



COUNTY OF CARROLL
OFFICE OF THE COMMISSIONERS
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Request for Proposals AUDIT SERVICES

GENERAL INFORMATION

Carroll County, New Hampshire is soliciting quotations from qualified firms of independent certified public accountants to audit the financial statements for the fiscal year ending December 31, 2020, with the option of auditing the County's financial statements for up to three (3) subsequent years.

During the evaluation process, the County reserves the right, where it may serve the County's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors of omissions. The County reserves the right to retain all quotations submitted.

At the discretion of the county, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. There is no expressed or implied obligation for Carroll County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

PROPOSAL DEADLINE

Proposals can be mailed or delivered no later than 4:00 p.m., <<<DATE>>> to:

Carroll County Commissioners
Attn: Carroll County Audit Services
95 Water Village Rd, Box 1
Ossipee, NH 03864

Carroll County reserves the right to accept or reject all quotations without further discussion of the quotations submitted.

SCOPE OF SERVICES

Auditing Standards

Audits shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the generally accepted the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards.

Period to be Audited

The audit shall be on the financial statements for the fiscal year ending December 31, 2020, with the option to audit the financial statements for the fiscal years ending December 31, 2021 through 2022 respectively upon mutual consent of the parties.

Reports to be Issued

1. A report on the fair presentation of the financial statements in conformity with generally

accepted accounting principles.

2. A report on compliance and internal control over financial reporting based on an audit of the financial statements.
3. In the required reports on compliance and internal controls, the auditor shall communicate any reportable conditions found during the audit along with a response from management. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.
4. Reportable conditions that are also material weaknesses shall be identified as such in the report, along with a response from management. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the reports on compliance and internal controls.

Time Requirements

A tentative schedule based on the following requirements shall be included with the proposal.

1. Detailed Audit Plan – the auditor shall provide the County both a detailed audit plan and a list of all schedules to be prepared by the County prior to the end of the fiscal year to be audited.
2. Field Work – the auditor shall complete all fieldwork by April 30th of the year following the year being audited.
3. Draft Reports – the auditor shall have drafts of the audit reports and recommendations to management available for review by the Finance Director by June 15 of the year following the year being audited. The Finance Director will complete the review of the draft report as expeditiously as possible. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports.
4. Final Report – the auditor shall deliver to the County a signed final report five (5) business days after any and all issues are resolved along with five (5) bound copies and one (1) unbound copy, as well as electronically.

Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the County of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the authorized County personnel. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

Additional Requirements

1. Advise and inform the County, throughout the term of the agreement, on questions, practices and procedures for handling various accounting activities.
2. Advise the County of any significant changes in governmental accounting procedures as they

become aware of them that may materially affect the financial statements and accounting procedures of the County.

AUDIT INFORMATION

The County has an annual budget of approximately \$34,600,000 and a total payroll of approximately \$_____ covering roughly _____ full time and _____ part time and seasonal employees. The County is governed by an elected three (3) member Board of Commissioners.

Computerized Systems

The following functions are primarily performed on computers using customized commercial software:

- Finances – payroll, purchasing, accounts payable, g/l journal entries
- Nursing Home Billing & Receipts
- Registry of Deeds functions?
- Corrections functions?

County Responsibilities

The principal contact for the County will be the Finance Director, or a designated representative, who will provide the following to the audit firm.

1. Draft financial statements, notes and all required supplementary schedules and statistical data.
2. Access to all records necessary to perform the audit.
3. Coordinate any personnel necessary to provide additional information, documentation, or explanations need to complete the audit.
4. Reasonable work space including desks, chairs, and photocopying facilities.

QUOTATION/PROPOSAL REQUIREMENTS

The quotation/proposal should include a program and schedule of audit activities that addresses all the points outlined in the Scope of Services section and should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for quotations. The quotation should also include:

1. An affirmative statement that the firm and all assigned key professional staff are properly certified and licensed in the State of New Hampshire.
2. An overview of the firm, including its size, 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 most likely to be assigned to this engagement. Provide information on the government auditing experience of each key person, including any relevant continuing professional education and memberships in professional organizations relevant to the performance of this audit.
3. Information on the results of its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

4. For the firm's office or principal that will be assigned responsibility for the audit, list the most significant engagements (at least 3) performed in the last three years that are similar to the engagement described in this request for proposal. Indicate the scope of work, date, and the name and telephone number of the principal client contact.
5. Specifically note any exceptions to the Request for Proposals (RFP) of the service to be provided by the firm, and/or any service to be provided by the firm not mentioned in the RFP.
6. Total All-Inclusive Maximum Price - all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be quoted is to contain all direct and indirect costs including all out-of-pocket expenses.
7. Rates for Additional Professional Services - if it should become necessary for the County to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the County and the firm.

BASIS FOR PAYMENT

The County will make progress payments as follows:

Monthly as work progresses

(OR)

One third at the end of field work;

One third when the draft is issued;

Balance on receipt of all final reports.

RIGHT TO CANCEL

The County may cancel the agreement, without penalty, 60 days prior to the close of the fiscal year after the first year of the agreement. The firm shall provide at least 90 days' written notice, prior to the close of the fiscal year, of its intent to terminate the remainder of the agreement.

DETERMINATION OF AWARD AND RIGHT TO REJECT

Awards shall be made on the basis of the proposal which, in the opinion of the County, is in the best interest of the County and any award made will be made to the firm which, in the opinion of the County, is best qualified. The County reserves the right to reject any and all proposals submitted and to request additional information from all proposers.