

**TOWN OF VOLUNTOWN,**  
**CONNECTICUT**

**REQUEST FOR PROPOSALS**

**FOR**

**AUDITING SERVICES**

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## **I. INTRODUCTION**

### **A. General Information**

The Town of VOLUNTOWN, Connecticut is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2022. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards, the provisions of the Federal Single Audit Act as amended, and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments, and Non-Profit Organizations and the provisions of Sections 4-230 through 4-236 of the Connecticut General Statutes concerning the State Single Audit Act, and sections 4-236-1 through 4-236-17 of the Regulations of Connecticut State Agencies. Bidding documents and specifications are available on the Town's website <http://www.voluntown.gov/rfprfq>.

The auditor(s) shall state that the primary purpose of the audit is to express an opinion on the general purpose financial statements taken as a whole and that the audit is subject to the inherent risk that errors or irregularities may occur and not be detected.

There is no expressed or implied obligation for the Town to reimburse firms for any expenses incurred in preparing proposals in response to this request.

To be considered, proposals must be received by April 12th, 2022 by 2:00 p.m. The Town of Voluntown reserves the right to waive technical defects in the bids; to reject any bids which do not conform to terms and conditions described in the specifications; to reject any or all bids and again invite bids; and to waive informalities or irregularities in the bidding process.

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

It is anticipated the selection of a firm will be completed by April 26, 2022. Following notification to the selected firm, it is expected a contract will be executed between both parties within thirty (30) days of approval.

### **B. Terms of Engagement**

A three (3) year contract is contemplated, subject to annual review and the satisfactory negotiation of terms (including a price acceptable to both the Town and the selected firm), the concurrence of the Board of Selectmen and the annual availability of sufficient appropriations.

## **II. DESCRIPTION OF THE GOVERNMENT**

A. General

The auditor’s principal contact with the Town will be the Town Finance Director, or her designated representative, who will coordinate the assistance to be provided by the Town to the auditor.

B. Background Information

The Town of VOLUNTOWN serves an area of 29 square miles with a population of approximately 2,550. The Town’s fiscal year begins on July 1 and ends on June 30.

The Town of VOLUNTOWN provides the following services to its citizens:

Transfer Station	Parks and Recreation	Social, Youth & Senior Services
Education	Snow Removal	General Government Services
Road Maintenance		

The Town (including education) has a total town budget of \$8,989,321.00 in fiscal year 2022.

The Town is organized into several departments and agencies. All funds and account groups are under the administrative control of either the:

Town Finance Director  
and  
VOLUNTOWN Board of Education  
and  
Voluntown/Sterling Transfer Station Administrator

More detailed information on the government and its finances can be found in the following documents provided via the Town’s website <http://www.voluntown.gov/town-budget-information/>:

1. Annual Adopted Town & School Budget
2. Voluntown/Sterling Transfer Station Budget

C. Fund Structure

The Town uses fund types, all under general ledger control, and account groups in its financial reporting.

D. Budgetary Basis of Accounting

The Town prepares its budgets on a basis consistent with generally accepted accounting principles.

### **III. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

#### **A. Statements and Schedules and Other Pertinent Information to be Prepared by the Town of VOLUNTOWN**

The staff of the Town will prepare or provide the following statements and schedules for the auditor:

1. Adjusted trial balance for all funds.
2. General Ledgers to perform any detailed schedules of revenues and expenditures, expenses, accounts payable and receivable, and encumbrances.
3. General Ledgers to perform any detail of balance sheet and subsidiary account activity.
4. Check registers/disbursement journals for all funds.
5. Bank reconciliations for all accounts.
6. Detail of capital projects expenditures.
7. Analysis of accounts as requested.
8. Investment activity schedules.
9. Debt schedules.
10. Fixed assets schedules.
11. Payroll records.
12. Tax collection schedules.
13. Schedule of Compensated Absences and other employee benefits.
14. Completed and Supporting Documents.
15. Standard representation letters.
16. ACFR statistical tables.

#### **B. General**

Office space will be provided. Telephone and internet connections will be made available as well as the use of a copy machine during the engagement. The auditor will be required to provide their own equipment and other office materials.

### **IV. NATURE OF SERVICES REQUIRED**

#### **A. General**

The Town of VOLUNTOWN is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2022, with the option to audit the financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this Request for Proposals.

#### **B. Qualifying Requirements**

##### **Qualified Firm:**

Firms submitting proposals must be qualified to perform independent audits of

municipalities in the State of Connecticut. The firm must have been engaged during the fiscal year ending June 30, 2021 as independent auditors for the purpose of rendering an opinion on the annual financial statements of a Connecticut municipality.

**Location:**

The firm must have an office located within the State of Connecticut, and resident staff must be able to offer the full range of auditing services required by this Request for Proposals.

**Non-Discrimination:**

No person shall be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this engagement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provisions), marital status or the presence of any sensory, mental or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this engagement and shall be grounds for cancellation, termination or suspension in whole or in part of the engagement by the Town and may result in ineligibility for further Town contracts. The proposer shall at all times in the proposal and contract process comply with all applicable town, state, and federal anti-discrimination laws, rules, regulations and requirements thereof.

**Other:**

Supervisory members of the audit team, including the “in charge” field auditor, should be Certified Public Accountants and have a minimum of three (3) years of municipal audit experience in the State of Connecticut. The Committee intends to strongly consider municipal audit experience and certification in evaluating the proposer’s audit team.

C. Scope of Work to be Performed

The Town of VOLUNTOWN desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with generally accepted accounting principles.

D. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

1. Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants.
2. The standards for financial audits set forth in the U.S. Comptroller General’s Government Auditing Standards.
3. The provisions of the Single Audit Act as amended.

4. The provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments, and Non-Profit Organizations.
5. The requirements of the Consolidated Audit Guide for Audits of DECD Programs.
6. In conjunction and conformity with sections 4-230 through 4-236 of the Connecticut General Statutes (the State Single Audit Act), and sections 4-236-1 through 4-236-17 of the Regulations of Connecticut State Agencies.
7. In full compliance with GASB Standards.

E. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue reports, as required by generally accepted auditing standards, *and* Government Auditing Standards, OBM Circular A-133, and the Connecticut General Statutes, including but not limited to the following:

1. General Purpose financial statements in conformity with generally accepted accounting principles.

A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.

2. Reports on the internal control structure used in administering federal and state financial assistance programs.
3. Reports on compliance with laws and regulations related to major and non-major federal and state financial assistance programs. These reports should include an opinion on compliance with specific requirements applicable to major federal and state financial assistance programs, a report on compliance with general requirements applicable to major and non-major federal and state financial assistance programs, and a report on compliance with laws and regulations applicable to non major federal and state financial assistance program transactions tested.
4. A management letter addressed to the Board of Selectmen setting forth recommendations (as applicable) for improvements in the Town's accounting systems.
5. The auditor shall communicate in a letter to the Board of Selectmen any reportable conditions found during the audit. 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.

F. Working Paper Retention and Access to 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 Town of the need to extend the retention period. The auditor will be required to make working papers available, upon request by the Town. 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.

G. Other Audit Services

The Town of Voluntown would require a separate audit of the Voluntown/Sterling Transfer Station. The auditors will be expected to perform these audits and any other audit services requested by the Town outside of the standard audit at a separate fee.

H. Implied Requirements

All services not specifically mentioned in this request for proposals that are necessary to provide the functional capabilities described by the auditor shall be included in the Scope of Services.

**V. TIME REQUIREMENTS**

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposal issued	March 16, 2022
Have questions submitted to BOS	March 31 <sup>st</sup> , 2022
Due date for proposals	April 12, 2022 (2:00 pm)
Approved by Board of Selectmen	April 26, 2022
Contract date	Within 30 days of appointment

B. Schedule for the Annual Audit - Tentative

Entrance conference with Finance Director, BOE School Administrator and staff to commence year-end audit work	May 2022
Preliminary field work begins	To be determined
Final audit work begins	In September/October 2022
Exit conference to review draft and	significant findings

November 2022

Draft comments returned to auditors by

December 2022

Audit Presentation to the Board of Selectmen

The second Tuesday  
in January 2023

C. Report Submissions

Copies of all reports shall be addressed to the Board of Selectmen. The successful proposer will also submit copies of reports as required by state and federal audit requirements.

The submission dates for the various reports to the municipality and the appropriate cognizant agencies are as follows:

Single Audit Reports (Federal and State)

December 2022

Where an extension of time may be required, it will be the responsibility of the auditor to promptly notify the Town, in writing. It is the Town's responsibility to secure all necessary approvals in a timely manner. The auditor shall promptly notify the Town's Finance Director of any suspicion of fraud, defalcation or misapplication of funds. Such notice shall be in addition to any notice to grantors required by single audit legislation.

Two (2) signed copies of the State and Federal Single Audit Reports and the Voluntown/Sterling Transfer Station Audit Report shall be delivered to the Town Clerk. At the same time, the Town is also to be provided, by electronic means, with a PDF file of the same reports.

## VI. PROPOSAL REQUIREMENTS

### A. General Requirements

#### 1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Finance Director  
Town of  
VOLUNTOWN  
115 Main St.  
VOLUNTOWN, CT 06384  
860-376-5880  
E-Mail: [jzelinsky@voluntown.gov](mailto:jzelinsky@voluntown.gov)

#### 2. Submission of Proposals

The following material is required by April 12, 2022 for a proposing firm to be considered:

##### a. The proposal and copy are to include the following:

##### i. Title Page

Title page showing the request for proposal's subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.

##### ii. Table of Contents

##### iii. Transmittal Letter

A signed letter of transmittal briefly stating the proposers understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period covered.

##### iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI, B of this request for proposals.

##### v. Guarantees and Warranties

Executed copies of Proposer Guarantees and Warranties attached to this request for proposals (Appendix A).

b. The proposer shall submit an original and one copy of a dollar cost bid attached to this request for proposals (Appendix C). No cost information should be included in the Technical Proposal.

c. Proposers should send the completed proposal consisting of the two (2) separate envelopes to the following address:

Finance Director  
Town of  
VOLUNTOWN  
115 Main St.  
VOLUNTOWN, CT 06384

Envelope #1: Technical Proposal

Envelope #2: Sealed Dollar Cost Bid

**Faxed and e-mail copies of proposals are not acceptable.**

## B. Technical Proposal

### 1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Town of VOLUNTOWN in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The technical proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in Appendix C). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional items may be presented, the following subjects, items Nos. 2 through 9, must be included. They represent the criteria against which the proposal will be evaluated.

### 2. Independence

The firm should provide an affirmative statement that it is independent of the Town of VOLUNTOWN as defined by generally accepted accounting standards and the U.S. Comptroller General's Government Auditing Standards.

The firm should also list and describe the firm's professional relationships involving the Town of VOLUNTOWN or any of its agencies 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 the Town of VOLUNTOWN written notice of any professional relationships, which will be in effect during the period of this engagement.

### 3. License to Practice in Connecticut

An affirmative statement should be included indicating that the firm and its municipal partner are qualified to practice in Connecticut.

### 4. Firm Qualifications and Experience

The proposal 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 staff to be so employed on the Town's audit.

The firm shall also provide information on the results of the firm's latest federal or state desk reviews of its audits. 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 or federal regulatory bodies or professional organizations.

### 5. Partner, Supervisory and Staff Qualifications and Experience

The firm should 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 licensed to practice as a certified public accountant in Connecticut. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

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 Town. However, in either case, the Town retains the right to approve or reject replacements.

Consultant and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the Town, 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.

### 6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of five) performed in the last five years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. The population and total revenues as reported on

the governmental funds Statement of Revenues, Expenditures and Changes in Fund Balance must also be included. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

## 7. Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section IV of this Request for Proposal. In developing the work plan, reference should be made to such sources of information as the Town's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- c. Sample size and the extent to which statistical sampling is to be used in the engagement.
- d. Type of software to be used in the engagement.
- e. Type and extent of analytical procedures to be used in the engagement.
- f. Approach to be taken to gain and document an understanding of the Town's internal control structure.
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance.

## 8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Town.

## C. Dollar Cost Bid

### 1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement 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. A separate total dollar cost bid for the Voluntown/Sterling Transfer Station

should be submitted separately.

The Town 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.

## 2. Fixed Fees by Category

The dollar cost bid should include a schedule of professional fees and expenses; presented in the format provided in the attachment (Appendix C) that supports the total all-inclusive price.

## 3. Rates for Additional Professional Services

If it should become necessary for the Town to request the auditor to render any additional services 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 Town and the firm. Any such additional work agreed to between the Town and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid in Appendix C.

## 4. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm's dollar cost bid proposal as contained in Appendix C. Interim billings shall cover a period of not less than a calendar month.

# VII. EVALUATION PROCEDURES

## A. Evaluation Criteria

The following represent the principal selection criteria that will be considered during the evaluation process of proposals.

### 1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Connecticut.
- b. The audit firm's professional personnel have received adequate continuing professional education within the preceding three years.
- c. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of VOLUNTOWN.
- d. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.

- e. The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal.

## 2. Technical Qualifications

### a. Expertise and Experience

- The firm's past experience and performance on comparable government engagements.
- The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support.
- Experience with the preparation of federal and state financial assistance and related reports.
- Experience in providing assistance to meet the requirements of the Certificate of Achievement for Excellence in Financial Reporting program.

### b. Audit Approach

Service Delivery Plan: Describe how the firm intends to conduct their audit in the first year versus subsequent years. Describe the service delivery system including who, will do what, how and where. Provide detail on staffing requirements. Describe how the services will be coordinated and monitored and how access to them will be ensured through entrance conferences, progress reporting, and exit conferences.

## 3. Price

**Cost will not be the sole factor in the selection of an audit firm.**

### B. Final Selection

It is anticipated that a firm will be selected no later than April 26, 2022. Following notification to the firm selected, it is expected a contract will be executed between both parties within thirty (30) days of approval.

### C. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected.

The Town of VOLUNTOWN reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms and to waive minor inconsistencies between the proposal and this Request for Proposals.



**APPENDIX A**

**PROPOSER GUARANTEES  
AND WARRANTIES**

Proposer Guarantees

The proposer certifies that it can and will provide and make available, at a minimum, all services set forth in Section IV, Nature of Services Required.

Proposer Warranties

1. Proposer warrants that it is willing and able to comply with the State of Connecticut laws with respect to foreign (non-state Connecticut) corporations.
2. 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.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Town of VOLUNTOWN.
4. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

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

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

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

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

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

## APPENDIX B

### INSURANCE REQUIREMENTS FOR PROFESSIONAL SERVICES

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 performance 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, interns, volunteers, boards and commissions.

#### A. 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

\$1,000,000 combined single limit per occurrence for bodily injury and property damage

##### 3. Umbrella Liability

\$1,000,000 per occurrence, following form.

##### 4. Workers' Compensation and Employer's Liability

Limits as required by Connecticut State Law

##### 5. 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.)

\$1,000,000 per occurrence  
\$1,000,000 aggregate

## 6. 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 Town property, while in use or in storage, for the duration of the contract.

### B. Aggregate Limits

Any aggregate limits must be declared to and be approved by the Town. At the option of the Town, the insurer shall increase or eliminate the aggregate limit and notify the Town of any erosion of aggregate limits.

### C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and be approved by the Town. At the option of the Town, the insurer shall reduce or eliminate such deductibles or self-insured retentions as regards the Town and 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 Town be responsible for the payment of deductibles or self-insured retentions.

### D. 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 Town.

### E. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

#### 1. Liability Coverage:

- a. **“The Town of VOLUNTOWN and its respective officers, agents, officials, employees, volunteers, boards and commissions” are to be named as additional insureds** 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 Town.
- b. The auditor’s insurance coverage shall be the primary insurance as regards the Town. Any insurance maintained by the Town 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 coverage provided to the Town.
- 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 Town for losses arising from the work performed by the auditor for the Town.
- b. If State statute does not require the auditor to obtain Workers' Compensation insurance, then the auditor shall furnish the Town with adequate proof of the self-employment status. The auditor agrees to waive all rights of claims against the Town 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 Town and a certificate of insurance indicating that Workers' Compensation insurance and Employer's Liability coverage has been obtained by the auditor as required by this Exhibit.

F. 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 Town's Finance Director.

G. Verification of Coverage

The auditor shall furnish the Town 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 Finance Director before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the right to require complete, certified copies of all required policies, at any time.

All insurance documents required by this Exhibit shall be mailed to the Finance Director.

**APPENDIX C**

**FIXED FEES**

To be submitted on your firm's letterhead in a **separate envelope**.

Firm's Name:

Location of office staffing the audit:

\_\_\_\_\_

\_\_\_\_\_

Number of municipal professional audit  
Staff at this location: \_\_\_\_\_

Number of municipal audit staff to be assigned  
to Town: \_\_\_\_\_

**FIXED FEES**

**Town of VOLUNTOWN and Board of Education** – Federal and State Single Audit,  
Preparation of Financial Statements (1)

**Voluntown/Sterling Transfer Station** - Financial Statement

	Year 1	Year 2	Year 3
<b>COMBINED TOTAL</b>	_____	_____	_____
<b>V/S Transfer Station</b>	_____	_____	_____

(1) Includes management letter and report on the combined and individual fund financial statements.

Total hours included in Total Fees:

Partner	_____
Manager	_____
Staff	_____

Rate for hours outside the specified scope, \$ per hour:

Partner	\$ _____
Manager	\$ _____
Staff	\$ _____

Submitted by: \_\_\_\_\_

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

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

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

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

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**APPENDIX D**

**SAMPLE TRANSMITTAL LETTER**  
(To be submitted on your firm's letterhead)

Julie Zelinsky  
Town of  
VOLUNTOWN  
115 Main St.  
VOLUNTOWN CT

06384

Dear Ms. Zelinsky:

We have read the Request for Proposals and fully understand its intent and contents. We certify that we have adequate personnel, insurance, equipment and facilities to fulfill the specified requirements. We understand that our ability to meet the criteria and provide the required services shall be judged solely by the Finance Committee.

We have attached the following:

1. Proposal as outlined in Section VI.
2. Appendix A: Proposer Guarantees and Warranties
3. Appendix B: Insurance Certificate
4. Appendix C: Fixed Fees (separate envelope)

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposals shall be public record upon delivery to the Town.

Submitted by: \_\_\_\_\_

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

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

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

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

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_