

**TOWN OF FRANKLIN, CONNECTICUT  
BOARD OF FINANCE  
REQUEST FOR PROPOSALS**

**Town Audit Services  
Fiscal Year 2021, 2022 and 2023**

**Audit Proposal Specifications**

**Section 1. General Information**

The Town of Franklin Board of Finance is seeking bids for the Annual Audit of the Financial Records of the Town of Franklin for fiscal years ending June 30, 2021, June 30, 2022, and June 30, 2023. The most recent completed audit of the town is available on the Town of Franklin website [www.franklinct.com](http://www.franklinct.com)

**Section 2. Scope of the Audit**

The objective of the audit is the expression of opinions as to whether the general purpose financial statements (governmental activities, business-type activities, discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Franklin, Connecticut as of and for the year ending June 30, 2021, June 30, 2022, and June 30, 2023, and the related notes to the financial statements) are fairly presented in all material respects, in accordance with generally accepted accounting principles, and meeting all state requirements.

The scope of the audit includes an assessment of internal controls and compliance with applicable laws, regulations and provisions of contracts and grant agreements with respect to management of federal award programs.

**Section 3. Auditor Covenants**

The auditor will be a Certified Public Accountant, licensed in the State of CT, with proven experience in the auditing of local governments. During the fieldwork of the audit, the auditor-in-charge shall be a CPA and be on-site most of the time.

The fieldwork shall commence no later than September 30, 2021/2022/2023 and a draft of the audit report made available by November 30, 2021/2022/2023. Any possible adjusting journal entries should accompany the draft report. The final report must be available by December 31, 2021/2022/2023.

The letter of engagement and a list of any town audit responsibilities should be received by the Board of Finance no later than 30 days prior to commencement of fieldwork.

The auditor will provide the following number of copies of the final report: ten copies of the State Compliance Audit; one copy of the Federal Compliance Audit.

#### **Section 4. Town of Franklin Covenants**

The Town of Franklin agrees to make available all information, documents and records needed to complete the audit in the timeframe outlined. Workspace and copying facilities will be made available. Staff will be available during the fieldwork phase to retrieve any requested documentation.

#### **Section 5. Professional Qualifications**

The proposal should include a summary of the professional qualifications of the staff that will be conducting the audit. Also provide a brief history of the firm along with information about organization structure and size. Additionally, include a description of any prior experience the firm has with auditing municipalities.

#### **Section 6. Pricing Information**

The proposal should contain the fixed total all-inclusive maximum fee, as well as budgeted hours and corresponding dollar amounts for each classification of staff assigned to the audit. As part of the overall audit contract, the Town expects to receive from the audit firm a variety of technical assistance (verbal and written) during the audit, including answers to accounting, reporting, internal control questions, and audit adjustments at no additional cost. Costs should be broken out separately for the costs associated with the Town audit, Board of Education audit, State single audit, and Federal single audit.

Provide a supplement list of services your firm could provide with an applicable pricing schedule to reflect costs for additional services outside the scope of the audit. Hourly rates should be identified for verbal and/or written accounting services/advice. The Town may request additional services that would be outside the normal course of the requested annual audit services such as technical assistance on developing supplemental statistical schedules, specialized internal control reviews and/or other specialized state/federal programs, conversion to a state-wide standard chart of accounts, and other opportunities that may arise (assessment of specific operations, organizational/efficiency studies, cost recovery, etc.).

#### **Section 7. References**

Provide the name and address of three professional references including their email, phone number and name of a contact person for each.

#### **Section 8. Instructions for Submitting Proposals**

All proposals must be submitted in a sealed envelope marked "Audit Proposal" on the outside of the envelope. Proposals should be addressed to the Town of Franklin, Board of Finance, Franklin Town Hall, Attention: Richard Handfield, 7 Meeting House Hill Road, Franklin, CT 06254. The proposer shall submit an original and six (6) copies. **Bids must be received by 3:00 P.M on March 9, 2021.** **Questions regarding this request for proposal should be directed to Charles Grant, First Selectman, at [firstselectman@franklinct.com](mailto:firstselectman@franklinct.com) or 860-642-6055.**

**Section 9. Rejection Rights**

The Franklin Board of Finance reserves the right to reject any and all bids or waive technicalities to award the contract in a manner that will best serve the interests of the Town of Franklin.

**TOWN OF FRANKLIN, CONNECTICUT REQUEST  
FOR PROPOSALS**

**Town Audit Services Fiscal  
Year 2021, 2022, and 2023**

**BID FORM**

Name of Accounting Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

The following bid is submitted in response to the request for quotes for the three-year audit.

Bid Amount FY 2021: \_\_\_\_\_

Bid Amount FY 2022: \_\_\_\_\_

Bid Amount FY 2023: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**TOWN OF FRANKLIN**  
**REQUEST FOR PROPOSALS - FOR AUDITING SERVICES**  
**APPENDICES A**

The professional individual or firm shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from, or be in connection with the performances of the work hereunder by the individual or the firm, his agents, representatives, or employees. The cost of such insurance shall be included in the proposal. For the purpose of this clause, the term “professional individual or firm” shall also include the individual’s or firm’s respective officers, agents, officials, employees, volunteers, boards and commissions.

**Minimum Scope and Limits of Insurance**

- 1) Broad Form Comprehensive General Liability - \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, and products / completed operations.
  - 2) Automobile Liability - \$100,000 combined single limit per occurrence for bodily injury and property damage.
  - 3) Umbrella Liability - \$100,000 per occurrence, following form.
  - 4) Workers’ Compensation – Limits as required by State of Connecticut Labor Code.
  - 5) Employers’ Liability - \$100,000 each accident with \$500,000 disease/policy limit and \$100,000 disease/each employee.
  - 6) Professional Liability (if used on a claims-made basis, insurance coverage shall be maintained for the duration of the contract and for two (2) years following contract completion.) - \$100,000 per occurrence and \$100,000 aggregate.
  - 7) Personal Property Coverage – Adequate insurance to cover the value of personal property (including but not limited to, personal computers) belonging to the Auditor while located on Government property, while in use or in storage, for the duration of the contract.
  - 8) Aggregate Limits – Any aggregate limits must be declared to and be approved by the Government. At the option of the Government, the insurer shall increase or eliminate the aggregate limit and notify the Government of any erosion of aggregate limits.
- A. Deductibles and Self-Insured Retentions – Any deductibles or self-insured retentions must be declared to and be approved by the Government. At the option of the Government, the insurer shall reduce or eliminate such deductibles or self-insured retentions as regards the Government or the auditors shall procure a bond, which guarantees payment of the losses and related investigations, claims administration and defense expenses. At no time will the Government be responsible for the payment of deductibles or self-insured retentions.
- B. Notice of Cancellation or Non-Renewal – Each insurance policy required by this Exhibit shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced either in

coverage or in limits, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Government.

C. Other Insurance Provision – The policies are to contain, or be endorsed to contain, the following provisions.

1) Liability, (General, Automobile, Professional) Coverage:

- a. “The Government and its respective officers, agents, officials, employees, volunteers, boards and commissions” are to be named as additional insured’s with regards to liability arising out of activities performed by or on behalf of the Auditor; products and completed operations of the Auditor; premises owned, leased or used by the Auditor. The coverage shall contain no special limitations on the scope of protection afforded to the Government.
- b. The Auditors Insurance coverage shall be the primary insurance as regards the Government. Any Insurance or self-insurance maintained by the Government shall be in excess of the Auditor’s insurance and shall not contribute with it.
- c. Any failure to comply with the reporting provisions of the policies shall not affect coverages provided to the Government.
- d. Coverage shall state that the Auditor’s Insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer’s liability.

2) Workers’ Compensation and Employer’s Liability Coverage:

- a. The insurer shall agree to waive all rights of subrogation against the Government for losses arising from the work performed by the Auditor for the Government.
- b. If State Statute does not require the Auditor to obtain Workers’ Compensation insurance, then the Auditor shall furnish the Government with adequate proof of the self-employment status. The Auditor agrees to waive all rights of claims against the Government for losses arising from the work performed by the Auditor. In the event that during the contract this self-employment status should change, the Auditor shall immediately furnish proper notice to the Government and a certificate of insurance indicating that Workers’ Compensation insurance and the Auditor has obtained Employer’s Liability coverage required by this Appendices.

D. Acceptability of Insurers

- 1) Insurance is to be placed with insurers which have a Best’s rating of at least “A”.
- 2) Insurance companies must either be licensed to do business in the State of Connecticut or be deemed to be acceptable by the Government’s Attorney.

E. Verification of Coverage

The Auditor shall furnish the Government with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the First Selectman before work commences. Renewal of expiring certificates shall be filed thirty-days prior to expiration. The Government reserves the right to require complete, certified copies of all required policies, at any time.

All insurance documents required shall be mailed to the First Selectman once the proposer is accepted.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_