



## *Bennington County Regional Commission*

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Point of Contact: Bennington County Regional Commission  
Stacey Eggsware; Finance Manager  
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Bennington, VT. 05201

Direct questions to: Stacey Eggsware at [seggsware@bcrcvt.org](mailto:seggsware@bcrcvt.org), no later than Wednesday,  
March 14, 2018.

Date of Issue: Monday, March 5, 2018.

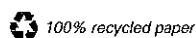
Due Date: Monday, March 26, 2018.

Method of Submission: via e-mail to [seggsware@bcrcvt.org](mailto:seggsware@bcrcvt.org).

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### **Request for Proposal**

### **Independent Auditing Services**



## 1.0 PURPOSE

The Bennington County Regional Commission (BCRC) is requesting proposals from a qualified CPA firm to provide independent auditing services for FY'18 through FY'20 in accordance with the included specifications, terms, and conditions shown in this Request for Proposal (RFP). BCRC is looking for a three (3) year annual proposal.

## 2.0 BACKGROUND INFORMATION

The Bennington County Regional Commission (BCRC) was created by the seventeen towns and villages it serves and works with on behalf of those municipalities to build strong, resilient, and sustainable communities, to foster economic prosperity, and to promote a high quality of life for residents of the region. This mission is accomplished through direct planning and community development assistance to town and village governments, through preparation and implementation of regional plans and studies, and through synergistic working relationships with local and regional organizations. The BCRC works cooperatively with local governments to establish and advance regional cohesiveness, actively advocates for adherence to adopted regional policies, and facilitates effective communication between local, state, and federal levels of government.

The BCRC maintains an office in an historic building in the center of Bennington's downtown. The Commission is overseen by municipally appointed commissioners representing each of the member towns and villages as well as eight commissioners representing specific interests such as economic development, housing, transportation, and public health. The BCRC employs ten full-time staff, one part-time and supervises two full-time Americorps VISTAs. Principal program areas with assigned staff responsibilities include: municipal and regional planning, transportation, environmental/water quality planning, community and economic development, emergency management planning, energy planning, public health, and solid waste planning and management.

Financial Position as of FY '17 –

Fiscal Year End:	06/30
Total Assets / Liabilities & Net Assets:	\$ 707,115
Total Revenue:	\$ 1,456,837
Total Expenses:	\$ 1,419,599
Employee Size:	11 (10 Full Time, 1 Part Time)

### **3.0 SCOPE OF THE REQUEST FOR PROPOSAL**

This Request for Proposal (RFP) is a step in the planned procurement action to acquire the desired services and/or products. Firms responding to this RFP shall be prepared to deliver products and perform work necessary to provide Independent Auditing Services including the production of Financial Statements on behalf of BCRC, Independent Auditors' Report and Pursuant to Governmental Auditing Standards and Uniform Guidance, if required.

### **4.0 OUTLINE OF SERVICES TO BE PROVIDED**

Financial Audit:

- Independent Auditors' Report and Financial Statements, including supplementary schedules requested by BCRC.
- Management's Discussion and Analysis giving recommendations related to the financial statements, internal controls, accounting, accounting systems, legality of actions, other instance of noncompliance with regulatory requirements, and other matters that may present themselves as a result of a financial audit.
- Calculation of Indirect Rate.

Single Audit (if applicable):

- Report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
- Report on compliance for each major federal program; report on internal control over compliance; and report on the schedule of expenditures of federal awards
- Preparation and submission of Form SF-SAC, including required attachments.

### **5.0 QUALIFICATIONS**

Firms interested in supporting BCRC are asked to submit a statement of qualifications. Each statement should include the following requirements:

Experience:

- Experience of the firm, its size, location, and areas of expertise.

- Provide a minimum of three (3) references including name, applicable contact information, organization name and description, and summary of scope of work performed.
- Provide a copy of your firm's most recent Peer Review Report and the related letter of comments.

Team:

- Description of Engagement Team Assigned, and detail experience compared to the organization's size and mission.
- Provide resumes of Engagement Team.

Transition:

- Description of plan for transitioning from prior auditors and what the auditors will require BCRC staff to provide and perform.

Approach:

- Description of overall audit philosophy and how it will benefit the organization, including the firm's philosophy on communications with clients throughout the year, scheduling of engagements, and continuity of staff on audit.
- Description of specific audit approach used during the audit to ensure that the auditors will cover all pertinent areas, and detail what will be required of staff.

Timing:

- Detail timetable by phase and target delivery date for financial statements and management letter.

Services to Be Provided:

- Specify nature of the services to be provided.

## **6.0 FEE FOR SERVICE**

Supply the billing rates, estimated number of billable hours, other billable expenses and a not-to-exceed fee for the Independent Audit inclusive of all other out-of-pocket expenses. It is expected that if the selected firm performs satisfactorily for the FY'18 audit, it will be engaged to perform the audit for the succeeding two (2) years. Therefore, the not-to-exceed fee information required should be provided on an annual basis for 3 years. The BCRC has not met the threshold for a single audit, but continues to increase the amount of federal funded programs. Please separate out the estimated cost of a single audit and related expenses for each of the three years.

## **7.0 RFP SCHEDULE/SELECTION PROCESS**

03/05/2018	RFP made available
03/19/2018	Response to all questions
03/26/2018	Deadline for receiving proposal (all material)
03/27/2018-03/30/2018	Proposals to be evaluated
04/02/2018-04/06/2018	Negotiation of Engagement
04/24/2018	Conclusion of Engagement / Effective Date/ Target Plan for FY'18 Work

Each proposal will be ranked by the following criteria:

- Experience of the Firm
- Qualifications for the Staff
- Size and structure of the firm, considering scope of the audit as it pertains to the overall organization.
- Cost of the Services.

The BCRC may choose to interview selected candidates. The BCRC may, at its sole discretion, enter into final negotiations with only one or more of the firms it selects as finalists. If the BCRC and the selected firm are unable to agree on an engagement, the BCRC reserves the right to terminate negotiations with the selected firm and begin negotiations with another firm.

## **8.0 MISCELLANEOUS**

1. Claims and Insurance Requirements: The firm shall be solely responsible for all claims of whatever nature arising out of the rendering of services by the firm during the term of the contract. The firm shall indemnify and hold BCRC and other participants harmless against the same to the extent permitted by law.
2. BCRC reserves the right to withdraw this RFP, to accept or reject any or all qualifications, to advertise for new qualifications if it is in the best interest of BCRC, to do so, and to award an agreement as deemed to be in the best interest of BCRC.
3. All qualifications submitted in response to this RFP become the property of BCRC. BCRC has the right to disclose information contained in the qualifications after an award has been made. All reports, documents and materials developed

by the firm for this project shall be considered public information and shall be the property of BCRC. All products and borrowed materials shall be delivered to BCRC's Point of Contact for its designee prior to final payment.

## **9.0 ATTACHMENTS**

- The Bennington County Regional Commission Financial Statements, Schedules and Independent Auditors' Report Thereon for the year ended June 30, 2017 will be made available upon request.