

# **REQUEST FOR PROPOSAL**

## **Town of Mountain View Auditor Services**

### **Introduction**

The Town of Mountain View, Colorado is inviting proposals from qualified individuals and organizations to contract with the Town to provide auditor services to the Town. The contractor will work with the Town Clerk/Treasurer and the Town's Financial Consultant, Professional Management Solutions, while conducting annual audits.

**NOTICE IS HEREBY GIVEN**, proposals should be prepared and submitted in a form which addresses the needs outlined herein. Late proposals will not be accepted. **Proposals will be accepted until noon, January 28, 2021.** Proposals shall be prepared as described below and sent to:

Town of Mountain View  
Attn: Sarah Albright  
4176 Benton Street  
Denver, CO 80212

[Salbright@TOMV.org](mailto:Salbright@TOMV.org)  
303-421-7282

### **General Information**

The Town of Mountain View, Colorado is located in Jefferson County, Colorado. It has an estimated population of approximately 523 and has about 15 employees. It was incorporated in 1904 and is a home rule municipality.

During 2020, the Town operated four funds including a General Fund, two special revenue funds (Conservation Trust and Department of Justice), and one Enterprise fund (Wastewater and Storm Water). The Town's reporting entity has no component units.

The Town currently has no bonded debt. It has one loan from a state agency payable through 2050 for wastewater system improvements.

The Town's police officers are members of the FPPA defined benefit plan (multiple agency PERS).

### **Objectives**

The Town seeks a contract with a reliable, experienced, and qualified CPA with municipal audit experience in the State of Colorado to provide auditing services in a comprehensive, timely, and efficient manner. The scope of work for the contractor includes but is not necessarily limited to the following:

- Audit the general purpose financial statements of the Town in accordance with generally accepted auditing standards.
- Perform a single audit of federal funds received, if necessary.
- Assist the Town by drafting the financial statements, including notes.
- Review the MD&A prepared by the Town's financial consultant.

- Provide an audit opinion with respect to the Town’s annual audited financial statements.
- Evaluate and test the Town’s internal controls and provide recommendations to the Town Council regarding the same.
- Complete the audit in time for the Town to meet state reporting requirements.
- Attend a meeting of the Town Council to discuss the audit and financial statements.
- Provide 12 bound, colored copies and a pdf version of the audited financial statements including the MD&A, and state compliance documents.

### **Desirable Qualifications of Contractor**

- Ability to meet the time requirements of the Town.
- Excellent reputation for performing municipal audits in Colorado in a competent, helpful manner.
- Reasonable cost

### **Participation by and Expectations of the Town**

Town staff and the financial consultant will provide financial data as necessary for contractor’s work, including detailed trial balances, supporting reports, and typical “Prepared by Client” account schedules and reconciliations necessary for the audit. Town staff and the financial consultant will be available for interim reviews, meetings, and questions during the audit. The Town expects that the auditing contract will be renewed for five consecutive years, subject to the Town’s satisfaction with the Audit Services provided and the annual appropriation process.

### **Price**

Please indicate firm annual bid amounts for performing the audit for 2021, 2022, and 2023. Please also indicate pricing for 2024 and 2025 and indicate if those amounts are probable or firm. Interim billing after completion of various phases of the audit will be allowed. Please also indicate firm pricing reduction amounts if the Town were to prepare and print the financial statements after audit of the trial balances is complete (eliminating third and ninth bullets under **Objectives** above), and the contractor reviewed them for accuracy.

### **Information to be Included/Submitted**

Please include the following information in your proposal. Responses must be typed.

- Name/company name, and qualifications of the person who will be in charge of providing the auditing services to the Town.
- Name of your professional liability and other insurance carriers and the insurance limits on each policy.
- Potential conflicts of interest that you or your firm may have in relation to the Town of Mountain View.
- List of all other municipal clients for which you have performed annual audits in the past five (5) years.
- Any other information you wish to provide regarding your ability to meet the Town’s needs.
- Certification and Signature page.
- Proposals mailed should be sealed and clearly marked “Auditor Proposal.” Please include three (3) copies of your submission. Emailed submissions should be in pdf.

## Terms & Conditions

1. All submitted proposals and other materials shall become the property of the Town and shall be retained in accordance with the Town's records retention schedule.
2. The Town shall not be liable for any costs incurred by the proposer in the preparation and production of the proposal, contract negotiations or for any work performed prior to the execution of a contract.
3. The successful proposer shall be required to enter into a written contract with the Town in a form approved by the Mountain View Town Attorney. In the event of any conflict between this RFP and the contract, the terms and conditions of the contract shall control.
4. The Town operates under applicable public disclosure laws. Therefore, all information included in proposals and other written information submitted by the proposer to the Town is subject to the provisions of the Colorado Open Records Act, Colorado Revised Statutes Sections 24-72-201, *et seq.* ("CORA"). Proposers should expect that the proposal may be viewed by the general public and competitors once submitted to the Town.

Under CORA, trade secrets, privileged information, and/or confidential commercial, financial, geological or geophysical data may not be subject to disclosure under CORA ("Confidential Information"). Proprietary information must be identified and will be protected to the extent that is legally possible.

5. No Waiver of Governmental Immunity. Nothing in this RFP or any resulting agreement shall be construed to waive, limit, or otherwise modify any governmental immunity that may be available by law to the Town, its officials, employees, contractors, or agents, or any other person acting on behalf of the Town and, in particular, governmental immunity afforded or available pursuant to the Colorado Governmental Immunity Act, Title 24, Article 10 of the Colorado Revised Statutes.
6. The Town reserves the right to solicit or contact any municipalities directly to request qualifications and references regarding the proposer.
7. The successful proposer shall comply with all applicable federal, state, and local laws, regulations, administrative rulings, and codes, and shall secure all necessary licenses and permits in connection with this RFP and any goods or services to be provided hereunder.
8. By submission of the proposal, the proposer certifies that the proposal has been arrived at independently and submitted without collusion with any other proposer, and that the contents of the proposal have not been communicated by the proposer, or to the proposer's best knowledge and belief, by any one of its employees or agents, to any person not an employee or agent of the proposer, and will not be communicated to any person prior to the official opening of the proposals.
9. Any individual submitting a signed proposal shall be deemed to have read and understood all the terms, conditions, and requirements of this RFP.

## **Selection**

The Town reserves the right to reject any or all proposals, to waive irregularities, to accept revisions of the proposals, negotiate changes in the scope of work or services to be provided, to negotiate price changes, and to re-advertise for proposals if desired.

In addition, any proposer may withdraw his / her proposal at any time prior to the RFP closing date and time.

After considering all proposals and information provided during the application process, the Town may select the contractor based on the needs and desires of the Town. During this discussion period, the Town will not disclose any information regarding proposal submittals. Upon the execution of the contract(s), the proposals will become public record and contents may be disclosed upon request.

**Proposer's Certification and Signature Page**  
Please Return this page with your proposal

The undersigned, hereby certifies that the proposer (please initial the two lines below):

\_\_\_\_\_ is familiar with all instructions, terms and conditions, and specifications stated in this RFP;

\_\_\_\_\_ is qualified to perform the work and services outlined in this RFP

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address