

Bedford County Department of Finance

**200 Dover Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029**

Request for Proposal

**Audit of Bedford County, Tennessee
School Activity Funds
and
E911 Communications District
Bid No. 21-12**

The Bedford County Department of Finance is requesting proposals for the Audit of Bedford County, Tennessee School Activity Funds and E911 Communications District. **Sealed bids will be received until 2:00 p.m., Monday, August 31, 2020**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring the award is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their completed bid prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A Purchase Order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact Robert Daniel at Bedford County Department of Finance at 931-685-2024 or via email at robert.daniel@bedfordcountyttn.org for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

Bid will be for a one year period with an option to renew for four additional one year periods.

INSTRUCTIONS TO BIDDERS

All Proposals are to be made on the Proposal Form provided. Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, Bid No. 21-12 Audit Services. Bids will be received and opened at **2:00 p.m., Monday, August 31, 2020. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

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Term of Engagement

A one-year contract is contemplated, with options for renewal for four additional one year terms, subject to the annual availability of an appropriation and annual review.

The Bedford County, Tennessee, Department of Finance is soliciting the services of qualified firms of certified public accountants to audit its School Activity Funds and the E911 Communication District financial statements for the fiscal year ending June 30, 2021, with the option to audit the financial statements for each of the four subsequent fiscal years. The audits for the School Activity Funds and the E911 Communication District will be treated as separate engagements and will be issued as separate reports as well as billed separately.

The audits shall be performed in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; U.S. Office of Management and Budget (OMB) OMB Compliance Supplement; as well as the requirements of the laws and/or regulations of the State of Tennessee.

The reports should be completed by September 1 of the fiscal year following the end of the fiscal year.

Bedford County Finance Department Professional and Clerical Assistance

The Bedford County Finance Department staff and responsible management personnel will be available during the E911 audit to assist the firm by providing information, documentation, and explanations. Schedules will be made available at the start of field work for all material balance sheet accounts. Other schedules will be prepared upon request of the auditor.

The individual school staff and responsible management personnel will be available during the School Activity funds audit to assist the firm by providing information, documentation, and explanations.

The auditor will be provided with reasonable workspace at each facility. The auditor will also be provided with access to photocopying facilities and FAX machines.

Auditor Independence

The firm should provide an affirmative statement that the firm is independent of Bedford County, Tennessee, as defined by auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving Bedford County, Tennessee, or any of its (agencies or component units) for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give Bedford County, Tennessee, written notice of any professional relationships entered into during the period of this agreement.

License to Practice in the State of Tennessee

An affirmative statement should be included that the firm and all assigned key professional staff are properly registered or licensed to practice in Tennessee.

Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

Partner, Supervisory, and Staff Qualifications and Experience

The firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement, and indicate whether each such person is registered or licensed to practice as a certified public accountant in the State of Tennessee. The firm shall provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. The firm shall provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to each engagement and indicate how the quality of staff over the term of the agreement will be assured.

The proposer should identify the extent to which staff to be assigned to the audit reflect Bedford County, Tennessee's commitment to Affirmative Action.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Bedford County Department of Finance. However, in either case, the Bedford County Department of Finance retains the right to approve or reject replacements. Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the Bedford County Department of Finance, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, the proposal should include a list of the most significant engagements (maximum - 5) performed in the last five (5) years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. The proposal should indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

Dollar Cost Bid

Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagements as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The Bedford County Department of Finance will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.

The dollar cost bid should include the following information:

Name of Firm

Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the Bedford County Department of Finance.

A Total All-Inclusive Maximum Price for the engagements to audit the fiscal year ending June 30, 2021. This price should be further apportioned into two fees representative of the engagements:

The Bedford County, Tennessee School Activity Funds

The Bedford County E-911 District

It should also be noted that separate bids may be awarded.

Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in the State of Tennessee
- b. The firm has no conflict of interest with regard to any other work performed by the firm for Bedford County, Tennessee
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work

2. Technical Quality

- a. Expertise and Experience.
- b. The firm's past experience and performance on comparable government engagements.
- c. The quality of the firm's professional personnel to be assigned to the engagements and the quality of the firm's management support personnel to be available for technical consultation.
- d. The firm's past experience in auditing entities with comparable computerized systems and the professional personnel's experience auditing computer systems.

3. Price

PROPOSER WARRANTIES

- a. Proposer warrants that it is willing and able to comply with State of Tennessee laws.
- b. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- c. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Bedford County Department of Finance.
- d. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

TITLE VI COMPLIANCE

It is the policy of Bedford County, Tennessee to ensure equal opportunity in all aspects of its programs and services without regard to race, color, sex, or national origin under Title VI of the Civil Rights Act of 1964. This policy applies to the administration of programs, facilities, benefits, or services that receive assistance from the Federal government. During the performance of this contract, the successful vendor agrees as follows:

- 1.** To comply with the regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, and Part 21, (hereafter referred to as "Regulations" as they may be amended).
- 2.** To ensure nondiscrimination on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and lease of equipment. The vendor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices.
- 3.** That during solicitations either by competitive bidding or negotiation made by the vendor for work to be performed under a subcontract, including procurement of materials or lease of equipment, all potential subcontractors be notified by the vendor of their obligations under this contract and Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.
- 4.** That all information and reports required by the Regulations be readily accessible Bedford County, Tennessee or the Tennessee Department of Transportation as may be pertinent to ascertain compliance with the Regulations.
- 5.** That in the event of noncompliance with the nondiscrimination provisions of the contract, the County shall impose contract sanctions as it or the Tennessee Department of Transportation may determine to be appropriate, including but not limited to:
 - a. Withholding payments until compliance is made, and/or
 - b. Cancellation, termination, or suspension of the contract, in whole or in part.
- 6.** That the vendor include these provisions in all subcontracts, including procurement of materials and leases of equipment.

APPENDIX A

TITLE VI VOLUNTARY DISCLOSURE BY VENDORS/CONTRACTORS

The purpose of this request is to provide statistical information related to Title VI regulations. This is a VOLUNTARY disclosure. The information requested pertains to the company owner.

- Race: White
 Black
 Hispanic
 Asian
 American Indian and Alaskan Native
 Native Hawaiian or other Pacific Islander
 Other

- Gender: Male
 Female

This form will be maintained on file in the Bedford County Department of Finance for review by Bedford County, Tennessee and the Tennessee Department of Transportation Title VI Compliance Office.

APPENDIX B

DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

STATE OF _____
COUNTY OF _____

Comes the affiant after having been duly sworn and testifies as follows:

1. My name is _____, I hold the
Principal office of _____
(Name of principal office)
For _____
(Name of bidding entity)

2. _____, has
(Name of bidding entity)
Submitted a bid to the Bedford County Department of Finance for _____.

3. _____, has
(Name of bidding entity)
More than five (5) employees.

4. In accordance with *Tennessee Code Annotated* Section 50-9-113, this is to certify that
_____, has
(Name of bidding entity)
in effect at the time of submission of its bid for the above-referenced projects, a drug-free
workplace program that complies with Title 50, Chapter 9 of the Tennessee Code.

5. This affidavit is made on personal knowledge.

Further, the affiant saith this _____ day of _____, 20_____.

(Signature of affiant)

(Title of affiant)

Subscribed and sworn before me this _____ day of _____, 20_____.

(Signature of notary public)

My Commission expires _____

NOTE: This affidavit is to be attached to the Bid Form at the time of submission.

PROPOSAL FORM

**TO: Bedford County Department of Finance
200 Dover Street, Suite 102
Shelbyville, Tennessee 37160**

Re: Bid No. 21-12

Gentlemen,

Having examined the specifications for **Audit Services**, we (I) submit the following proposal:

Bid Price – School Activity Funds	\$ _____
Bid Price – E911	\$ _____
Total Bid Price	\$ _____

Appendix A and B must be included with Proposal Form.

Company Name: _____

Mailing Address: _____

Signature and Title of bidder: _____

Date: _____

Telephone Number: _____

Email: _____