PUBLIC NOTICE

TOWN OF REDDING, TOWN OF EASTON, REGIONAL SCHOOL DISTRICT NO. 9

REQUEST FOR PROPOSAL

For the three fiscal years ending June 30, 2020, June 30, 2021 and June 30, 2022, with the option of two (2) additional two (2) year renewal terms subject to an annual performance review:

The TOWNS OF REDDING AND EASTON AND REGIONAL SCHOOL DISTRICT NO. 9 invite proposals for Certified Public Accountant Auditing Services for the years ending indicated above as follows:

1. Independent Auditors' Report on financial statements of government activities, each major fund, and aggregate remaining fund information
2. Independent Auditors' Report on Compliance with each major State program, Report on Internal Control, and Report on the Schedule of Expenditures of State Financial Assistance required by the Single Audit Act

All questions and correspondence and requests for the RFP document should be directed to, and electronic submission of each proposal may be emailed to:

Mr. Scott A. Reiss
Director of Finance and Operations
654 Morehouse Road, P.O. Box 500
Easton, CT 06612
sreiss@er9.org

The **DEADLINE** for submission of proposals is **3:00PM, Wednesday, April 29, 2020**

Dated at Easton, Connecticut, this 21st day of April, 2020.

TOWN OF REDDING, TOWN OF EASTON, REGIONAL SCHOOL DISTRICT NO. 9

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL AUDITING SERVICES

April 21, 2020

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1. INTRODUCTION

A. General Information

The CLIENTS (TOWN OF REDDING, TOWN OF EASTON, REGIONAL SCHOOL DISTRICT NO. 9) are requesting proposals from qualified firms of certified public accountants to audit their financial statements for the fiscal years ending June 30, 2020, June 30, 2021, and June 30, 2022 with the option of auditing their financial statements for two (2) additional two (2) year renewals. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) Government Auditing Standards (2003), the provisions of the federal Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non-Profit Organizations and the provisions of Sections 4-230 through 4-236 of the Connecticut General Statutes concerning the State Single Audit Act (all as amended).

Responding firms are solely responsible for all costs incurred prior to formal signing of an engagement letter.

To be considered, an electronic submission by email must be received by Scott Reiss, as noted on page one (1) by 3:00 PM on April 29, 2020. The CLIENTS reserve the right to reject any or all proposals submitted where it may serve the CLIENTS' best interest.

Proposals submitted will be evaluated by a Committee appointed by the CLIENTS. Appointment of the Independent Auditor will be made by the CLIENTS.

During the evaluation process, the Committee and the CLIENTS reserve the right, where it may serve the CLIENTS' best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the CLIENTS or the Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The CLIENTS reserve the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the CLIENTS and the firm selected.

B. Term of Engagement

A three-year contract is contemplated, subject to an annual performance review with the option of two (2) additional two (2) year renewal terms.

2. NATURE OF SERVICES REQUIRED

A. General

The CLIENTS are soliciting the services of qualified firms of certified public accountants to audit their financial statements for the fiscal years ending June 30, 2020, June 30, 2021, and June 30, 2022, with the option to audit the CLIENTS' financial statements for two (2) additional two (2) year renewals each. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The CLIENTS desire the auditor to express an opinion on the fair presentation of their basic financial statements in conformity with generally accepted accounting principles.

The auditor is not required to audit the combining and individual fund financial statements and supporting schedules. However, the auditor is to provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the basic financial statements. The auditor is not required to audit the statistical section of the report.

The auditor shall also be responsible for performing certain limited procedures involving supplementary information required by the Governmental Accounting Standards Board.

The auditor is not required to audit the schedules of expenditures of federal awards and state financial assistance. However, the auditor is to provide "in-relation-to" reports on these schedules based on the auditing procedures applied during the audit of the financial statements.

C. Auditing Standards To Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepting auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards (2003), the provisions of the Single Audit Act of 1984 (as amended in 1996) and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non-Profit Organizations and the provisions of Sections 4-230 through 4-236 of the

Connecticut General Statutes concerning the State Single Audit Act, or latest revisions for all of the above.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue all reports as are appropriate and required by generally accepted auditing standards, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) Government Auditing Standards (2003), the provisions of the Federal Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133 Audits of States, Local Governments and Non-Profit Organizations and the provisions of Sections 4-230 through 4-236 of the Connecticut General Statutes concerning the State Single Audit Act. At minimum, reports shall include Financial Statements for Easton and Region 9, a Comprehensive Annual Financial Report (CAFR) for Redding, Single State Audits for all CLIENTs, and Federal Single Audits if required by threshold.

In the required reports on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report.

The audit firm shall issue a separate management letter that includes recommendations for improvements in internal control that are considered to be non-reportable conditions.

The reports on compliance shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the reports on compliance.

Reporting to the Boards of Finance of Redding and Easton and the Region 9 Board of Education, auditors shall assure themselves that the CLIENTS' Boards are informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards.

2. Significant accounting policies.

3. Difficulties encountered in performing the audit.

E. Special Considerations

1. The CLIENTS currently anticipate they will prepare one or more official statements in connection with the sale of debt securities which will contain the basic financial statements and the auditor's report thereon. The auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."

2. The Federal and State Single Audit Reports, as well as the reports on the internal controls and compliance are to be issued separately.

3. A single audit management team should oversee the audit activities of all three entities (Town of Easton, Town of Redding, Region 9 School District). A single, coordinated audit team is critical in order to conduct the necessary audit activities across all entities as efficiently as possible.

F. Implied Requirements

All services not specifically mentioned in this request for proposals that are necessary to provide the functional capabilities described by the auditor shall be included in the Scope of Services.

G. 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 five (5) years, unless the firm is notified in writing by the CLIENTS of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

TOWN OF REDDING, TOWN OF EASTON,
REGIONAL SCHOOL DISTRICT NO. 9

Federal Single Audit Cognizant Agency

U.S. General Accounting Office (GAO)

Parties designated by the federal or state governments or by the CLIENTS as part of an audit quality review process

Auditors of entities of which the CLIENTS are a sub-recipient of grant funds.

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

3. DESCRIPTION OF THE GOVERNMENT

A. Contacts

The auditor's principal contact with the CLIENTS will be Finance Director, Town of Redding, Comptroller, Town of Easton, and Director of Finance and Operations, Regional School District No. 9, or a designated representative, who will coordinate the assistance to be provided by the CLIENTS to the auditor.

B. Background Information

The CLIENTS' fiscal year begins on July 1 and ends on June 30.

More detailed information on the governments and their finances can be found in the June 30, 2019 Financial Statements which are posted on the following websites: www.townofreddingct.org, www.eastonct.gov, and www.er9.org

The accounting and financial reporting functions of the CLIENTS are located in each Town and at the Regional school board offices.

C. Fund Information

Please refer to the Financial Statements

D. Budgetary Basis of Accounting

The CLIENTS prepare their budgets on a modified accrual basis for both governmental and proprietary funds.

E. Pension Plans

Please refer to the Financial Statements

F. Component Units

The CLIENTS are defined, for financial reporting purposes, in conformity with the Governmental Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards, Section 2100. Using these criteria, component units are included in the CLIENT's financial statements.

The finance departments are headed by Finance Director Town of Redding, Comptroller Town of Easton, and Director of Finance and Operations Regional School District No. 9, and consists of 3, 2, and 6 employees respectively.

G. Computer Systems

The CLIENTS operate on multiple software packages.

Town of Redding:

MUNIS Inc. is the municipal enterprise software system which includes general ledger, payables, receivables, and purchasing modules.

PAYCHEX payroll reporting

QDS (Quality Data Systems) for Tax Collection

VISION APPRAISAL for Tax Assessor

CREATIVE SOLUTION for Fixed Assets

Town of Easton:

MUNIS Inc. is the municipal enterprise software system which includes general ledger, payables, revenue, and payroll modules.

QDS (Quality Data Systems) for Tax Collection

QDS eQuality Cama for Assessor

CREATIVE SOLUTION for Fixed Assets

Region 9:

SUNGUARD Pentamation (Phoenix) for General Ledger, Payables, Purchasing, Human Resources, Payroll and Fixed Assets, and is in progress with a migration to the successor product eFinancePlus.

4. TIME REQUIREMENTS

A. Proposal Calendar (subject to adjustment)

April 21, 2020	Issue RFP and post to Towns' and Reg 9 websites
April 29, 2020	Proposals due by 3 PM
May 7, 2020	Oral presentations to the Selection Committee

May 20, 2020	Selected firm is notified
May 29, 2020	Contract received from selected firm
June 10, 2020	Fully executed engagement letter
June 15, 2020	Preliminary audit work begins

B. Date Audit May Commence

The CLIENTS will have all records ready for audit and all management personnel available to meet with the firm's personnel as of **9/1/2020**.

C. Schedule for the 2019-20 Fiscal Year Audit

A similar time schedule will be developed for audits of future fiscal years if the CLIENTS exercise their option for additional audits. The auditor shall provide the CLIENTS by **7/1/2020** a detailed audit plan and a list of schedules to be prepared by the Towns and Board of Education.

D. Conferences

Entrance Conferences, Progress Reporting and Exit Conferences (a similar time schedule will be developed for audits of future fiscal years if the CLIENTS exercise their option for additional audits).

The following conferences should be scheduled at a mutually agreeable date and time in each town and district:

Entrance conference with the Finance Director, Comptroller, and Director of Finance and Operations.

Progress conferences as deemed appropriate and necessary

Exit conference with the Finance Director, Comptroller, and Director of Finance and Operations

E. Date Final Report is Due

The auditor shall provide all recommendations, revisions and suggestions for improvement and a draft of the auditor's report to the Town's Board of Finance and to Regional School District No. 9 by October 15.

The Boards of Finance and Regional School District No. 9 will complete their review of the draft report as expeditiously as possible. It is not expected that this process should exceed one week. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the Boards of Finance and Regional School District No. 9 within ten (10) working days. It is anticipated that this process will be completed and the final report delivered by December 15.

The final report and Thirty (30) signed copies, along with a PDF file for each report, should be delivered/emailed to each Town and to Regional School District No. 9.

The Independent Auditor will be required to formally present the financial report and the auditor's opinion to each Town's Board of Finance and to The Region 9 Board of Education.

5. ASSISTANCE TO BE PROVIDED

A. Finance Department and Clerical Assistance

The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the auditor. In addition, minimal hours of clerical support will be made available to the auditor for the preparation of routine letters and memoranda.

B. Electronic Data Processing (EDP) Assistance

EDP personnel will be available to provide systems documentation and explanations. The auditor will be provided computer time and the use of the CLIENTS' computer hardware and software for inquiry.

C. Statements and Schedules

Statements and Schedules to be prepared by the staff of the CLIENTS

The staff of the CLIENTS will prepare all required statements and schedules for the auditor.

D. Work Area and equipment

The CLIENTS will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to a telephone line, photocopying facilities and FAX machines subject to the following restriction:

When absolutely necessary, telephone, fax, and toll calls are to be logged and reimbursed.

E. Report Preparation

Report printing shall be the responsibility of the auditor.

6. PROPOSAL REQUIREMENTS

A. General Requirements

(1.) Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Mr. Scott A. Reiss
Director of Finance and Operations
654 Morehouse Road, P.O. Box 500
Easton, CT 06612
203-261-2513
sreiss@er9.org

Contact with personnel of the CLIENTS other than Mr. Reiss, except as approved by Mr. Reiss, regarding this request for proposals may be grounds for elimination from the selection process.

(2.) Submission of Proposals

The following material is required to be received by 3:00PM on **April 29, 2020** for a proposing firm to be considered:

(a.) A Technical Proposal to include the following:

Title Page	Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.
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Transmittal Letter	A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.
Detailed Proposal	The detailed proposal should follow the order set forth in Section VI B of this request for proposals.
Executed copies of Proposer Guarantees and Proposer Warranties	Appendix B and Appendix C

(b.) The proposer shall submit a dollar cost bid in a separate email marked as follows:

SEALED DOLLAR COST BID PROPOSAL
FOR
TOWN OF REDDING, TOWN OF EASTON, REGIONAL SCHOOL DISTRICT NO. 9
FOR
PROFESSIONAL AUDITING SERVICES
APRIL 29, 2020

A separate cost bid is required for each of the three entities:

- **Town of Redding**
- **Town of Easton**
- **Regional School District No. 9**

(c.) Proposers should email the completed proposal consisting of the two separate files to the following address:

Mr. Scott A. Reiss
Director of Finance and Operations
As noted on page one (1)
sreiss@er9.org

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 CLIENTS in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal's requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the separate dollar cost bid). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 8, must be included. They represent the criteria against which the proposal will be evaluated.

(2.) Independence

The firm should provide an affirmative statement that it is independent of the CLIENTS as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards (2003).

The firm should also list and describe the firm's professional relationships involving the CLIENTS or any of its agencies or component units/agencies, component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the CLIENTS written notice of any professional relationships entered into during the period of this agreement.

(3.) License to Practice in Connecticut

An affirmative statement should be included that the firm and its partners are properly licensed to practice in Connecticut and all supervisory staff are licensed or qualified to be licensed to practice in Connecticut.

(4.) Firm Qualifications and Experience

The proposer should 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 is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

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

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified Public Accountant in Connecticut. 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.

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. Indicate how the quality of staff over the term of the agreement will be assured.

The proposer should identify the extent to which staff to be assigned to the audit reflect the CLIENTS' commitment to Affirmative Action.

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. These personnel may also be changed for other reasons with the express prior written permission of the CLIENTS. However, in either case, the CLIENTS 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 CLIENTS, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

(6.) Similar Engagements With Other Government Entities (including CLIENTS)

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum – 5) performed in the last five (5) years that are similar to the engagement described in this request for proposal. This must also include at least one report which has been awarded the GFOA Certificate of Achievement in Financial Reporting within the last two years.

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.

(7.) Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the CLIENTS' budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

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.

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

(c.) Sample size and the extent to which statistical sampling is to be used in the engagement.

(d.) Extent of use of EDP software in the engagement.

(e.) Type and extent of analytical procedures to be used in the engagement.

(f.) Approach to be taken to gain and document an understanding of the CLIENTS' internal control structure.

(g.) Approach to be taken in determining laws and regulations that will be subject to audit test work.

(h.) Approach to be taken in drawing audit samples for purposes of tests of compliance.

(i.) Approach to be taken to ensure compliance with the requirements of GASB Statements.

(8.) Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the CLIENT.

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

C. Separate Dollar Cost Bid

(1.) Total All-Inclusive Maximum Price

The separate dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The CLIENTS will not be responsible for expenses incurred in preparing and submitting the technical proposal or the separate dollar cost bid. Such costs should not be included in the proposal.

The first page of the separate dollar cost bid should include the following information:

(a.) Name of Firm

(b.) Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the CLIENTS.

(c.) A Total All-Inclusive Maximum Price for all three (3) years and two (2) two (2) year renewals referred to in this request for proposal.

(2.) Out-of-pocket Expenses Included in the Total All-inclusive Maximum Price

(3.) Rates for Additional Professional Services

If it should become necessary for the CLIENTS to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the CLIENTS and the firm. Any such additional work agreed to between the CLIENTS and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

(4.) Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement.

7. EVALUATION PROCEDURES

A. Committee

Proposals submitted will be evaluated by a Committee selected by the Towns and The Region 9 Board of Education.

B. Review of Proposals

The Committee will convene to review and discuss these proposals and to assess the technical aspects of the proposal for each firm. At this point, firms with an unacceptably low technical assessment will be eliminated from further consideration.

After the technical review for each firm has been completed, the separate dollar cost bid will be opened and assessed. The CLIENTS reserve the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria

Proposals will be evaluated using three (3) sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

(1.) Mandatory Elements

(a.) The audit firm is independent and licensed to practice in Connecticut.

(b.) The firm has no conflict of interest with regard to any other work performed by the firm for the CLIENTS.

(c.) The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

(d.) The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

(e.) The firm shall submit one copy of at least two Comprehensive Annual Financial Reports issued by Connecticut municipalities in which their opinion is contained. At least one of these reports shall have been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting within the past two years.

(2.) Technical Quality - Expertise and Experience

(a.) The firm's past experience and performance on comparable government engagements.

(b.) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.

(c.) Experience with the preparation of federal and state financial assistance and related reports.

(d.) Experience in providing assistance to meet the requirements of the Certificate of Achievement for Excellence in Financial Reporting program.

(3.) Technical Quality – Audit Approach

(a.) Adequacy of proposed staffing plan for various segments of the engagement.

(b.) Adequacy of sampling techniques.

(c.) Adequacy of analytical procedures.

(4.) Price:

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM

D. Oral Presentations

During the evaluation process, the Audit Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Audit Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection

The Towns of Redding and Easton and The Region 9 Board of Education will select a firm based upon the recommendation of the Committee. It is anticipated that a firm will be selected by May 20, 2020.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the CLIENTS and the firm selected.

The CLIENTS reserve the right without prejudice to reject any or all proposals.

APPENDIX A

Proposer Guarantees

The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Section 2, Nature of Services Required.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX B
Proposer Warranties

A. Proposer warrants that it is willing and able to comply with State of Connecticut laws with respect to foreign (non-state of Connecticut) corporations.

B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the CLIENTS.

D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

	Standard Hourly		Quoted Hourly	
	Hours	Rate	Hours	Rate
Partners				
Managers				
Supervisory Staff				
Staff				
Other (Specify)				
Subtotal				
Total for Services Described in Section 2 E of the RFP				
Total all-inclusive maximum price for 2020, 2021, and 2022 audits (including out-of-pocket expenses)				

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

Proposals for the subsequent two (2) additional two (2) year renewals should include a method for adjusting audit fees.