



**REQUEST FOR PROPOSAL
FOR
AUDIT SERVICES**

CITY OF HENDERSONVILLE, NORTH CAROLINA

Due Date: **March 18, 2016** Time: 2:00 pm

Receipt Location: City Hall – Third Floor
City of Hendersonville
145 5th Ave. E.
Hendersonville, NC 28792

Email or facsimile submissions will not be accepted

Contact Person:
Lisa White, CPA
Finance Director
(828)697-3015
lwhite@hvlnc.gov

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REQUEST FOR PROPOSAL FOR AUDIT SERVICES – CITY OF HENDERSONVILLE, NC

The City Council of The City of Hendersonville (hereinafter called the “City”) invites qualified independent auditors (hereinafter called “auditor”) having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

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

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern in any resulting contract(s) unless approved otherwise in writing by the City of Hendersonville. The bidder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Henderson County, North Carolina.

Type of Audit

The audit will encompass a financial and compliance examination of the City’s Comprehensive Annual Financial Report (CAFR) in accordance with the laws and/or regulations of the State of North Carolina, which include requirements for the minimum scope of the audit. The financial and compliance audit will cover federal, state, and local funding sources in accordance with generally accepted auditing standards; *Government Auditing Standards*, the Single Audit Act of 1984; the Single Audit Act Amendments of 1996; the provisions of OMB Circular No. A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, including revisions; the State Single Audit Implementation Act; and all other applicable laws and regulations.

Period

The City intends to continue the relationship with the auditor for no less than three years on the basis of annual negotiation after the completion of the first year contract. Each year after negotiation has taken place an annual contract documenting the terms of the audit will be signed. Since one governing board may not obligate future governing boards, the remaining years of the agreement are subject to annual governing board approval. The City of Hendersonville reserves the right to request proposals at any time following the first year of this contract. Thus, prepare proposals for the following years, with Year one being the only obligated year:

July 1, 2015 to June 30, 2016

July 1, 2016 to June 30, 2017

July 1, 2017 to June 30, 2018

Requirements

The audit must be conducted in accordance with generally accepted auditing standards; *Government Auditing Standards*, revisions issued by the Comptroller General of the United States; Office of Management and Budget Circular No.A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, including revisions published in *Federal Register*, the State Single Audit Implementation Act of 1996, and any other applicable procedures for the audit of a government's financial statements prepared in accordance with GAAP.

The financial audit opinion will cover the financial statements for the governmental activities, the business-type activities, each major fund, and the remaining fund information, which collectively constitutes the basic financial statements. The combining and individual financial statements, schedules, and related information are not necessary for fair presentation, but will be presented as additional analytical data. This supplemental information, as required by GASB 34, will be subjected to the tests and other auditing procedures applied in the audit of the basic financial statements, and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the basis financial statements taken as a whole. The auditor shall also express an opinion on the budgetary comparison information for the general fund, the major funds, and any annually budgeted special revenue funds. An opinion will not be given on the Management Discussion and Analysis.

The following will be expected in the base bid:

The Auditor will prepare some year-end adjusting journal entries, primarily GASB34 conversion and GASB68 entries. The auditor will be ultimately responsible for the preparation, typing, proofing, printing, and copying of the Comprehensive Annual Financial Report (CAFR), including the Basic Financial Statements, notes to the financial statements, supplementary information and compliance reports. The City of Hendersonville Finance staff will be actively involved in the MD&A, and other schedules section preparation. The auditor will submit a draft of the Financial Statement to be reviewed in detail by the Finance Officer. This draft should be submitted to the City of Hendersonville in time to allow ample review and corrections. The timing of this should insure final completion of the Financial Statements no later than the annual October 31st deadline for submission to the LGC.

Guidance will be required for new note disclosures; all approved GASB's as well as GASB implementations, and other reporting requirements as well as any early implementation requests by the LGC.

The auditor will assist with the City's response to prior year comments from the Government Finance Officers Association relating to the Certificate of Achievement for Excellence in Financial Reporting Award Program.

Assistance with filing the Annual Financial Information Forms (AFIR) with the US Census site for the North Carolina State Treasurer and any other applicable reports with appropriate state agencies and departments.

Assistance with the preparation and submission of the reporting package, required by the Single Audit Act Amendments of 1996, to the Federal Single Audit Clearing House. This package includes the annual financial report, the supplementary schedule of expenditures of federal awards, the required auditor's reports, including any current findings and questioned costs, a summary schedule of prior audit findings, and a corrective plan.

Ten bound paper copies of each audit report, management letter, and other applicable reports along with electronic copies of all components of the CAFR must be supplied to the Finance Director within the time frame cited above. In addition, the auditor is responsible for submitting the required two copies to the staff of the Local Government Commission (LGC) by the annual deadline. Any other copies required will be charged on an as needed basis in addition to the quoted fee.

The City also requires the following compliance reports:

Report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with Government Auditing Standards.

Report on compliance with requirements applicable to each major federal program and internal control over compliance in accordance with OMB Circular A-133 and the State Single Audit Implementation Act.

The working papers shall be retained and made available upon request for no less than three years from the date of the audit report.

In the event that circumstances arise during the audit that require work to be performed in excess of the original estimates, any additional costs will be negotiated prior to commencement of the work and an amended contract will be approved by the governing board and forwarded to the staff of the LGC for approval.

The City of Hendersonville prefers interim fieldwork be completed in May or June. Year-end fieldwork should begin in mid-August and be completed by September 15th. An agreed upon post-closing trial balance must exist by September 30th.

The Finance Officer will expect a listing of requested information needed for the audit at the preplanning conference, periodic conferences during the conduct of the audit, as well as an exit conference prior to the completion of fieldwork.

A preliminary draft of the audit and required journal entries must be submitted to the Finance Director by the first week of October for proofing and reconciliation to the City's records. The audit must be completed and reports rendered four months following the fiscal year end (October 31).

Audit Contract & Payment of Audit Fees

The audit contract must be approved by the staff of the Local Government Commission. Invoices are subject to approval by the LGC staff and the appropriate Grantor Agency, if applicable, prior to processing by the City. Interim or progress billings will be accepted up to 75% of the total fee prior to submission of the audited financial statements to the staff of the Local Government Commission and their approval of the audited financial statements.

Other Services

The auditor will prepare, type, and print the audited Comprehensive Annual Financial Report. The auditor will submit a draft for review by the Finance Director. The Finance Director will return the draft with proposed revisions within 10 working days.

Description of Selection Process

Five sets/copies of each section of the proposal should be submitted at the time and place indicated under the section entitled "Time Schedule for Awarding Contract."

Proposals will be submitted in two sections. The first section will be comprised of the audit firm's prior experience and qualifications of its personnel in performing governmental audits. The audit selection committee will evaluate the auditor/firm on educational and technical qualifications. The top five firms from the first section will have their second section opened and evaluated. The firm best meeting the City of Hendersonville expectations for experience, audit approach, and cost requirements will be selected.

PLEASE KEEP IN MIND THAT COST, WHILE AN IMPORTANT FACTOR, WILL NOT BE A SOLE DETERMINING FACTOR. UNUSUALLY LOW BIDS THAT ARE OBVIOUSLY OUT OF LINE WITH OTHER BIDDERS OR ARE SIGNIFICANTLY LOWER THAN OUR CURRENT FEES WILL RAISE CONCERN. THE LOWEST BID WILL NOT AUTOMATICALLY BE AWARDED PREFERENTIAL CONSIDERATION.

The City of Hendersonville requests that no City of Hendersonville officials or employees be contacted during this process. The Finance Officer may be contacted only to clarify questions concerning the RFP. Email is the preferred method of communication, lwhite@hvlnc.gov

The City reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the City.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid.

First Section - Qualifications

The first section should address the requested information below. The corresponding responses should begin with the number below for the requested information.

1. Indicate the number of people (by level) located within the local office that will handle the audit. Provide other resources available to your staff.
2. Provide a list of the current and prior government audit clients, indicating the type(s) of services performed and the number of years served for each.
3. Indicate the experience of the firm in providing additional services to government clients by listing the name of each government, the type(s) of service performed, and the year(s) of engagement.
4. Describe your audit organization's participation in AICPA-sponsored or comparable quality control programs (peer review). Provide a copy of the firm's current peer review.
5. Describe the professional experience in governmental audits of each senior and higher level person assigned to the audit, the years on each job, and his/her position while on each audit. Indicate the percentages of time each senior and higher-level personnel will be on site.
6. Describe the relevant educational background of each person assigned to the audit, senior level and higher. This should include seminars and courses attended within the past three years, especially those courses in governmental accounting and auditing.
7. Describe the efforts your firm makes to keep its staff informed of developments relevant to government issues.
8. Describe the professional experience of assigned individuals in auditing relevant government organizations, programs, activities, or functions for Municipal Water Utilities.
9. Describe any specialized skills, training, or background in public finance of assigned individuals. This may include participation in any State or national professional organizations (GFOA), speaker or instructor roles in conferences or seminars, or authorship of articles and books.
10. Provide names, addresses, and telephone numbers of personnel of current and prior governmental audit clients who may be contacted for a reference.
11. Describe the firm's Statement of Policy and Procedures regarding Independence under Government Auditing Standards (Yellow Book), July 2011 Revision. Provide a copy of the firm's Statement of Policy and Procedures.
12. Is the firm adequately insured to cover claims? Describe liability insurance coverage arrangements.
13. Describe any regulatory action taken by any oversight body against the proposing audit organization or local office.

14. Provide a brief summation of the reasons you believe your firm should be selected. In particular, the City is interested in the unique capabilities of your firm that distinguish it from other firms. Be specific and relate this discussion to how the City will benefit by choosing your firm as an auditor.

Second Section

Proposals should include completed cost estimate sheets and any other necessary cost information in a *separate, sealed* envelope marked – “Audit RFP Cost Estimate.” The City plans to evaluate the qualifications of all firms submitting proposals before considering the Cost Estimate.

This second section should include the following information:

1. Type of audit program used (tailor-made, standard government, or standard commercial).
2. Use of statistical sampling.
3. Use of computer audit specialists.
4. Organization of the audit team and the approximate percentage of time spent on the audit by each member.
5. Assistance expected from the government’s staff, if other than outlined in the RFP.
6. Tentative schedule for completing the audit within the specified deadlines of the RFP.
7. Provide total costs using the Summary of Audit Costs Sheet for the audit year July 1, 2015 to June 30, 2016. For the two audit years, which follow, list the estimated costs. The cost for the audit year ending June 30, 2016 is binding, while the second and third years are estimated costs. Cost estimates must indicate the basis for the charges and whether the amount is a “not-to-exceed” amount. If applicable, note your method of determining increases in audit costs on a year to year basis.
8. Details should be separately provided for the following:
 - A. Personnel costs – Itemize the following for each category of personnel (partner, manager, senior, staff accountants, clerical, etc.) with the different rates per hour.
 - 1) Estimated hours – categorize estimated hours into the following:
 - On-site interim work,
 - Year-end on-site work,
 - Work performed in the auditor’s office.
 - 2) Rate per hour.
 - 3) Total cost for each category of personnel and for all personnel costs in total.

- B. Travel – itemize transportation and other travel costs separately.
 - C. Cost of supplies and materials – itemize.
 - D. Other costs – completely identify and itemize.
8. Please list any other information the firm may wish to provide.
9. Summary of Audit Costs Sheet must be included with all proposals.

Time Schedule for Awarding the Contract

Request for proposal packages will be emailed to audit firms listed in the City by audit vendor list by **February 19, 2016**. The RFP package will also be posted on the City website www.cityofhendersonville.org (on February 19 and until March 1) and on the City's new website: www.hvlnc.gov after March 1.

No pre-proposal conference will be held. Any questions that might arise and for general background information on the City and its operations please contact Lisa White, lwhite@hvlnc.gov.

Proposals signed by authorized officials will be received by Lisa White, Finance Director at 145 5th Ave E., Hendersonville, NC 28792 until **March 18, 2016 at 2:00 p.m.** Envelopes containing proposals should be clearly identified on the front with the words "RESPONSE TO RFP FOR AUDIT SERVICES". Email or facsimile submissions will not be accepted. The review committee and City Manager will review the proposals and make a recommendation to the City Council. The City Council will award the contract at its regularly scheduled meeting either on April 7, 2016 or on May 5, 2016.

Evaluation Criteria

The review committee will make a recommendation based on criteria and the qualifications of Offerors. The evaluation of the Proposals by the Review Committee shall include, but are not limited to the following criteria listed below in no particular order:

- ***Qualifications and experience of the firm in governmental audits***
Demonstration of the firm's commitment to governmental issues by knowledge of current issues and membership and participation in related organizations such as the Government Finance Officer's Association. In addition, the firm's ability to communicate to the City the changes in relevant regulations and the public financial/accounting environment.
- ***Qualification, experience and technical competence of key staff of the proposed team assigned to the City audit.***
Demonstrated experience, qualifications, and professional activities of the audit team, including technical expertise of supervisory staff available to perform "on-site" work as well as other resources readily available to the firm in key areas to assist the City. These key areas include such specialization as municipal government, municipal water utilities, and Federal funding auditing. .
- ***Compliance with the general bidding requirements and general submission of proposal requirements of the RFP***
Responsiveness of the proposal in clearly stating an understanding of the work to be performed; responsiveness to terms and conditions, including scheduling; completeness and thoroughness of the technical data and documentation
- ***Ability to meet the RFP's priorities and outcomes***
- ***Firm size and organization structure***
- ***Total Cost***

Proposal Evaluation and Offeror Selection

The evaluation and selection criteria and process contained in this RFP will be used by the Review Committee to evaluate the Proposals. The Review Committee will recommend their selection(s) to the City Manager, and after consensus between the City Manager and the review committee, the City Manager will recommend a prospective audit firm to the City Council and seek the Council's concurrence and authorization to consider entering into an agreement with the selected Prospective Auditing Firm.

Selection Process

The City may, in its discretion, require one or more offerors to appear before an evaluation committee for an interview or to make a presentation. During such interview, the offeror may be required to orally and otherwise present its proposal and to respond in detail to any questions posed. Additional meetings may be held to clarify issues or to address comments, as deemed appropriate. Offerors will be notified in advance of the time and format of such meetings. Since the City may choose to award a contract without engaging in discussions or negotiations, the proposal submitted shall define each offeror's best offer for performing the services described in this RFP.

The commencement of such discussions, however, does not signify a commitment by the City to execute a contract or to continue discussions. The City may terminate discussions at any time and for any reason. The City will have a period of up to (60) days, unless otherwise stated, to decide which proposal best meets the criteria outlined in the RFP. The City reserves the right to waive any minor informalities or irregularities which do not go to the heart of the proposal or prejudice other offers. The City may also reject, for good and compelling reasons, any and all proposals submitted.

Description of the Governmental Entity and Its Accounting System

Entity

The City of Hendersonville is a City in western North Carolina with a population of approximately 13,600. The City has operated under the "Manager-Council" form of government since January 1994. Policy making and legislative authority are vested in the City Council, which consists of a mayor and a four-member council.

The City is authorized by the *Machinery Act of North Carolina* to levy a property tax on both real and personal property located within its legal boundaries. The City bills and collects its own property taxes.

A full range of services, including police and fire protection, street construction and maintenance along with a public swimming pool and parks maintenance is provided. In addition, the City has two proprietary funds, the Water & Sewer Fund, which operates a Water Treatment Plant and a Wastewater Treatment system which provides services to more than 65,000 persons and The Environmental Services Fund, which provides solid waste services to City residents.

Budgeted revenues for FY2015-2016, excluding project amounts, are budgeted at \$13,730,800 for the General Fund, \$25,117,900 for the Water and Sewer Fund, and \$1,501,460 for the Environmental Services Fund. The City of Hendersonville prepares a five-year Capital Improvement Plan. The current year of the CIP is adopted as part of the annual budget. For capital projects estimated at over \$1 million dollars and expected to span over one fiscal year are adopted by Council as Capital Project Ordinances.

Governmental outstanding debt totaled \$8,086,667 as of June 30, 2015 and Enterprise Debt outstanding was \$20,075,548 for the same period. The City continues to maintain an AA bond rating from Standard & Poor's Corporation and Aa2 from Moody's Investors Service. At the time of this request for proposal the City does not expect to issue any type of debt in the following year.

The City has received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) of the United States and Canada since 1988. The auditor is expected to assist the City in maintaining its certification through technical assistance and timely compliance with new reporting requirements. The Finance Department may require the auditor's guidance on the completion of certain schedules/documents as to proper format and content, so that they can be used in the audit process as well as for inclusion in the City's CAFR. Guidance will be required for new note disclosures, all approved GASB's as well as GASB implementations, and other reporting requirements. These services will be included in the base bid.

The, City of Hendersonville Board of Alcoholic Control (ABC) a discretely presented component unit, maintains its own financial records. The ABC Board's audit as well as preparation of its financial statements is completed by another accounting firm and is not part of this proposal request.

Funds

The City of Hendersonville maintains the following funds:

Governmental Funds

General Fund,

Special Revenue Funds – All Non-Major Funds:

Downtown Tax District Fund (MSD)

Seventh Ave. Tax District Fund (MSD)

Grant Funds

Governor's Highway Safety Grant Fund

Oklawaha Greenway NCDOT Grant Fund

Berkeley Mills Ballpark Fund

Police Fines and Forfeiture Funds

Capital Projects Funds –All Non-Major Funds:

Sidewalk Construction Project Fund

Hwy 64 Sidewalk Improvement Project Fund

East Side Fire Station Construction Project Fund

Mud Creek Dump Project Fund

Old Tracey Grove Road Project

Permanent Funds:

None

Proprietary Funds

Enterprise Funds:

Water and Sewer Fund

Environmental Services (Solid Waste) Fund

Enterprise Capital Project Funds

Britton Creek Watershed Project

Academy Road Waterline Project (CDBG Grant fund)

Wolfpen Sewer Line Project

Jackson Park Sewer Interceptor Project

Shepherd Creek/Atkinson Elementary Sewer Line Project

Water Treatment Plant Project (new fund FY16)

Etowah Water Project (new fund FY16)

Fletcher Northside Water System Improvements (new fund FY16)

Eastside Transmission Main Project (new fund FY16)

Scada System Upgrade Project (new fund FY16)

Rugby Interconnection Project (new fund FY16)

Rutledge Road Water System Improvements (new fund FY16)

Gravity Filter Replacement Project (new fund FY16)

Internal Service Fund:

Health and Welfare Fund

Fiduciary Funds:

None

Agency Funds:

Fines and Forfeiture Agency Fund

Grants, Entitlements, and Shared Revenues

A copy of the Schedule of Expenditures of Federal and State Awards for the year ended June 30, 2015 is shown on Exhibit J-1 in the Comprehensive Annual Financial Report posted on the City's new website www.hvlnc.gov or www.cityofhendersonville.org prior website. Also included is a Summary of Auditor's Results showing the major programs for the prior year. The City has had no findings or question costs related to the audit of Federal and State awards for the preceding three fiscal years. .

Budgets

The City budgets all funds on the modified accrual basis of accounting as required by North Carolina law. Appropriations are made at the departmental level. The City also maintains an encumbrance system. All encumbrances, except for capital project ordinance funds, lapse at year end. Both the budgetary and encumbrance systems are integrated with the accounting system to provide easy comparison with actual expenditures.

Accounting Records

The City of Hendersonville maintains all its accounting records at the finance office located at 145 5th Ave. E, Hendersonville, NC. The City maintains its cash receipts journal, cash disbursements journal, general ledger, and accounts receivable ledger on an offsite hosted system supported by Tyler Technology. The financial software is Munis.

Assistance Available to Auditor

The City will make available to the auditor all records, and prepare and mail all necessary confirmations. A final trial balance with budgeted amounts will be made available via Excel on September 2, 2016. The following accounting procedures will be completed and documents prepared by the City's staff no later than Friday September 2, 2016:

The books of account will be fully balanced.

All subsidiary ledgers will be reconciled to control accounts.

All bank account reconciliations for each month will be completed.

The City's personnel will prepare the following items:

General

1. Working Trial Balance for each fund.
2. Schedule of Transfers for each fund.
3. A copy of the original budget, all amendments, and the final budget as of June 30, 2016.
4. A copy of all project ordinances and all amendments for active projects during the audit period.
5. A copy of the operating and capital lease schedules itemizing contracts in force during the audit period as well as access to the lease files maintained in the Finance office.
6. A copy of board policies, including travel and investment policies.
7. Copies of all correspondence with the staff of the Local Government Commission, City letters, faxes regarding the audited financial statements and compliance reports for the previous year.
8. Management's Discussion and Analysis and Letter of Transmittal
9. Required supplementary information, e.g. actuarial information of the Law Enforcement Officers' Separation Allowance and statistical tables.

Cash and Investments

1. All bank reconciliations for each month
2. List of outstanding checks by account, showing check number, date, and amount.
3. Schedule of all investments for all funds at the audit date, showing book value and estimated market value at fiscal year end.

Receivables

1. Listing of unpaid tax bills in detail totaled by year as of fiscal year end.
2. Listing of all outstanding receivables by account as of the fiscal year end.
3. Listing of outstanding receivables in detail as of the fiscal year end.
4. Schedule of miscellaneous receivables booked as of the fiscal year end.

Other Assets

1. Schedule of insurance coverage.

Capital Assets

1. Printout of all capital asset acquisitions made during the audit year.
2. Printout of all capital asset dispositions made during the audit year.
3. Access to printout containing calculations used in balancing the Capital Assets subsystem to the government-wide statements.
4. Printout of depreciation expense posted for the audit year.

Current Liabilities

1. Schedule of accounts payable including batch printouts.

Long-Term Debt

1. Computation of vested vacation payable as of the audit date.
2. Debt Schedule for each debt issue and related payments.

Grants

The following will be compiled for each grant:

1. Grant agreement.
2. Budget.
3. All financial reports.
4. Correspondence with the grantor agency, including monitoring reports.
5. CFDA # and/or pass-through grant #.

Conversion

1. Allocation of depreciation among functional areas
2. Schedule with computation of additions and retirements of compensated absences

Size and Complexity of City

Personnel/Payroll

Number of employees	215 FTE
Frequency of payroll	bi-weekly
Number of payroll direct deposit advises	630 per month (all employees)

Property Tax

Number of tax bills issued (without motor vehicles)	8,200
Number of motor vehicle tax bills issued	done by State Tax & Tag
Total dollar amount of most recent year's collections	\$6,837,723 98%
Total dollar amount of levy	\$6,936,072

Water & Sewer Billing

Total number of active accounts	26,863
Avg Number of statements each month	26,622
Avg number of delinquent accounts at month end	225
Avg number of payments accepted & processed in house	5,000
Avg number of payments processed by lockbox	8,000
Avg number of bank E-box payments processed	700
Avg credit cards processed online	3,000
Avg ACH Direct Bank Draft	8,300

Purchasing

Number of purchase orders issued to date for FY16	500
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Bank Accounts

Number of bank accounts	7
Number of escrow accounts	none
Average monthly activity in main accounts	
Number of deposits (Central Depository)	270
Number of checks:	
Central Depository	400
Payroll (direct deposit)	630

Management Information Systems:

Number of PCs on the premises	120
Core storage of the central processing City	1580 GB
Total disk capacity of the system	3000 GB

Number of employed programmers capable of modifying the operating system and the applications programs **none**

The City has contracted with VC-3 for offsite, Cloud servers, backup & support, (Virtual Office) includes all servers, computers, software for all departments except Police and portions of Engineering GIS systems. Financial software and data is housed and supported on the Tyler servers in Falmouth Maine.

The following financial applications are on the Munis Financial software computer system:

- General Ledger
- Accounts Payable
- Payroll & Human Resources
- Budgeting
- Purchasing
- Capital Assets
- Accounts Receivable
- Property Tax Revenues & Taxes Receivable
- Utility Billing

The following interrelated applications are on separate computer systems

- Inventory – Citi-works
- Automated Meter Reading System – Sensus

Other Information:

The City of Hendersonville is committed to invest and continually improve its water and sewer system. Therefore during fiscal year 2016 the Water and Sewer fund transferred approximately 8 million dollars into several newly established capital project funds.

The City does not expect to issue debt in the immediate future.

The City does not maintain an internal audit function.

Notification of Award:

The successful respondent will be notified of the award of contract following the favorable decision made by City Council. No other proposers will be personally contacted. Notification of Award will be posted on the City of Hendersonville website following the award.

Contact information:

Lisa A. White, CPA
145 5th Ave. E.
Hendersonville, NC 28739
(828)697-3015

lwhite@hvlnc.gov Please note that email is the preferred method of communication.

Prior year CAFRs can be found at
<http://www.cityofhendersonville.org/index.aspx?page=86>
or on our new website www.hvlnc.gov under Departments / Finance after March 1, 2016

SUMMARY OF AUDIT COSTS SHEET --FIRM NAME _____

	FY16	FY17	FY18
	<i>Binding</i>	<i>Estimate</i>	<i>Estimate</i>
Base Audit Fee: Includes all personnel costs, travel, and on-site work, supplies and materials – provide separate detail as described below	\$	\$	\$
Financial Statement Preparation: Includes preparation and printing of CAFR	\$	\$	\$
Extra Audit Services (if needed)			
Other Costs: (Explain)			
TOTAL:	\$	\$	\$

Separately provide detail for the following components of the *Base Audit Fees*:

Personnel costs –

Itemize the following for each category of personnel (partner, manager, senior, staff accountants, clerical, etc.) with the different rates per hour.

Estimated hours – categorize estimated hours into the following:

of Hours -On-site interim work, # _____ Rate per hour _____

of Hours -Year-end on-site work, # _____ Rate per hour _____

of Hours -Work performed in the auditor’s office # _____ Rate per hour _____

Total cost for each category of personnel and for all personnel costs in total.

Travel – itemize transportation and other travel costs separately.

Cost of supplies and materials – itemize.

Other costs – completely identify and itemize.

If applicable, note your method of determining increases in audit costs on a year to year basis.

This RFP for Audit Services is submitted by:

Offeror/Firm Name: _____

Authorized Representative Name: _____
(Print)

Authorized Representative Signature: _____ **Date:** _____

Address: _____

City/State/Zip: _____

Telephone: _____
(Area Code) Telephone Number

Facsimile: _____
(Area Code) Fax Number

It is understood by the Offeror that The City of Hendersonville reserves the right to reject any and all Proposals, to waive formalities, technicalities, and to recover and rebid this RFP.

This RFP is valid for sixty (60) calendar days from the RFP due date.

**A certificate of insurance and W9 must be received prior to any work being done.
No Business License is required in the City of Hendersonville or Henderson County, NC**