and Experience. The firm shall identify the principal supervisory and management staff, including engagement partners, managers, and other supervisors and specialists, who would be assigned to the engagement and indicate whether such person is licensed by the State of Colorado to practice as a certified public accountant. The firm also shall 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.

The firm shall 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. The firm also shall indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, and other supervisory staff 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 the Town. However, in either case, the Town retains the right to approve or reject replacements. Consultants and firm specialists mentioned in response to this Request for Proposal can only be changed with the express prior written permission of the Town which retains the right to approve or reject replacements.

Audit personnel other than those listed above may be changed at the discretion of the firm provided that replacements have substantially the same or better qualifications or experience.

Similar Engagements with Other Government Entities. For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last three (3) years that are similar in size and scope to the engagement described in this Request for Proposal. These engagements should be ranked on the basis of total staff hours and list the staff assigned to these engagements. The firm should indicate whether or not it continues to perform the services involved in these engagements. Indicate the name and contact information for the principal client contact.

Specific Audit Approach. The proposal shall set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required under this request for proposal. Proposers shall also provide the firm's experience relating to and the approach to performing any Single Audit which may be required. The firm must be able to meet established timelines for completion of the audit for the Town.

Quality Control. The firm must submit a copy of its most recent external quality control review report and a statement indicating the firm's record for quality work.

Total Not-to-Exceed Cost. The proposal shall contain all pricing information relative to performing the audit engagement as described in this Request for Proposal. The total not-to-

exceed cost to be proposed is to contain all detailed direct and indirect costs including all out-of-pocket expenses.

The accuracy of the bid proposal is the sole responsibility of the Bidder. No changes in the proposal shall be allowed after the submission deadline, except when the Bidder can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate bids will not be considered.

SELECTION

Proposals submitted will be evaluated by a Selection Committee. The Town's Selection Committee will review materials submitted with the RFP and select a list of Bidders for further consideration. Bidders may be interviewed or requested to make an oral presentation as part of the evaluation process.

Evaluation factors include, but are not limited to: qualifications, demonstrated ability with similar governmental entities, firm's workload and availability, experience, credentials of the firm's project team members and cost. The Town reserves the right to request additional information or clarifications from firms, and or to allow corrections of errors or omissions.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this "Request for Proposal".

The Town reserves the right to reject any or all proposals, to waive irregularities or informalities in proposals, and to re-advertise for proposals if desired. After considering proposals and information provided during the application process, the Town will select the individual who is the most advantageous from the standpoint of service, previous experience, ability to deliver, or for any other reason deemed to be in the best interest of the Town.

The Town reserves the right to undertake its own investigation to evaluate any proposal. The Town shall have the sole discretion to accept or reject any proposal. All proposals become the property of the Town upon receipt and will not be returned. Whether the proposal is accepted or rejected will not affect this decision.

The Town operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that is legally possible. Your costs in developing the proposal, attendance at any meetings relating to the proposal, and other costs relating to the proposal are your responsibility and will not be reimbursed by the Town.

The Town of Minturn thanks you for your interest in providing us with a proposal for professional auditing services. Please submit any questions regarding this RFP to the Town Treasurer.