



City of Waterville, Maine

Request for Proposals for Annual Independent Financial Auditing Services

The City of Waterville invites qualified independent public accountants to submit proposals for the performance of an audit of its financial accounts and records covering a term of three fiscal years for the purpose of rendering an auditor's opinion regarding the fairness of applicable financial statements and compliance with applicable legal provisions, in accordance with generally accepted auditing standards.

A. GENERAL INFORMATION

The City of Waterville is a municipal cooperation of the State of Maine with a population of 15,600 and a total appropriation of \$37.2 Million (municipal/school) in the last fiscal year. The most recent audit of the municipality was performed in the fall 2014 for the period July 1, 2013 to June 30, 2014. A copy of the auditor's report can be found on the City of Waterville's website at <http://www.waterville-me.gov/finance/audits-budgets>

The Finance Departments of the city and school maintain general ledgers and other accounting records for all funds. The City's general fund is treated as two separate funds (school and city) for internal accounting purposes, and reported as one on the financial statements. Special revenue, capital fund, agency fund and trust fund are other funds utilized by the City.

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 listed in Section A of this RFP.
3. The audit firm shall submit a written report, containing an expression of opinion regarding the financial statements of the municipality.
4. The audit firm shall provide "Annual Independent Financial Auditing Services" for a term of three fiscal years starting fiscal 2014/2015, (with an option of a two year extension).
5. The audit firm shall submit a management letter, which shall identify management and internal 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 Management Discussion and Analysis. The audit firm will also provide all work in preparation of the financial statements and supplementary schedules in accordance with generally accepted accounting principles including a separate set of financials for the school only.
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, and Title 20-A M.R.S.A. Section 6051 dealing with local school audits.
8. The auditor shall perform a financial and compliance audit for all federally assisted programs in accordance with the Single Audit Act of 1984 (with amendment in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement.
9. 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.
10. The audit shall be completed within 6 months of the close of the City fiscal year. The audit firm shall provide twenty (20) hard copies and one (1) digital copy in PDF format of the auditor's report, the financial statements and schedule, and the management letter no later than 30 days after the completion of the audit.
11. The audit firm shall include a meeting with the City Manager and Finance Director after the draft has been proofed by the City. The audit firm will make a brief presentation of the final audit at a public City Council meeting. The audit firm shall include any other informational meetings requested by the City of Waterville.

C. INSTRUCTIONS FOR PROPOSALS

The City of Waterville, Attn: Finance Director at One Common St, Waterville, Maine 04901 will accept proposals until **Friday, March 27, 2015, at 2:00PM** in a sealed envelope clearly labeled "*Auditing Services.*" No fax or email submissions will be accepted.

Your proposal must include the following Information at a 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. Please also describe the extent of use of subcontractors in performance of the audit.
2. A brief description of the audit procedures to be followed, presented in a form which will aid in evaluating your firm's understanding of local governments and their financial problems.

3. Your proposal must include the maximum total fee your firm will charge for the requested services. Final payment shall become due only after the submission of all required reports.

D. EVALUATION

The City Council shall evaluate the proposals on the basis of the qualifications, experience, and audit plan of the audit firms, as well as the estimated cost of the engagement.

The City Council may wish to conduct oral interviews with the firms considered most qualified in order to assist the municipality in the selection process.

The Waterville City Council reserves the right to accept or reject any and all bids.

E. FURTHER INFORMATION

Audit firms who want additional information or clarification should contact the municipality. Any inquiries should be directed to Chuck Calkins, Finance Director at the City of Waterville, One Common Street, Waterville, Maine 04901 or (207) 680-4240.



City of Waterville, Maine

Request for Proposals for Annual Independent Financial Auditing Services

Bid Form

Pricing

Year 1 (Fiscal Year 2014/2015)

Price: _____

Municipal \$ _____

School \$ _____

Year 2 (Fiscal Year 2015/2016)

Price: _____

Municipal \$ _____

School \$ _____

Year 3 (Fiscal Year 2016/2017)

Price: _____

Municipal \$ _____

School \$ _____

Firm Information

Signature of Authorized Agent of Firm:

Name and Title of Authorized Agent of Firm:

Firm Name: _____

Mailing Address: _____

Phone: _____

Fax: _____