

AUDIT REQUEST FOR PROPOSAL

4/7/2021

RE: Request for Proposal, Audit Services

Dear Auditor,

The Town of Stockbridge is seeking an independent audit of its 2020 Financial Statements. The last town audit was completed for calendar year 2017. Since then, the town's elected Auditors have been completing the audit work.

The Town of Stockbridge is on a calendar year cycle. The Annual budget is approximately \$797,000. Sources of revenue include federal, state, municipal, and private funds. The Town of Stockbridge employs 3 full-time staff and 20 part-time elected and appointed officials and first responders. The town has 2 locations: The Town Office and the Town Garage/Fire Station. A copy of the 2020 Town Report is available on the Town Website. A copy of the 2017 audit is available by calling the Town Treasurer at 802-746-8400.

You are invited to submit a proposal for furnishing audit services for the Town of Stockbridge according to the guidelines below. An Audit of the financial records and tests for internal control and compliance must be made in accordance with:

1. Government Auditing Standards, by the Comptroller General of the United States, most recent revision. ("Yellow Book")
2. Generally Accepted government auditing standards as set forth by the American Institute of Certified Public Accountants.
3. Compliance Supplement for Single Audits of State and Local Governments.

Proposals should provide the following:

1. Information on the background and experience of the firm and its auditing team on auditing governmental entities and specifically local municipalities.
2. Information on the size and organizational structure of your firm.
3. A statement of your understanding of the work to be performed, including time and cost estimates to perform each step in the Audit Program.
4. The firm shall provide an original digital hard copy and four(4) additional copies of the Audit Report.
5. Name of the contact person at your firm

A copy of the proposal is due no later than Friday May 28, 2021 by 12:00 noon. Electronic submissions are encouraged to townofstockbridgvt@gmail.com

Final selection will be made by June 17, 2021 based on these factors and your proposed fee. All firms submitting proposals will be notified of the selection results.

Upon submissions, all proposals become the property of the Town of Stockbridge. The expense of preparing and submitting a proposal is the sole responsibility of the audit firm. The Town of Stockbridge

retains the right to reject any and all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Town of Stockbridge. This solicitation in no way obligates the Town of Stockbridge to award a contract. This Request for Proposals is not construed as a contract or commitment of any kind.

If you have any questions concerning this Request for Proposal or about the Town of Stockbridge, please contact Lori Scott, Town Clerk/Treasurer, at 802-746-8400.

Lori Scott
Town Clerk/Treasurer