

**REQUEST FOR PROPOSALS
INDEPENDENT AUDIT SERVICES
Lakes Region Planning Commission**

A. INTRODUCTION

Lakes Region Planning Commission (LRPC), requests qualified independent Certified Public Accountants to present proposals to perform financial audits for a three year period commencing with the audit of the fiscal year ending June 30, 2018 in accordance with generally accepted auditing standards as set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards, the provisions of the federal Single Audit Act, US Office of Management and Budget (OMB) Circular A-133 Audits of State and Local Governments, and the specifications listed below.

B. GENERAL INFORMATION

Lakes Region Planning Commission has an operating budget of approximately \$839,000. LRPC uses the following fund types: Membership Appropriations, Grants, Agency, Municipal, State and Federal Funds.

The following applications are computerized using software modules provided by QuickBooks: Cash Receipts, Payroll, Accounts Payable, and General Ledger.

LRPC operates on a July 1st through June 30th fiscal year basis. The base year to be audited will be the fiscal year ending June 30, 2018. LRPC is also interested in a multi-year proposal, which would include the fiscal years ending June 30, 2019 and 2020. Audit services for future years are subject to annual review and will be dependent on satisfactory completion of the prior year's audit.

Questions concerning this request should be directed to:

Jeffrey Hayes, Executive Director
Lakes Region Planning Commission
103 Main Street, Suite 3
Meredith, NH 03253

Phone: (603) 279-8171
E-mail: jhayes@lakesrpc.org

LRPC reserves the right to negotiate with the successful Proposer for an extension of the professional relationship beyond the initial contract period.

C. PROPOSAL FILING AND REVIEW PROCESS

Sealed proposals shall be mailed or delivered to the Executive Director at the address listed above on or before 5:00 pm on July 30, 2018. Faxed or email proposals will not be accepted.

Proposals shall be submitted in a sealed envelope, addressed to the Lakes Region Planning Commission at the above address, bearing on the outside the name of the Proposer and clearly captioned "Proposal for Audit Services."

Proposals will become part of LRPC's files without obligation on LRPC's part.

Awards shall be made based on the proposal that, in the opinion of LRPC, is in the best interest of LRPC and any award made will be made to the firm, which, in the opinion of LRPC, is best qualified. LRPC reserves the right to reject any and all proposals.

During the evaluation process, LRPC reserves the right, where it may serve LRPC's best interest, to request additional information for clarification from Proposers, or to allow corrections of errors or omissions. At the discretion of LRPC, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

D. REVIEW CRITERIA

Review of all proposals will include but not be limited to an assessment of the responsiveness of the proposal to the criteria set forth herein and to professional standards by clearly stating an understanding of the work to be performed. Examples of such include but are not limited to the following:

- Samples of work and reports furnished.
- Appropriateness and adequacy of proposed procedures.
- Orderliness of presentation for ease of comprehension.
- Necessity of procedures.
- Reasonableness of time estimates.
- Appropriateness of assigned staff levels.
- Timeliness of expected completion.

An assessment of the technical experience of the firm and qualifications of the staff.

E. THE PROPOSAL ELEMENTS

The Proposal shall:

- a. List the location of office out of which the audit will be served;
- b. Identify the size of the Proposer's firm and its experience with municipal government agencies and/or regional planning commissions in matters pertaining to financial audits
- c. Name a minimum of three (3) references of municipalities and/or regional planning commissions previously served;
- d. Include a program and schedule of audit activities to be conducted, estimated number of hours, resume and time schedule of personnel expected to service the account;
- e. Identify and list the experience and qualifications of staff to be assigned to the audit;
- f. State the maximum fee for which the audit services will be performed for each of the three (3) fiscal years. The fee shall include all costs for which the firm expects to be compensated. This statement shall include the payment terms and discount features, if any. Payment terms to stipulate that final payment is not due until after all reports have been delivered to and accepted by LRPC. Any fee proposal selected shall be on a not-to-exceed basis;
- g. Be signed by an official authorized to bind the firm;

- h. Specifically note any exceptions to the 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;
- i. Include an affirmative statement that it is independent of Lakes Region Planning Commission as defined by generally accepted accounting standards.

F. AUDIT

Scope: The audit will include the balance sheets of LRPC's various fund types and account groups and the related statements of revenues, expenditures, and changes in fund balance for the year ended. The audit will be made in accordance with generally accepted auditing standards; and will include tests of the accounting records of LRPC. The combining individual fund and account group financial statements and schedules will be subject to the auditing procedures applied to the combined financial statements.

Procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, and banks.

Auditor will be expected to retain for a minimum of three (3) years all working papers and other materials created, used, or obtained during the performance of their audit services. Such retention will be at the auditor's expense and with the expectation of responding to the reasonable inquiries of successor auditors. The selected auditor will be required to make retained materials available upon request of Lakes Region Planning Commission.

LRPC views its engagement of an audit firm as an ongoing professional relationship in which the firm is expected to:

- Be available for consultation phone inquiries during course of year. The proposal shall specify any limitations and additional charges, if any, for such services and the basis on which they accrue;
- Advise and inform through the term of the agreement on questions, practices, and procedures for handling various accounting activities; and
- Advise LRPC of any significant changes in governmental accounting procedures, as they become aware of them as they may materially affect the financial statements and accounting procedures.

Reports to be Issued:

1. A report on the fair presentation of the financial statements in conformity with the most recently adopted generally accepted accounting principles (GAAP) as interpreted by the Government Accounting Standards Board (GASB), NH Department of Revenue Administration rules Rev 1700 and Rev 1900, and any other appropriate governmental measure. The selected auditor will be responsible for insuring acceptance of the final audit report by state and/or federal agencies.
2. A Single Audit report on the schedule of federal financial assistance, if necessary.
3. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.

4. A report on compliance with applicable laws, regulations and internal practices and areas for strengthening internal controls and operating efficiencies.
5. Final, unqualified auditor's reports, or if qualified, specify why, and General Purposes Financial Statements with supporting schedules (10 copies, 8 ½ X 11")
6. Management Letters (10 copies, 8 ½ X 11");

Draft copies of the reports mentioned in this section must be presented to LRPC for its review and comment prior to publication. At the conclusion of the audit, an exit conference will be held with the Executive Director and Finance Administrator to review any adjusting entries to be made and any findings and/or recommendations arising from that year's audit;

The auditor's staff shall meet with LRPC staff as appropriate to present the final report to Board of before the thirty-first (31st) of August following the close of the fiscal year being audited unless otherwise agreed upon.

Nature of LRPC's Assistance to Auditor during Audit:

LRPC staff agrees to render all feasible assistance to the audit firm and shall respond promptly to requests for information, provide all necessary books and records, and provide physical facilities required by the firm for the expeditious conduct of the engagement.