

**Town of Canandaigua
Request for Proposal
Independent Audit Services**

The Town of Canandaigua is soliciting proposals from independent Certified Public Accountants licensed to practice in the State of New York, to provide independent audit services for one year-end fiscal period, that is, beginning with the fiscal year ending December 31, 2017.

It is the intent of the Town to purchase professional auditing services through a process of:

1. an evaluation and comparison of past performance, appropriate references, prior experience in other municipalities and counties and expertise related to the Town's specifications;
2. audit approach details as to extent of analytical procedures, statistical sampling, compliance testing, etc.; and
3. the identification of available professional services that may or may not have been used by the Town previously;
4. cost of the service or price;
5. any consideration or other evaluation item the Town deems as important.

Specifications pertaining to the scope of the Town's audit are listed below, as well as the criteria that will be used in evaluating the qualifications of firms submitting proposals.

This is an annual regulatory audit which must be in accordance with generally accepted auditing standards.

Description of the Town and Records to be Audited

The Town of Canandaigua is a first-class Town and operates under the Town Board form of government with the Town Supervisor serving as the Chief Fiscal Officer and the Town Manager serving as the Chief Administrative Officer and Budget Officer. The Town employs a part-time Bookkeeper, and receives professional accounting services from a Canandaigua/Rochester New York area firm. The Town's population is approximately 10,500 and the Town's total budget is approximately eleven million dollars.

The current accounting system is KVS. The annual audit shall encompass all funds of the Town of Canandaigua, New York, controlled by the accounting system.

Payroll is outsourced to a professional firm on a every other week basis for approximately fifty full time employees, and another approximately fifty part-time or seasonal employees. The Town Clerks office receives the majority of the revenue directly. Other collection points include the park's office, and the court system.

Assistance Available to Auditor

Our finance team including the Finance Committee Chair (a Town Board member), Town Manager, Town Clerk, Finance Clerk, Bookkeeper, and Accounting Firm will provide assistance as needed to the auditor. The Town Manager, will be the auditor's principal contact and will coordinate the assistance to be provided by the Town to the auditor. The Town will provide adequate work area for the auditing staff.

The Selection Process

The Town Board will have final approval and award the contract. The Finance Committee will evaluate the proposals and make a recommendation to the Town Board.

Information to be Submitted with Proposals

I. Qualifications of the Firm

At a minimum, the statement of qualifications should address the following subjects and questions.

Personnel

Size of the firm. Size of the local office to be involved in the audit, specifically what are the components of the office; i.e. how many professionals are consultants, auditors, and tax personnel, and how many of each are partners, managers, seniors and staff?

Experience

What is the extent of experience of your local office personnel in auditing governmental entities, auditing municipal enterprise funds, performing "single audits". Key personnel for the engagement should be identified and backgrounds and qualifications of personnel included. Be specific in your identification of clients served and services provided.

Quality Control

Briefly describe your firm's quality control policies and procedures.

II. Scope of Services:

- ◆ Annual financial statements and audit. Preparation of notes to the financial statements and supplemental information, audit and expression of an opinion of the Town's basic financial statements.
- ◆ Single audit and grant compliance audit as required. Report on the audit of Federal Financial Assistance Programs compliance as required by the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
- ◆ Annual report of comments and recommendations to management. The auditor should observe the adequacy of internal controls and efficiency. A separate letter disclosing recommendations to improve the effectiveness of operations to be provided to the Town Board.

- ◆ Provision of necessary consultation and advice throughout the year.
- ◆ Include any other service the firm feels necessary to comply with Federal, State, or accounting standards.

Audit Approach

Clearly describe your firm's work plan to conducting the examination.

III. Timing

A time schedule should be included indicating key dates affecting the audit. The audit should be scheduled to begin approximately April 1, 2018 in order to provide staff and our accounting firm adequate time to close the 2017 books and prepare the AUD. Certain preliminary fieldwork may be conducted prior to that time at no additional cost to the Town outside the proposed cost. Auditors will hold entrance conferences, make progress reports, and exit conference with key personnel. The final audit reports, financial statements and management letter must be completed and submitted to the Town Manager's office by June 1, 2018. The auditors will deliver ten (10) copies of the report.

IV. Fees

Fee and payment terms:

The fee shall include audit work, preparation of the annual report, all typing, printing and binding (10 copies) and all related meetings with Town officials needed to prepare and submit the report. Single Audit fees should be stated separately.

The fee and payment terms shall be firm and binding offers.

Additional Information

Contact Doug Finch, Town Manager, at (585)394-1120 ext. 2234 for answers to any questions regarding this RFP.

Presentation of Proposals

Sealed proposals marked '**Audit Proposal**' should be received by the Town Clerk **on or before January 26, 2018 at 4:00 PM** at the following address

Jean Chrisman, Town Clerk
Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424

The Town of Canandaigua reserves the right to reject any and all proposals submitted and to request additional information. Furthermore, the professional accounting services selected will be from the firm which in the opinion of the Town is the best qualified bid.