



TOWN OF BRIDGEWATER  
REQUEST FOR PROPOSALS  
AUDIT SERVICES

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|-------------------------|---|
| RFP NUMBER:             | RFP2020-3   |
| ISSUE DATE:             | December 1, 2020  |
| PROPOSAL DUE DATE:      | January 15, 2021  |
| LAST DAY FOR QUESTIONS: | January 8, 2021   |
| PURPOSE:                | Proposals for Audit Services  |
| CONTACT:                | Robyn Whiting, Treasurer<br>rwhiting@bridgewater.town, (540) 908-4212 |

## I. DEFINITIONS

“Registered Vendor” .....A potential vendor who has acknowledged receipt of this RFP by an email sent to [procurement@bridgewater.town](mailto:procurement@bridgewater.town) and provided an email address for the receipt of notices and addenda.

**DO THIS FIRST.** 🙌

## II. REQUEST

The Town seeks proposals for an independent auditing firm, with any resulting contract preferably being for a three-year term, with two Town-held options for one-year renewals.

### **III. SCOPE OF SERVICES**

Of course, the Town Auditors shall audit the financial statements of the Town in accordance with generally accepted auditing standards accepted in the United States of America; the standard applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, as these documents may be amended or superseded from time to time (the “Audit”). The Audit shall result in the rendering of the Auditors’ opinion on the Town’s financial statements in such form as may be required by law.

Additionally, the Town Auditors shall perform such ancillary services as they or the Town deems necessary in connection with the Audit.

Finally, the Town Auditors will appear before the Town Council to explain and comment on the Audit.

As the Town’s only independent financial officers, the Town Auditors will, upon request of the Town Manager, issue recommendations about fiscal management and investigate suspected mismanagement.

### **IV. EVALUATION OF PROPOSALS**

The Town will evaluate the initial proposals based solely on professional competence. Next, interviews will be scheduled with at least the two vendors ranked highest.\* In these interviews, the parties will discuss professional qualifications, the services to be provided, and the project cost. The vendors will be asked to provide a non-binding estimate of the cost of their services.

After the discussions, the Town will again rank the vendors, and enters into contract negotiations with the one ranking highest. If a contract can be negotiated with that vendor at a fair and reasonable price, then the contract is awarded. Otherwise, negotiations are terminated with the first vendor, and the Town moves on to the next-ranked vendor, until a Contract can be awarded.

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\* Note: If one vendor is clearly superior to all others, the Town may elect in writing to bypass the interviews and start contract negotiations with that one

## V. INSTRUCTIONS TO OFFERORS

- (a) Proposals may be of any length. All other things being equal, we prefer brevity, but there is no substitute for a full description of your firm's qualifications and experience.
- (b) We prefer that proposals be submitted by email to [procurement@bridgewater.town](mailto:procurement@bridgewater.town) as a single .pdf file. That being said, you may use the post instead by mailing the proposal to

Audit Proposal  
Town of Bridgewater  
201 Green Street  
Bridgewater, Virginia 22812

You may choose any mode of delivery, but the proposal must arrive on or before the Proposal Due Date.

- (d) If you have a question about anything related to this RFP, email it to [procurement@bridgewater.town](mailto:procurement@bridgewater.town). We will answer it to the best of our abilities, release the answer as an addendum on our website, and notify all Registered Vendors. Questions must be received by the Last Day for Questions shown above.
- (e) If a proposal contains proprietary information or trade secrets, such information must be segregated and clearly marked as such.
- (f) A proposal may be modified or withdrawn by the vendor any time prior to the Proposal Due Date shown above. The vendor must notify the Town in writing of its intentions. Modified and withdrawn proposals may be resubmitted to the Town up to the Proposal Due Date.
- (g) Vendors claiming to be aggrieved by any part of this procurement process must abide by the Town's Administrative Appeals Procedure, set out in § 6.3 of the Town Procurement Policy.

## VI. GENERAL CONDITIONS.

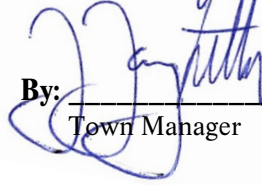
- (a) Each vendor, by submitting a proposal in response to this RFP, represents that it has read and understands the RFP and has familiarized itself with all federal,

state and local laws, ordinances, rules and regulations that in any manner may affect the cost or performance of the services to be offered.

- (b) If any party contemplating the submission of a proposal on this RFP is in doubt as to the meaning of any part of the RFP or the services to be rendered, the party should submit a written request for an interpretation thereof to the Town. Interpretations of the contract specifications will be made only by addendum duly issued by email to each Registered Vendor.
- (c) Likewise, any changes to the RFP will be in the form of a written addendum from the Town which shall be signed by the Town Manager or other duly authorized representative.
- (e) Any contract resulting from this RFP shall be governed by the laws of the Commonwealth of Virginia and the Town of Bridgewater. Any dispute arising out of such contract, its performance, or its interpretation shall be litigated only in the Circuit Court of the County of Rockingham, Virginia.
- (f) The successful vendor agrees and covenants that his agents and employees shall comply with all Town, State and Federal laws, and rules and regulations applicable to the business to be conducted under the contract.
- (g) Anti-Discrimination Provisions.
  - (1) The successful vendor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, status as a service-disabled veteran, or any other basis prohibited by state law relating to discrimination in employment, except where there is a *bona fide* occupational qualification reasonably necessary to the normal operation of the contractor. The successful vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - (2) The successful vendor, in all solicitations or advertisements for employees or on behalf of the successful offeror, will state that such contractor is an equal opportunity employer.

- (3) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  - (4) The successful vendor shall include the provisions of paragraphs (h)(1)-(3) of this section in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
  - (5) **The Town does not discriminate against faith-based organizations.**
- (h) The Town reserves the right to waive any informality in proposals and to reject any or all proposals
- (i) Subcontractors.
- (1) The successful vendor awarded the contract for this project shall take one of the two following actions within seven days after the receipt of amounts paid to him by the Town for work performed by his subcontractor(s) under the contract: (i) pay the subcontractor(s) for the proportionate share of the total payment received from the Town attributable to the work performed by the subcontractor(s) under the contract; or (ii) notify the Town and subcontractor(s), in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
  - (2) The successful vendor shall pay interest to the subcontractor(s) on all amounts owed by the contractor that remain unpaid after seven days following receipt by the contractor of payment from the Town for work performed by the subcontractor(s) under the contract, except for amounts withheld as allowed by subparagraph (i)(1) above. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent per month.
  - (3) The successful vendor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements.

**TOWN OF BRIDGEWATER**

  
By: \_\_\_\_\_  
Town Manager

**DECEMBER 1, 2020**  
Date