



75 Fairfield Street • St. Albans, VT 05478 • (802) 524-5958 • Fax (802) 527-2948

REQUEST FOR PROPOSALS
for
AUDIT SERVICES

April 20, 2017

Dear Auditor,

We invite you to submit a proposal for furnishing audit services for the Northwest Regional Planning Commission (NRPC) **for up to a three year period**. NRPC is one of eleven regional planning commissions in the State of Vermont, and is a political subdivision of the State. NRPC's fiscal year runs from July 1-June 30; our current overall budget is approximately \$1,258,000. The Northwest Regional Planning Commission has been awarded Federal Funds through the Agency of Transportation, Agency of Natural Resources, VT Emergency Management, VT Department of Public Safety, U.S. Economic Development Administration and the Environmental Protection Agency; State funds through the Agency of Commerce and Community Development, and VT Agency of Transportation, and a number of other local and private funding sources. For your information, a copy of the last fiscal year audit is enclosed.

An audit of the financial records and tests for internal control and compliance must be made in accordance with:

1. Title 2 Part 200 of the code of Federal Regulations;
2. Government Auditing Standards, by the Comptroller General of the United States, most recent revision. ("Yellow Book");
3. AICPA's Audits of State and Local Governmental Units;
4. Government auditing standards required by 2 CFR Subpart F, Audit Requirements;
5. Other auditing standards applicable to Northwest Regional Planning Commission.

NRPC also requires review and testing of its Indirect Cost Proposal each year. Since July 2014, NRPC has used the Fixed Rate with Carry Forward method of determining indirect costs

Proposals must be submitted in duplicate and should provide the following:

1. Information on the firm's background and experience auditing governmental entities and specifically, regional planning commissions in Vermont.
2. Information on the firm's background and experience in auditing programs financed by Federal, State, and Local governments.

3. Information on the size and organizational structure of your firm.
4. Resumes indicating the qualifications of the staff members to be assigned to this audit, indicating at a minimum, their position in the firm, total years with the firm, and experience. Please also include a description of the audit team makeup and the planned supervision.
5. A statement of your understanding of the work to be performed, including time and cost estimates to perform each step in the Audit Program.
6. Commitment to conduct fieldwork by September 30th with final written audit report submitted by October 30th this year and in each subsequent year.
7. The firm shall provide an original digital and hard copy and twelve (12) additional copies of the Audit Report.
8. Cost with and without a single audit.

NRPC anticipates that it will not require a Single Audit for Fiscal Year 2017.

Final selection will be made by **May 18, 2017** based on these factors and your proposed fee.

Proposals are due at the location below no later than **1:30 p.m. May 4, 2017**.

Northwest Regional Planning Commission
75 Fairfield Street
St. Albans, VT 05478

If you have any questions concerning this request for proposal or about the Northwest Regional Planning Commission, please contact Catherine Dimitruk at 802-524-5958. This letter is not to be construed as a contract or commitment of any kind.

NRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Qualified WBE/DBE consultants are encouraged to apply. The Northwest Regional Planning Commission is an Equal Opportunity Employer.

Sincerely,



Catherine Dimitruk
Executive Director