

Town of Windsor, Connecticut



Request for Proposals for Audit Services For Audit Years 2023-2025

**TOWN OF WINDSOR
REQUEST FOR PROPOSAL FOR AUDITING SERVICES**

I. INTRODUCTION

A. General Information

The Town of Windsor is requesting proposals from qualified certified public accounting firms to audit its financial statements for three fiscal years beginning with the fiscal year ending June 30, 2023 (FY 23, FY 24 and FY 25), with the option of auditing its financial statements for each of the two (2) subsequent fiscal years (FY 26 and FY 27).

These audits are to be performed in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the Connecticut State Single Audit Act (State Single Audit).

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 of Windsor to reimburse firms for any expenses incurred in preparing proposals in response to this request.

Please note that individual meetings will not be held with prospective proposers to respond to questions. Proposers who require additional information or clarifications should submit request in writing only. Responses will be made in writing only and will be furnished to all parties receiving this RFP.

To be considered, the Town of Windsor Finance Department must receive one original hardcopy of a proposal by 2:00 pm on Tuesday January 24, 2023. Proposals received after this date and time will not be considered for contract award. Emailed responses will not be accepted as a qualified RFP submission. The Town of Windsor reserves the right to make an award that is in the best interest of the Town, or reject any or all proposals submitted.

During the evaluation process, the Town reserves the right, where it may serve the Town of Windsor's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town of Windsor reserves the right to retain all proposals submitted regardless of whether that proposal is selected. 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 of Windsor and the firm selected.

It is anticipated the selection of a firm will be completed mid-late February 2023. Following the notification of the selected firm it is expected that an engagement letter will be executed between both parties within 30 days of approval.

B. Terms of Engagement

The term of the engagement would be a three-year term with optional annual extensions for two additional years. This is subject to the annual review and recommendation of the Town of Windsor Finance Committee, the satisfactory negotiation of terms (including a price acceptable to both the Town of Windsor and the selected firm), the concurrence of the Town of Windsor Town Council and the annual availability of an appropriation. The Town of Windsor reserves the right to terminate the audit services with a 30 day notice when it is in the Town's best interest.

II. DESCRIPTION OF THE GOVERNMENT

A. General

The auditor's principal contact with the Town of Windsor is Finance Director James Bourke (or a designated representative), who will coordinate the assistance to be provided by the Town of Windsor to the auditor.

B. Background Information

The Town of Windsor serves an area of 31.1 miles with a population of approximately 30,000. The Town of Windsor's fiscal year begins on July 1 and ends on June 30. The Town operates under a Council-Manager form of government. A Town Charter and Code of Ordinances governs the operation of the Town. Board of Education policy governs the operation of the school district. In addition, the State of Connecticut General Statutes governs certain Town and Board of Education transactions. The Town of Windsor provides a comprehensive range of municipal services as directed by the statutes of the State of Connecticut and the Charter of the Town of Windsor. These include: education, library, recreation, health and social services, police and fire protection, regulation of commercial development, construction and maintenance of public infrastructure, and general administrative services. Other highly desirable services are available, without impact on the taxpayer, through the Town of Windsor's four self-supporting enterprise funds. A sanitary landfill was operated in conjunction with the Town of Bloomfield. It has discontinued accepting municipal solid waste as of June 30, 2014 and was converted to a recycling and transfer station for town residents; the Windsor Montessori School & Discovery Center provides early childhood education to Windsor residents and employees of local businesses, and the Caring Connection Adult Day Center provides an alternative to institutional care for elderly adults.

C. Fund Structure

The Town of Windsor uses the following fund types, all under general ledger control, and account groups in its financial reporting:

- General Fund
- Major and Non-Major funds
- Debt Service Fund
- Capital Projects Fund
- Enterprise Funds (Landfill, Transfer Station, Child Development & Adult Day Care)
- Internal Service Funds (Insurance)
- Expendable Trust Funds

- Pension Trust Funds
- Agency Funds
- General Fixed Assets
- General Long-Term Debt

More detailed information on the government and its finances can be found in the Annual Comprehensive Financial Report, which can be viewed on the Town's web site at <https://townofwindsorct.com/finance/financial-reports/>

D. Budgetary Basis of Accounting

An annual appropriated budget is adopted for the General Fund. The Town of Windsor prepares its budget on a basis consistent with generally accepted accounting principles. Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded as a reservation of fund balance, is employed as an extension of formal budgetary integration in all Governmental Fund Types. For GAAP purposes, the encumbrances outstanding at year-end are reported as reservations of fund balances.

E. Retirement Plans

The Town of Windsor participates in the following retirement plans:

Town of Windsor Retirement Plans (Defined benefit and defined contribution plans)
 Connecticut Municipal Employees' Retirement Fund
 Connecticut State Teacher's Retirement System

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 Windsor

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

- Adjusted trial balance for all funds (Tyler Technologies – Munis financial system)
- Detailed schedules of revenues and expenditures, expenses, accounts payable and receivable, and encumbrances
- Detail of balance sheet and subsidiary account activity
- Check registers for all funds
- Bank reconciliation for all accounts
- Detail of capital projects expenditures on an inception-to-completion basis
- Analysis of accounts as requested
- Investment activity schedules
- Debt schedules
- GASB 87 schedules
- Fixed assets schedules
- Payroll records
- Tax collection schedules
- Schedule of compensated absences
- Latest actuarial reports
- Completed EFS (ED001) and supporting documents
- Standard representation letters

- Combined, combining, and individual fund statements for all funds and account groups (with the auditor's assistance)
- Management's Discussion & Analysis
- Notes to the combined financial statements
- ACFR statistical tables

B. General

Office space will be provided in close proximity to the financial records. Telephones 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 technology equipment and other office materials.

IV. NATURE OF SERVICES REQUIRED

A. General

The Town of Windsor is soliciting the services of qualified firms of certified public accountants to audit its financial statements for three fiscal years, beginning with the fiscal year ending June 30, 2022 (FY 23, FY 24 and FY 25), with the option to audit the Town of Windsor's financial statements for each of the two (2) subsequent fiscal years (FY 26 and FY 27). 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 of the State of Connecticut. The firm must have been engaged during the fiscal year ending June 30, 2022 as independent auditors for the purpose of rendering an opinion on the annual financial statements for a minimum of three (3) Connecticut municipalities with a population of at least 25,000, at least two of which have received the GFOA Certificate of Achievement for Excellence in Financial Reporting.

Location:

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

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 agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provision), 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 agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by the Town of Windsor and may result in ineligibility for further Town of Windsor contracts. The proposer shall at all times in the proposal and contract process comply with all applicable Town of Windsor, state, and federal anti-discrimination laws, rules, regulations and requirements thereof.

Reports:

Each proposer shall submit one copy of at least two Annual Comprehensive Financial Reports issued by Connecticut municipalities in which their opinion is contained and that have been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting within the past three years.

Other:

Supervisory members of the audit team, including the "in charge" field auditor, should be certified public accountants and have a minimum of five (5) years of municipal audit experience in the State of Connecticut. The Finance Committee intends to strongly consider municipal audit experience and certification in evaluating the proposer's audit team. Respondents must provide a listing of their current Connecticut municipal audit clients and any municipal audit clients lost or gained during the last two calendar years (2021 and 2022).

No former town employee in administrative pay grade 3 or above and no former board of education employee in a cabinet-level position or above shall work for a private firm who has a contract with the town any time within six months after terminating service with the town. If this occurs, the vendor could be subject to penalties up to and including contract termination. A notice of the requirements in this section shall be included in all invitations to bid and all public contracts pursuant to the Town of Windsor Code of Ethics Article IV Sec.2-30d. No other Windsor Town employee, elected official, or evaluation committee member should be contacted concerning this RFP during the proposal process. Failure to comply with this requirement may result in disqualification

C. Scope of Work to be Performed

The Town of Windsor desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules, Management's Discussion and Analysis or the Budgetary Comparison contained in the Annual Comprehensive Financial Report. However, the auditor is to provide an "in-relation-to" report on the supporting schedules based on the auditing procedures applied during the audit of the general purpose financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the introductory or statistical sections of the report.

D. Auditing Standards to be Followed

To meet the requirements of this Request for Proposals, the audit shall be performed in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the Connecticut State Single Audit Act (State Single Audit).

E. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue, as required by generally accepted auditing standards, and Government Auditing standards, OMB Circular a-128, and the Connecticut General Statutes, including but not limited to the following:

- An Annual Comprehensive Financial Report – Certificate of Achievement Format
- A report on the fair presentation of the 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.

- A report on compliance with applicable laws and regulations.
- Reports on the supplementary schedules of federal and state financial assistance.
- Reports on the internal control structure used in administering federal and state financial assistance programs.
- Reports on compliance with laws and regulations related to major and non-major federal and state financial assistance programs. This report 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.

The auditor shall communicate in a letter to the Finance Committee of the Town Council 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. Special Considerations

1. The Town of Windsor will send its Annual Comprehensive Financial Report to the Government Finance Officers Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will be required to provide assistance to the Town of Windsor to meet the requirements of that program.
2. The schedule of federal and state financial assistance and related auditor's reports, as well as the reports on the internal control structure and compliance, are to be issued separately from the Comprehensive Annual Financial Report.

G. 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 Windsor of the need to extend the retention period. The auditor will be required to make working papers available, upon request by the Town of Windsor. 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.

H. Other Audit Services

Periodically the Town of Windsor may be required to have separate audits performed. The auditor will be expected to perform these audits and any other audit services requested by the Town of Windsor outside of the standard audit at no more than the hourly rate stated in Appendix D.

I. 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:

- Request for proposal issued/available – Tuesday January 3rd , 2023
- Due date for proposals – Tuesday January 24th 2023 at 2:00 pm
- Finance Committee meeting and oral presentations – TBD; mid-late February 2023
- Appointment by Town Council – TBD; March 2023
- Contract date within 30 days of appointment

B. Schedule for the Annual Audit

- Pre-audit meeting with Finance Department June 2023
- Preliminary fieldwork begins July 2023
- Final audit work begins September 2023
- Exit conference to review draft and significant findings by early November 2023
- Draft comments returned to Auditors by mid-November 2023
- Final documents completed by November 30, 2023
- Subsequent years would follow the same monthly schedule

C. Report Submissions

Copies of all reports shall be addressed to the Town Council of the Town of Windsor. 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 should be during the month of December. Where an extension of time may be required, it will be the responsibility of the auditor to promptly notify the Finance Director in writing. It is the Town of Windsor's responsibility to secure all necessary approvals in a timely manner. The auditor shall promptly notify the Town of Windsor's Finance Director of any suspicion of fraud or misappropriation of funds. Such notice shall be in addition to any notice to grantors required by single audit legislation. The final reports and signed copies (quantity to be determined) should be delivered to:

James Bourke, Finance Director
Town of Windsor
275 Broad Street
Windsor, CT 06095

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

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

James Bourke, Finance Director
275 Broad Street
Windsor, CT 06095
bourke@townofwindsorct.com
(860) 285-1936

2. Submission of Proposals

The following material is required by 2:00 pm on Tuesday, January 24th, 2023, for a proposing firm to be considered:

(a) One original hardcopy proposal 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 proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement as to 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 Proposer Warranties attached to this request for proposals (Appendix A).

(b) The proposer shall submit one original hardcopy of a dollar cost bid attached to this request for proposal (Appendix C).

B. Technical Proposal

NO DOLLARS SHOULD BE INCLUDED IN THE 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 Windsor in conformity with the requirements of this request for proposal. 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 proposal 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 8, 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 Windsor 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 Windsor 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 Windsor written notice of any professional relationships entered into during the period of this agreement.

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 a part-time basis. The firm shall also provide information on the results of the firm's latest federal or state desk reviews or field 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 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 would be assured and the length of time that staff has been with the firm. The proposer should identify the extent to which its staff reflects the Town of Windsor's commitment of Affirmative Action. 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 Town of Windsor. However, in either case, the Town of Windsor retains the right to approve or reject replacements. Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the Town of Windsor, 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 active Connecticut engagements (maximum of 5) that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. 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 of Windsor'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. Extent of use of software 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 of Windsor 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 and GASB statements and pronouncements

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 of Windsor. This should include any additional hours necessary to resolve these issues.

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 proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses. The Town of Windsor 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 of Windsor to request the auditor to render any additional services requested in this request for proposals 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 of Windsor and the firm. Any such additional work agreed to between the Town of Windsor 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. Interim billings shall cover a period of not less than a calendar month. Ten percent (10%) may be withheld from each billing pending delivery of the firm's final reports.

VII. EVALUATION PROCEDURES

A. Finance Committee

The Town of Windsor Finance Committee (a three member committee) may conduct interviews of the finalists.

B. Evaluation Criteria

The following represent the principal selection criteria, which 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 Windsor.
- 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 proposals on preparing and submitting the proposal.
- f. The firm shall submit one copy of at least two Comprehensive Annual Financial Reports issued by Connecticut municipalities in which their opinion is contained and that these reports shall have been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting within the past three years.

2. Technical Qualifications

- a. Expertise and Experience
 1. The firm's past experience and performance on comparable government engagements.
 2. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
 3. Experience with the preparation of federal and state financial assistance and related reports.
 4. Experience in providing assistance to meet the requirements of the Certificate of Achievement for Excellence in Financial Reporting program.
- b. Audit Approach
 1. Service Delivery Plan; describe how the firm intends to conduct the audit in the first year versus subsequent years. Describe the service delivery system including whom 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.

2. Price

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

C. Oral Presentations

During the evaluation process, the Finance Committee may, at its discretion, request an oral presentation of the finalists. Such presentation will provide firms with an opportunity to answer any questions the Finance Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

D. Final Selection

The Finance Committee will recommend a firm for approval by the Town of Windsor Town Council. It is anticipated that a firm will be selected by March 2023. Following notification of the firm selected, it is expected a contract will be executed between both parties within thirty (30) days of approval.

E. 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 of Windsor and the firm selected. The Town of Windsor 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 with the request for proposal.

**APPENDIX A
PROPOSER GUARANTEES & WARRANTIES**

Proposer Guarantees

The proposer certifies 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 State of Connecticut laws with respect to foreign (non-state of 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 Windsor.
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
INSURANCE EXHIBIT - 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, 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.

4. Workers' Compensation

Limits as required by State of Connecticut Labor Code

5. Employers' Liability

\$100,000 each accident

\$500,000 disease/policy limit

\$100,000 disease/each employee

6. 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

7. 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 of Windsor 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 of Windsor. At the option of the Town of Windsor, the insurer shall increase or eliminate the aggregate limit and notify the Town of Windsor of any erosion of aggregate limits.

C. Deductibles and Self-Insured Retentions

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

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 of Windsor.

E. Other Insurance Provisions

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

1. Liability, (General, Automobile, Professional) Coverage;

- a. "The Town of Windsor and its respective officers, agents, officials, employees, volunteers, boards and commissions" are to be named as additional insured 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 of Windsor.
- b. The Auditor's insurance coverage shall be the primary insurance as regards the Town of Windsor. Any insurance or self-insurance maintained by the Town of Windsor 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 of Windsor.
- 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 of Windsor for losses arising from the work performed by the Auditor for the Town of Windsor.
- b. If State statute does not require the Auditor to obtain Workers' Compensation insurance, then the Auditor shall furnish the Town of Windsor with adequate proof of the self-employment status/ The Auditor agrees to waive all rights of claims against the Town of Windsor 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 of Windsor 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 of Windsor's Finance Director.

G. Verification of Coverage

The Auditor shall furnish the Town of Windsor 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. **A copy of the endorsement naming the Town of Windsor as an additional insured will be submitted along with the certificates and endorsements to the Finance Director before work commences.** Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town of Windsor reserves the rights 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.

Sign & Date:

Initials/Contractor

Initials/Town of Windsor

**APPENDIX C
FIXED FEE SCHEDULE**

	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
<u>Town</u>			
General Audit			
Retirement Plans			
CDBG and Federal Single Audit			
State Single Audit			
Preparation of Financial Statements			
Town sub-total			
<u>Board of Education</u>			
General Audit			
Grants and Federal Single Audit			
State Single Audit			
EFS (ED001)			
Cafeteria			
Board of Education sub-total			
Estimated Hours			
Combined Total			

Total hours included in Combined Total Fees:

Partner _____

Manager _____

Staff _____

Other _____

Total Hours _____

Rate for hours in excess of those above or for services outside the specified scope

\$ _____ per hour.

Submitted by (signature): _____ Date: _____

Print Name: _____ Title: _____

City, State & Zip Code: _____

Telephone: _____

**APPENDIX D
SAMPLE AUDIT SERVICES PROPOSAL LETTER**

Mr. James Bourke
Finance Director
Town of Windsor
275 Broad Street
Windsor, CT 06095

Dear Mr. Bourke,

We have read the Request for Proposal and fully understand its intent and contents. We certify that we have adequate personnel, insurance, equipment, and facilities to fulfill the specified requirements.

We have attached the following:

1. Audited ACFR reports for two (2) clients as outlined in Section IV, B.
2. Proposal as outlined in Section VI
3. Appendix B: Proposer Guarantees and Warranties
4. Appendix C: Insurance
5. Appendix D: Fixed Fees (separate envelope).

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

Submitted by (signature): _____ Date: _____

Print Name: _____ Title: _____

Telephone: _____