

REQUEST FOR PROPOSALS TOWN OF BLUE RIVER AUDITOR SERVICES

INTRODUCTION

The Town of Blue River is inviting proposals from qualified individuals and organizations to provide auditing services to the Town. The Town Auditor will work with the Town Manager in conducting annual audits.

OVERVIEW

The Town of Blue River, Colorado is located three (3) miles south of Breckenridge in Summit County. It has an estimated population of 882 and seven full-time year-round employees. It was incorporated in 1964 and is a statutory town. The Town of Blue River is a residential community with no commercial zoning. In 2013, the taxpayers approved the implementation of a sales tax. Property evaluations remain the main source of income for Blue River. The Town of Blue River has three funds including a General Fund, Capital Fund and Conservation Trust Fund. The Town currently has no bonded debt.

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, Friday, November 6, 2020**. Sealed proposals shall be sent to:

Michelle Eddy, Town Manager
Town of Blue River
PO Box 1784
Breckenridge, CO 80424

Any questions or clarifications concerning this Request for Proposal (RFP) shall be submitted in writing by mail (see above address) or email to Michelle Eddy, Town Manager michelle@townofblueriver.org. The Town will not be bound or responsible for any explanations or interpretations other than those given in writing as set forth in this RFP. No oral interpretations shall be binding on the Town.

Proposals submitted will be evaluated by a selection committee. The Town's selection committee will review materials submitted with the RFP's. Bidders may be interviewed or requested to make an oral presentation as part of the evaluation process. Evaluation factors include, but are not limited to: qualifications, demonstrated ability with similar governmental entities, firm's workload and availability, experience, credentials of the firm's project team members and cost. The Town reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal.

It is anticipated that selection of a firm will be completed by November 17, 2020.

OBJECTIVE

The Town seeks a contract with a reliable, experienced, and qualified CPA demonstrating 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 limited to the following:

- Audit the general purpose financial statements of the Town in accordance with generally accepted auditing standards and government auditing standards.
- Provide an audit opinion with respect to the Town's financial statements.
- Evaluate and test the Town's internal controls and provide recommendations to the Trustees regarding the same.
- Complete the audit in time for the Town to meet state reporting requirements.
- Print and provide 10 colored copies of the audited financial statements.
- Attend a meeting of the Board of Trustees to discuss the audit and financial statements.

DESIRABLE QUALIFICATIONS OF CONTRACTOR

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

PARTICIPATION BY AND EXPECTATIONS OF THE TOWN

Town staff will provide such data in its possession, and as necessary, for contractor's work. Town staff and accountant shall be available for interim reviews and meeting and final review and approval. The Town will provide necessary detailed trial balances and supporting schedules. The Town expects that the auditing contract would be renewed for five consecutive years.

PRICE

Please indicate firm annual bid amounts for performing the audit for 2020. Interim billing after completion of various phases of the audit will be allowed.

INFORMATION TO BE INCLUDED/SUBMITTED

Please include the following information in your proposal:

- Name 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 Blue River.
- List of all other municipal clients for which you have provided annual audits in the past five (5) years.
- Any other information you wish to provide regarding your ability to meet the Town's needs and desires.

Proposals should be sealed and clearly marked "Auditor Proposal." Please include four (4) copies of your submission. The Town operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that is legally possible. Costs of developing the proposal and attending any meetings relating to the proposal will not be reimbursed.

by the Town. All material submitted in connection with this document becomes the property of the Town.

KEY DATES

A tentative schedule of key dates for the project has been established as follows:

1. Proposal Calendar
 - Due date for proposals November 6, 2020
 - Firm Interviews (if necessary) November 9, 2020
 - Selected firm notified November 18, 2020
2. Date Audit May Commence

The Town will have all records ready for audit and all management personnel available to meet with the firm's personnel by March 11, 2020. Preliminary field work may be performed prior to that date.
3. Detailed Audit Plan

The auditor shall provide the Town a detailed audit plan by February 5, 2020, or earlier at the auditor's convenience.
4. Fieldwork

The auditor shall complete all fieldwork, including any recommended adjusting journal entries, by April 30, 2020.
5. Date Final Report is Due

The Town Accountant shall prepare and have available for review a draft of its comprehensive annual financial report (CAFR), including transmittal letter, financial statements and management discussion and analysis, notes, and all required supplementary schedules and statistical data by May 1. It is anticipated that the Town will present a final draft of the CAFR (without the auditor's report) to the Town Board of Trustees for review at the Town Board of Trustees meeting in May. It is anticipated that this process will be completed and the final report delivered by the June Board of Trustees meeting.

SELECTION

The Town reserves the right to reject any or all proposals, to waive irregularities or informalities in the proposals, and to re-advertise for proposals if desired. After considering all proposals and information provided during the application process, the Town may select the contractor it deems most advantageous to the Town based on the needs and desires of the Town. It is expected that the Town will award the successful bid by Tuesday, November 17, 2020.

WARRANTIES

The successful firm shall indemnify and save harmless the Town against any and all damages to property or injuries to or death to any person or persons, including property and employees or agents of the Town, and shall defend, indemnify and save harmless the Town from any and all claims, demands, suits, actions, or proceedings of any kind, or nature, including workmen's compensation claims, of or by any whomever, in any way resulting from or arising out of the operation in connection herewith, including operations of subcontractors and acts or omissions of employees or agents of the successful firm or his sub-contractors. The successful firm shall procure and maintain, at their own cost and expense, any additional kinds of amounts of insurance that, in their own judgment, may be necessary for his proper protection in the prosecution of the work.

The successful firm shall be required to have property, liability, and workers compensation insurance with minimum limits of \$1,000,000 and to provide the Town with copies of the certificate of insurance upon request.

The successful firm will not discriminate against any employee or applicant for employment because of race, color, religion, and sex or nation origin and will comply with the Americans with Disabilities Act. The successful firm shall adhere to acceptable affirmative action guidelines in selecting employees and shall ensure that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination, rates of pay or other forms or compensation; and selection for training, including apprenticeship.

Pursuant to Section 8-17.5-102(1), C.R.S., the Bidder will certify that, as of the date of its Proposal, it does not knowingly employ or contract with an illegal alien and it has participated or attempted to participate in Basic Pilot Employment Verification Program (as such term is defined in Section 8-17.5-101(1), C.R.S.) in order to verify that it does not employ any illegal aliens.