

Town of Seabrook, New Hampshire



Seabrook Annual Municipal Audit Services

Request for Proposal # B2016-MGR-05

You are cordially invited to submit a proposal for the annual municipal audit services for the Town of Seabrook, New Hampshire in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Five (5) copies of the Proposal must be submitted in a sealed envelopes, plainly marked Price Proposal or Technical Proposal and with the following:

*RFP # B2016-MGR-05
Town Managers Office
Town of Seabrook
c/o Shaylia Marquis
99 Lafayette Rd
Seabrook, NH 03874*

*All submissions must be received no later than
2:00pm on Thursday, September 29th, 2016 by the Office of the Town Manager*

TOWN OF SEABROOK, NH
REQUEST FOR PROPOSALS
ANNUAL MUNICIPAL AUDITING SERVICES

DESCRIPTION OF SERVICES: The Town of Seabrook per Revised Statutes Annotated (RSA), Chapter 41 (Choice and Duties of Town Officers), Sections 31-a, 31-c, and 31-d and in accordance with the Government Accounting Standards Board (GASB) is seeking municipal auditing services to be conducted annually.

CHAPTER 41
CHOICE AND DUTIES OF TOWN OFFICERS

Section 41:31-a

41:31-a Purpose. – Financial audits play a fundamentally vital role in helping to preserve the integrity of the public finance functions and by maintaining citizens' confidence in their elected leaders. Properly performed audits provide independent assurance that financial information presented is reliable. **Source.** 2010, 262:1, eff. Sept. 4, 2010.

Section 41:31-c

41:31-c Duties. –

I. All municipalities shall annually, or more often as necessary, conduct an audit of the accounts of any officer or agent handling funds of the municipality. Elected auditors conducting such audits shall follow audit procedures in rules adopted by the commissioner pursuant to RSA 541-A.

II. Any municipality, or any political subdivision exclusively within a municipality, with a population of fewer than 750 as of the most recent federal census, provided a financial statement audit is not required by another law, regulation, or contract, may, not less than 45 days before the end of the fiscal year, petition the commissioner to waive the annual audit requirement for that fiscal year and provide an alternative plan for reviewing the municipality's financial accounts. If the commissioner approves the scope of services as proposed by the municipality, such services shall be completed by either the locally elected auditor or a CPA. If the commissioner does not approve or no alternative procedures or scope of services is provided by the municipality, then the commissioner shall determine the appropriate scope of services. **Source.** 2010, 262:1, eff. Sept. 4, 2010.

Section 41:31-d

41:31-d Reports. –

I. A complete report of any audit or procedure conducted under RSA 41:31-c shall, upon completion, be made available to the public in accordance with RSA 21-J:19.

II. Unless otherwise required by law, within 10 days of the acceptance by the governing body of any completed audit, a complete copy of the audit and any accompanying management letter shall be submitted to the commissioner by the governing body. If the governing body has not accepted the audit and any applicable adjustments within 45 days of its receipt, the audit as received or adjusted and any accompanying management letter shall be submitted to the commissioner by the governing body with an explanation for non-acceptance. The governing body may, for good cause, petition the commissioner for an extension of time for submittal. **Source.** 2010, 262:1, eff. Sept. 4, 2010.

In order to comply with the requirement of conducting an annual financial audit, the Town is issuing this Request for Proposals seeking proposals for an annual financial audit and the calculation and generation of NH DRA MS-5 form.

It is agreed that all data, information and material prepared by the respondent as required by this request, shall be delivered to and remain the property of the Town. The data, information, and material shall be put to any use the Town sees fit without any compensation to the respondent other than the fees to be paid under the terms of the contract.

Proposers will be required to submit a maximum professional fee for the completion of all work, not-to-include the optional on-site presentation to Town Selectmen of the final report. If the scope of services changes as determined by the Town, then the maximum professional fee may be adjusted by mutual agreement.

BACKGROUND: The Town of Seabrook is a community with a population of 8,467 residents. The Town's 2016 budget was \$21,540,733.

The Town has approximately 160 employees. The Town government is made up of three elected Selectmen serving staggered three-year terms with an appointed Town Manager.

REQUIREMENTS: This audit is to be performed in accordance with generally accepted auditing standards. The Town prefers that the audit is completed on or before September 30, 2017. The Town will make available in a timely manner all information necessary to complete this task in the suggested time-frame.

SELECTION: The selection under this Request for Proposals will be based on experience, quality of product and price. The Town reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town. The initial contract will be for the 2016 financial audit. If the quality of the work warrants maintaining the consultant's services, a new contract for an appropriate period of time may be negotiated.

Interested proposers must complete the next section and submit to the Town of Seabrook as directed. Please feel free to submit any documentation that you deem appropriate for the Town to consider your firm's experience in this area. It is recommended that an audit of another New Hampshire town be provided as an example of workmanship. All responses must be received no later than 2:00 pm on September 29, 2016.

Consultant will perform the following services:

- Data Manipulation and Review – Prepare financial data per GASB regulations.
- Analyze data and ask questions on missing or irregular items.
- Discuss preliminary results with Town's Finance Manager.
- Draft Report – Submit draft report to Town's Finance Manager for review and approval prior to submission of final report.
- Provide five copies of the final report.

Presentation of Results – Respondents should submit a separate cost proposal to make an on-site, presentation of the final report to the Town of Seabrook’s Selectmen if it is deemed necessary.

Town’s Responsibilities

The Town of Seabrook will provide consultants with financial data from our Accounting Data Base (MuniSmart Systems). The Town will make itself available and answer all appropriate inquiries made by the consultant. Additionally, the Town will provide previous year’s financial audits. Prior financial audits for Seabrook, NH can be found on our website <http://seabrooknh.info/town-departments/finance/>.

Proposal to Include

The prospective firm shall file with the proposal the following additional information:

- The location of office out of which the audit will be served
- Identify its professional qualifications, experience in providing financial auditing services to municipal government agencies in New Hampshire and provide a list of three municipal government agencies in New Hampshire for which it has performed similar services.

PROPOSAL: All responses must be received by 2pm on September 29, 2016, and must be submitted to the Town Manager. Bids must be sealed and labeled “Auditing Services”. Please provide 6 copies of bid.

Send Sealed Bids To: Town Manager
 Town of Seabrook
 99 Lafayette Road
 P.O. Box 456
 Seabrook, NH 03874

For questions contact: Carrie L Fowler, Finance Manager
 Phone: (603) 474-8027 extension 135
 Email: cfowler@seabrooknh.org
 Finance Department’s financial documentation web site:
 <http://seabrooknh.info/town-departments/finance/>.

The following information must be submitted by interested financial audit firms:

Business Name: _____

Business Address: _____

Authorized Representative: _____

Title: _____

Phone: _____ Email: _____

Number of New Hampshire municipalities your firm currently has as financial audit customers: _____

Proposed completion date: _____

Proposed Cost for financial audit in its entirety: \$ _____

Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

"The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity."

(Authorized Signature)

(Date)

(Company & Title)

TIMELINE

September 29, 2016

Submissions due at Seabrook Town Hall; 2:00pm
Proposals will be evaluated immediately thereafter.
During this time we may require interviews at our office with our evaluation team.
You will be notified if this is requested.

Approved By:



William M. Manzi III, 8-30-16
Town Manager Date

END OF DOCUMENT