

TOWN OF SMITHVILLE, MAINE
REQUEST FOR PROPOSALS
AUDITING SERVICES
RFP: 2009-05

A. GENERAL INFORMATION

The Town of Smithville is requesting proposals from qualified Certified Public Accounting Firms to perform the Year End Audit Services for the Town of Smithville's funds and account groups. The auditing services shall be conducted in accordance with generally accepted auditing standards.

The Town of Smithville, located in Smith County, has a population of approximately 2,168 and has an annual budget of approximately \$2.3 million excluding education. The Town has a Town Meeting/Selectmen/Town Manager form of government and operates on a July - June Fiscal Year. Audit start date is negotiable. Only sealed proposals will be accepted. Proposals that are faxed or emailed will not be considered.

B. AUDIT SPECIFICATIONS

Please indicate in your proposal if you agree to meet the following specifications. Explain any exceptions.

1. The audit shall be conducted in accordance with generally accepted auditing standards.
2. The audit shall be a financial and compliance review of all accounts and funds of the municipality.
3. The audit firm shall submit a written report, containing an expression of opinion regarding the financial statements of the municipality.
4. The audit shall cover the fiscal year starting July 1, 2008 and ending June 30, 2009. The Town of Smithville shall entertain a multi-year auditing proposal not to exceed a three year time period.
5. The audit firm shall submit a management letter, which shall identify management and internal control weaknesses, if any, and propose steps to correct them.
6. The audit firm is also expected to assist the municipality in the preparation of the financial statements and supplementary schedules in accordance with generally accepted accounting principles.
7. The audit shall be conducted to satisfy the requirements of the State of Maine Department of Audit and Title 30-A M.R.S.A, § 5823.
8. The municipality views its engagement of an audit firm as an ongoing professional relationship in which the firm is expected to provide consultation services as

required on auditing, accounting and other financial management concerns throughout the year.

9. The audit firm shall provide 10 copies of the auditor's report, the financial statements and schedules, and the management letter.
10. The audit firm shall review and update the Town's comprehensive fixed assets listing to be maintained according to GASB #34 and provide depreciation calculations on the fixed asset listing.
11. If applicable the audit firm shall be responsible for GASB 45 compliance
12. Indication of how implementation of future GASB Statements will effect the engagement, as well as, staff's readiness to assist in and audit statements incorporating future GASB statements.
13. Perform a single audit in accordance to OMB A-133, if applicable.

C. INSTRUCTIONS FOR PROPOSALS

Six copies of the proposals shall be received no later than 1:00 p.m. on Wednesday, March 18, 2009 at the Smithville Town Office, proposals will be opened the same day at the Selectmen's meeting at 6:00 p.m. All proposals shall be in a sealed envelope marked "Audit Proposal" and sent to:

Smith N. Wesson
Town of Smithville
21 Smith Street
Smithville, ME 04000

Your proposal must include the following information at minimum:

1. A brief description of your firm and its municipal experience and a description of the senior personnel to be assigned to the engagement, including their resumes.
2. Complete answers to questions in Section B
3. A brief description of the audit procedures to be followed, presented in a form that will aid in evaluating your firm's understanding of local governments and their financial problems.
4. A statement of your demonstrated abilities to act as an advisor and communicate in a clear and concise manner with management.
5. Demonstrated ability to thoroughly explain your reasoning behind requesting/suggesting changes be made.
6. A listing of all municipalities for whom you audited in the prior fiscal year
7. Your proposal must indicate the maximum total fee your firm will charge for the requested services. The proposal must also include the price for an A-133 audit as a separate item. Final payment shall become due only after the submission of all required reports.

D. EVALUATION

The municipality shall evaluate the proposals on the basis of the qualifications, relevant experience, and responsiveness of the bidders, as well as the estimated cost of the engagement. Cost will not be the only determining factor for the award of this proposal.

E. FURTHER INFORMATION

The Town reserves the right to reject any or all proposals. The Town reserves the right to terminate the engagement after completion of any audit year, upon written notice to the firm.

Prior audits are available upon request. All questions and requests for information should be directed to Smith N. Wesson Town Manager at (207)-222-5555.

SAMPLE