



REQUEST FOR PROPOSALS FOR PROFESSIONAL AUDITING SERVICES

*Winooski Natural Resources Conservation District
617 Comstock Road, Suite 1
Berlin, VT 05602*

June 27, 2016

REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The Winooski Natural Resources Conservation District (WNRCD) is requesting proposals from qualified firms of public accountants to audit the District's financial records for the fiscal year(s) 2016. This audit is to be performed in accordance with state regulations and generally accepted auditing standards. There is no expressed or implied obligation for the WNRCD to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Copies of a proposal must be submitted via email to info@winooskinrcd.org by July 15, 2016. The WNRCD reserves the right to reject any or all proposals submitted.

Proposals submitted will be evaluated by the District Manager and the Board of Supervisors. During the evaluation process, the WNRCD reserves the right to request additional information or clarification from proposers or to allow corrections of errors or omissions. The WNRCD reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal is selected. It is anticipated that the selection of a firm will be completed by August 2016.



II. NATURE OF SERVICES REQUIRED

A. General

The Winooski Natural Resources Conservation District, a subset of Vermont State Government *is* soliciting the services of qualified firms of public accountants to audit District Fiscal records and practices for 2016.

B. Scope of Work to be performed and Auditing Standards to be followed:

The WNRCD desires the audit be performed in accordance with generally-accepted auditing standards.

The WNRCD desires the audit of fiscal records for 2016 be reviewed for accuracy and compliance with state and local regulations.

C. Reports to be Issued: Following the completion of the audit, the auditor shall issue:

1. Verification of information
2. Irregularities and Illegal Acts – Auditors shall be required to make an immediate written report of all irregularities and/or illegal acts of which they become aware to the WNRCD District Manager and Board of Supervisors.

D. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor’s expense, for a minimum of three (3) years.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to the matters of continuing accounting significance.

III. DESCRIPTION OF THE ENTITIES

A. Contact Information - The names, addresses, and telephone numbers of contact persons for the Winooski Natural Resources Conservation District.

Corrina Parnapy
District Manager
617 Comstock Road, Suite 1
Berlin, VT 05602
(802) 778-3178
corrina@winooskinrcd.org

B. The auditor’s principal contact with the WNRCD will be

Corrina Parnapy or a designated representative will coordinate the assistance to be provided by the WNRCD to the auditor.

C. Federal Grants – During the fiscal year to be audited, the WNRCD received funds from both Federal grants and State grants.



IV. TIME REQUIREMENTS

A. Proposal Calendar

Request for Proposals issued: *June 27, 2016*

Due date for Proposals: *July 15, 2016*

Notification and Contract Dates

Selected firm notified by: *August 2016*

Contract date: *August 2016*

Date audit may commence: *August 2016*

V. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries – Inquiries concerning the Request for Proposals and the subject of the RFPs must be made to: info@winooskinrcd.org Information about the WNRCD can be found at: www.winooskinrcd.org

2. Submission of Proposals – The following material is required to be received by July 15, 2016 for a proposing firm to be considered:

- Transmittal Letter: A signed letter of transmittal briefly stating the proposer’s understanding of the work to be done, the commitment to perform the engagement, and a statement that the proposal is a firm.
- Technical Proposal
- The proposer shall submit a dollar cost bid.

B. Technical Proposal

1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake an independent audit of the WNRCD. The technical proposal should demonstrate the qualifications of the firm and/or the particular staff to be assigned to this engagement.

2. Independence – The firm should provide an affirmative statement that it is independent of the WNRCD.

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



4. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm’s governmental audit staff, 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 with state regulatory bodies or professional organizations.

5. Partner, Supervisory, and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff and other supervisors and specialists who would be assigned to the engagement and indicate whether each person is registered/licensed to practice as a certified public accountant in Vermont. The firm also should provide information on the government auditing experience of each person—including information on relevant continuing professional education for the past three (3) years. The firm also should indicate how the quality of staff over the term of the agreement will be assured. Engagement partners, managers, other supervisory staff, and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office.

7. Similar Engagement and 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 five (5) years that are similar to the engagement. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

8. Specific Audit Approach

The proposal should set forth a work plan--including an explanation of the audit methodology to be followed

Proposers will be required to provide the following information on their audit approach:

- a. proposed segmentation of the engagement
- b. level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. type and extent of sampling techniques to be used in the engagement



C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs, including all out-of-pocket expenses. The WNRCD will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.