

Town of Newington
Request for Proposals

Legal Notice

The Town of Newington is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2016 with the option of auditing its financial statements for each of the two (2) subsequent fiscal years. All proposals must be submitted in accordance with Town specifications, which are available in the Town Manager's Office, 131 Cedar Street, Newington, CT 06111 and on the Town's web site, www.newingtonct.gov, in the Doing Business, Current Bids section. Proposals will be received until 2:30 p.m. on April 29, 2016. The Town reserves the right to reject any or all proposals.

Tanya D. Lane
Acting Town Manager

RFP No. 2, 2015-16

TOWN OF NEWINGTON
131 Cedar Street
Newington, CT 06111
www.newingtonct.gov

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL AUDITING SERVICES

April 6, 2016

RFP NO. 2, 2015-16

TOWN OF NEWINGTON
REQUEST FOR PROPOSAL
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TOWN OF NEWINGTON
REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The Town of Newington is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2016 with the option of auditing its financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) Government Auditing Standards, the provisions of the federal Single Audit Act and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments as well as requirements of the Office of Policy and Management of the State of Connecticut concerning municipal audits, requirements of the Board of Education of the State of Connecticut, and such other requirements as shall be promulgated by various oversight agencies.

The Town will not be liable for any cost incurred in the preparation of the proposals.

Please note that individual meetings will not be held with prospective proposers to respond to questions.

Proposers who want additional information or clarifications should submit such requests in writing only. Responses to these requests will be made in writing only and will be furnished to all parties receiving this RFP.

To be considered, one (1) original and five (5) copies shall be delivered in a sealed package to the Town Manager's Office at 131 Cedar Street, Newington, Connecticut, 06111 no later than 2:30 p.m. on Friday, April 29, 2016. The sealed package shall be clearly marked "RFP No. 2, 2015-16 Professional Auditing Services".

The Town reserves the right to reject any and all proposals; the right to, at its sole discretion, accept the proposal it considers most favorable to its interests; and the right to waive minor irregularities in the procedures. The Town further reserves the right to reject all proposals when such procedure is reasonably within the best interest of the Town.

Proposals submitted will be evaluated by a three (3) member Audit Committee selected by the Town Council. The Town Council's Audit Committee and the Director of Finance will conduct oral interviews with the highest ranked firms.

During the evaluation process, the Audit Committee and the Town reserve the right, where it may serve the Town's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

Acting on the recommendation of the Town Council's Audit Committee, selection of auditors is expected within one week of Town Council appointment.

B. Term of Engagement

The Contract will begin upon award and will be subject to annual renewal and Council re-appointment for a maximum of two (2) years. However, either party can terminate the agreement for auditing services by serving written notification to the other no later than January 31st of the fiscal year to be audited.

II. NATURE OF SERVICES REQUIRED

A. General

The Town of Newington is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2016, with the option to audit the Town of Newington's financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

1) The audit firm will perform an audit of all funds of the Town of Newington. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States. The Town's comprehensive annual financial report (CAFR) will be finalized and printed by the audit firm. The audit firm will render their auditors' report on the basic financial statements which will include both government-wide financial statements and fund financial statements. The audit firm will also apply limited audit procedures to Management's Discussion and Analysis and other required supplementary information. In addition, the audit firm will render the appropriate report on compliance and on internal control over financial reporting based on an audit of the basic financial statements performed in accordance with Government Auditing Standards.

2) The audit firm will perform a single audit of the expenditures of federal financial assistance in accordance with OMB Circular A-133 and render the appropriate reports on compliance with requirements applicable to each major program, internal control over compliance in accordance with OMB Circular A-133, and on the schedule of expenditures of federal awards. The single audit report will include the appropriate schedule of expenditures of federal awards, footnotes, findings and questioned costs, and follow up on prior audit findings where required.

3) The audit firm will perform a single audit of the expenditures of state financial assistance in accordance with Connecticut General Statutes §§4-230 through 4-236 and render the appropriate reports on compliance with requirements applicable to each major program, on internal control over compliance in accordance with the state single audit act, and on the schedule of awards/ expenditures of state financial assistance. The state single audit report will

include the appropriate schedule of awards/expenditures of state financial assistance, footnotes, and findings and questioned costs.

4) All reports will be delivered by early December of each year for the previous fiscal year. A PDF or similar file of the reports that can be posted on the Town's website will be provided to the Town at that time.

5) The Management Letter included as part of the "Recommendations to Management" shall cover audit findings and recommendations affecting internal control, accounting systems, legality of actions and any other material matters and shall include management's responses to auditors' recommendations.

6) Separate reports shall be prepared and submitted for the EDOO1 and other audit reports as required by the State Department of Education.

C. Working Papers Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years unless the firm is notified in writing by the Town of Newington of the need to extend the retention period. The auditor will be required to make working papers available, upon request by the Town of Newington. In accordance with the requirements of Government Auditing Standards and of the Single Audit Act Amendments of 1996, the auditor is required to provide access to the working papers and photocopies thereof to a federal agency or the Comptroller General of The United States upon their request for their regulatory oversight purposes. If such a request is made, the auditor will inform the Director of Finance prior to providing such access. 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.

D. Other Audit Services

Periodically the Town of Newington is required or desires to have separate advisory services performed. The auditor will be expected to perform these audits and any other audit services requested by the Town of Newington outside of the standard audit. Any additional services authorized by the Town will be performed for a mutually agreed upon fee between the firm and the Town.

E. Implied Requirements

All services not specifically mentioned in this request for proposal that are necessary to provide the functional capabilities described by the auditor shall be included in the Scope of Services.

F. Special Considerations

The Town of Newington will submit its comprehensive annual 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. The auditor will be required to provide special assistance to the Town of Newington to meet the requirements of that program.

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.

Prior to submission of the final report, the firm's staff will provide a copy of the report marked Draft for Discussion Only. A copy of all audit adjustments shall be furnished to the Director of Finance.

The selected firm shall be available on occasion to assist in certain accounting issues if they arise during the course of the year. These issues may include advice on implementation of new governmental accounting pronouncements and internal control procedure improvements.

The Town of Newington anticipates it may prepare an official statements in connection with the sale of debt securities which will contain the basic financial statements and the auditor's opinion thereon. The auditor shall be required, if requested by the financial advisor, underwriter and/or bond counsel, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Persons/Location of Offices

The auditor's principal contact with the Town of Newington will be Ann J. Harter, Director of Finance, or a designated representative, who will coordinate the assistance to be provided by the Town to the auditor. A list of key personnel with the location of their principal offices (Appendix A) is attached.

B. Background Information

Newington operates under a Council-Manager form of government. The Town Charter governs the operations of the Town's different internal units.

The Town of Newington serves an area of 13.2 square miles with a population of approximately 30,000. The Town's credit rating is AA2 with Moody's Investor Services and AA+ from Standard and Poor's.

The Town of Newington had a total payroll of \$55.4 million for the fiscal year ending June 30, 2015, which included approximately 1,400 employees of both the Town and the Board of Education.

The Town of Newington is organized into 20 departments and agencies. The accounting and financial reporting functions of the Town are centralized. A formal budget is prepared for the General Fund. Expenditures and revenues are accounted for by budget line item. Reports for the General Fund are prepared monthly.

The Town has consistently received the *Certificate of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association

(GFOA) and recently awarded the Certificate for its 6/30/14 report. The Town has applied for the Certificate of Achievement for the fiscal year ended June 30, 2015 and is awaiting a decision from GFOA.

More detailed information on the government and its finances can be found in copies of the 2014-15 CAFR and 2016-17 Adopted Budget that are available on the Town's website: www.newingtonct.gov for detailed inspection. They are also available in the Finance Department where they can be obtained by contacting Ann J. Harter, Director of Finance, at 665-8525, or via E-Mail: aharter@newingtonct.gov.

C. Fund Structure

The Town of Newington uses the following fund types in its financial reporting:

Fund Type/Account Group	Number of Individual Funds	Number With Legally Adopted Annual Budgets
General fund	1	1
Special revenue funds	15	
Capital projects funds	4	
Internal service funds	2	
Permanent funds	3	
Pension/OPEB trust funds	6	
Agency funds	2	

Major Town funds and anticipated 2015-16 expenditure levels are as follows:

General Fund	\$113,594,000
Small Cities Funds	\$762,000
Capital Projects Fund	\$6,000,000

D. Basis of Accounting

The accounting basis for each fund conforms to the accounting principles set forth by the Government Accounting Standards Board.

E. Pension Plans

The Town of Newington participates in the following pension plans:

	Defined Benefit Plan	Defined Contribution Plan
Municipal Employees	X	X
Police Officers	X	
Administrative Employees	X	X
Volunteer Firefighters Plan	X	X
Teacher's Retirement System - Employer Non-contributor		

Actuarial services for these plans are provided by Milliman U.S.A.

F. Financial Operations of the Town

All funds are under the administrative control of the Director of Finance and/or the Board of Education.

The Finance Department is headed by Ms. Ann J. Harter, Director of Finance and consists of eleven (11) full-time employees. The Board of Education Finance Office is headed by Mr. Lou Jachimowicz, Chief Finance and Operations Officer, and consists of five (5) full-time employees. The principal functions performed and the number of employees assigned to each is as follows:

<u>General Government Function</u>	<u>Number of Employees</u>
Administration & Accounting	2
Payroll	1
Accounts Payable	1
Assessing	4
Revenue Collections	3

<u>Board of Education Function</u>	<u>Number of Employees</u>
Administration & Accounting	3
Payroll	1
Accounts Payable	1

G. Computer Systems

The following financial records are processed by information system technology processing equipment:

1. Tax Assessor's and Revenue Collector's Records
2. Board of Education Payroll
3. Town/Board of Education Appropriations and Expenditures
4. Town Revenues
5. General Ledger: General, Capital Projects, and Town Special Revenues Funds
6. Town Payroll
7. Fixed Assets

The Town (exclusive of the Board of Education) has a fully automated financial management system utilizing MUNIS application software with a Windows Server operating system. The Assessor's Office operates a system provided by eQuality and the Revenue Collector's Office operates a system provided by Quality Data Services.

H. Fixed Assets

Fixed Asset Inventory is maintained on an annual basis by Town staff. The Town has fully implemented the infrastructure reporting provisions of GASB 34.

I. Prior Year Auditors

The Town's auditor from 2012-2013 through 2014-2015 has been Blum Shapiro & Company, P.C., 29 South Main Street, West Hartford, Connecticut 06127.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposals issued	April 6, 2016
Due date for proposals	April 29, 2016, 2:30 p.m.

B. Notification and Contract Dates

Selected firm notified no later than June 30, 2016

Contract date: Within one week of appointment

The contract will be subject to annual renewal for a maximum of two (2) years, provided however that either party can terminate the agreement for auditing services by serving written notification to the other no later than January 31st of the fiscal year to be audited.

C. Date Audit May Commence

Preliminary audit work should be scheduled for June. Final audit work should be scheduled to begin by October 1 of each year.

D. Date Final Report is Due and Review Process

1. Prior to submission of the completed report, the firm's staff may be required to verbally review a written draft of the report with the Director of Finance and/or the Town Manager, and applicable sections of the report with the Board of Education's Chief Finance and Operations Officer and/or the Superintendent of Schools. A typed draft report, marked "Draft - For Discussion Only," shall be submitted to the Director of Finance prior to the issuance of the final report.
2. After review of the draft report with the Town/Board of Education staff, and prior to submission of the completed report, the firm's staff, if requested, shall review a draft of the report with the Town Council's Audit Committee. Once all issues for discussion are resolved, the final signed report shall be delivered to the Director of Finance by December 15 of each year.

In addition to word-searchable .pdf format, the Town will require at least the following number of bound copies of the following reports in addition to the copies required to be filed with State and Federal agencies.

35	Comprehensive Annual Financial Reports (CAFR)
25	Management Letters (if not included within CAFR)
25	State Single audits
25	Federal Single audits
25	SAS 114 letters
2	ED001 Audit Reports

The report is to be addressed to:
Newington Town Council
131 Cedar Street
Newington, Connecticut 06111

3. If requested, the audit firm shall meet with the entire Town Council to review the final completed CAFR.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR

A. Finance Department and Clerical Assistance

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. Staff shall also be available to type correspondence, reproduce documents, and pull documents.

B. Statements and Schedules to be Prepared by the Staff

The Town/Board staff will prepare the following for the respondent:

1. Trial Balance - all other funds under the control of the Director of Finance
2. Individual Fund Statements and Schedules (excluding Cafeteria and State and Federal Grants)
3. Bank Reconciliations - all accounts
4. Detail of Revenues, Expenditures and General Ledgers - all funds
5. Completed EDOO1 Report and supporting documents
6. Town Management's Discussion & Analysis, transmittal letter and statistical section of the CAFR

The Town/Board staff will prepare the following for the respondent, if requested:

1. All other supporting schedules - all funds
2. Drafts of all other individual fund statements
3. Analysis of accounts, as requested
4. Confirmation forms

C. Work Area

Office space will be provided that is readily accessible to the financial records. The respondent will be required to supply his or her own equipment and supplies. The auditor will be provided with a telephone line, photocopying facilities and use of a fax machine.

D. Report Preparation

Report(s) preparation, editing, reproduction costs and printing shall be the responsibility of the auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Requester's Address and Recipient of Proposals

a. Requester's address is:

Town of Newington
131 Cedar Street
Newington, CT 06111

b. Questions concerning the proposal should be directed in writing to:

Ann J. Harter, Director of Finance
Town of Newington
131 Cedar Street
Newington, CT 06111
or via E-Mail: aharter@newingtonct.gov

2. Submission of Proposals

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified:

The following material is required to be received in the Town Manager's Office, 131 Cedar Street, Newington, Connecticut 06111, by 2:30 p.m. on April 29, 2016 for a proposing firm to be considered. A master copy and five copies shall include the following:

a. Title Page:

1. Subject of Proposal
2. Firm Name and Address
3. Name of Contact Person and Telephone Number
4. Date

b. Table of Contents: Identify material contained in the proposal by section and page number.

c. Letter of Transmittal: Briefly state the firm's understanding of the work to be done and the firm's commitment to perform the work within the time period outlined in the Request for Proposal.

d. Detailed Proposal: Follow the order set forth in Section VI B of this request for proposals.

e. Completed Submittal Form (Appendix B).

B. 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 Newington in conformity with the requirements of this

request for proposals. 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 proposals requirements.

The technical proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 7, must be included.

2. Independence
The firm should provide an affirmative statement that it is independent of the Town of Newington as defined by generally accepted auditing standards.
3. License to Practice in the State of Connecticut
An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in the State of 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 professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

At a minimum, proposers must have at least five (5) years municipal experience as independent auditors for the purpose of rendering an opinion of the comprehensive annual financial statements. Describe the range of audit, accounting and management services activities performed by the local office.

The proposal should also demonstrate the firm's experience in the area of information systems and technology.

5. Partner, Supervisory and Staff Qualifications and Experience
Identify the supervisors who will work on the audit and provide a resume for each, detailing municipal experience. If any changes are made in supervisors, they should have equivalent municipal experience and the firm shall notify the Town in writing of such changes.

At minimum, supervisory members of the audit team, including the "in charge" field auditor must have a minimum of five (5) years of municipal audit experience.

6. Similar Engagement with Other Government Entities
Provide a listing of all Connecticut Towns and Cities (do not include quasi-government units, committees or organizations), for which the firm is currently the auditor or for which the firm has served as auditor within the last three (3) years, and provide a listing of *Certificate of Achievement in Financial Reporting* clients.

At a minimum, the firm must have completed independent audit engagements, including the rendering of opinions thereon, during fiscal year 2014-15 with at least three (3) Connecticut cities and towns having a population of at least 30,000 or General Fund budgets totaling at least \$75 million.

7. Sale of the Auditing Firm

An affirmative statement shall be included stating: "In the event of the sale of the firm to another entity or the merger of the firm with another entity during the performance of the services required as set forth in Section II of the RFP dated April 6, 2016, the personnel of the firm conducting these services for the Town of Newington shall not change without the consent of the Town."

VII. EVALUATION OF PROPOSALS

A. Audit Committee

Proposals submitted will be evaluated by a three (3) member Audit Committee of the Town Council. The Town Council's Audit Committee and the Town Manager and/or Director of Finance will conduct oral interviews with the highest ranked firms. The number of firms interviewed is at the discretion of the Committee.

B. Evaluation Criteria

Proposals shall be evaluated and ranked on the following criteria:

1. Prior Connecticut city and town audit experience: population or budget size and number of units audited.
2. Organization's size and structure of firm's office handling the audit.
3. Qualifications of staff to be assigned to audit team.
4. Demonstrated experience in Information Systems and Technology.
5. Familiarity with the *Certificate of Achievement in Financial Reporting* Program and success in assisting clients in achieving the award.
6. Proposal's responsiveness in clearly stating the understanding of the work to be performed.
7. Cost of the audit including any additional costs associated with recent GASB pronouncements.

C. Additional Information

1. Respondents must complete the submittal form included as part of this RFP and return it as part of their proposals.
2. The submission of a proposal shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be

performed, the detailed requirements of the specifications, and the conditions under which the work is to be performed.

3. The Town will not be liable for any costs not included in the proposal and subsequent contracted-for costs.
4. The Town reserves the right to conduct personal interviews of any or all proposers prior to selection. The Town will not be liable for any costs incurred by the proposer in connection with such interview (i.e., travel, accommodations, etc.).

VIII. PAYMENTS

Payments will be made on a mutually agreed upon schedule. Final payment of at least 5% shall not be made until delivery of all copies of report (including the Management Letter) has been made to the Town of Newington Finance Department.

The Comprehensive Annual Financial Report must be delivered on or before December 15 of each year or the firm will forfeit from its fees fifty dollars (\$50.00) per business day for each day the filing of such report extends beyond such date, unless waived by the Town Manager due to circumstances beyond the control of the auditor.

X. OTHER

- A. Services to be provided under this RFP shall only be provided after written authorization is received from the Town. The Town of Newington reserves the right to utilize some, all, or none of the various services outlined herein.
- B. The Town reserves the right to reject any and all proposals when it deems such action is in the best interests of the Town and also to select a respondent that the Town determines best meets its needs. The Town further reserves the right to reject the proposal of any respondent who is in default of any prior contract for misrepresentation. The Town reserves the right to correct inaccurate awards resulting from its clerical errors. Proposals are subject to rejection in whole or in part if they limit or modify any of the terms, conditions and/or specifications of this Request for Proposals.
- C. All services performed as a result of this Request for Proposals shall be completed to the satisfaction of the Town Manager. The Town reserves the right to terminate any agreement within ten (10) calendar days written notice of failure by the respondent to provide service to the satisfaction of the Town Manager.
- D. All exceptions of the respondent to the terms and requirements of this Request for Proposal shall be made in writing and submitted in full with the proposal.

For all other terms and requirements, submission of a proposal constitutes acceptance by the respondent.

- E. Costs and fees contained in the proposal will remain valid for a period of ninety (90) days after the closing date for submission of proposals and may be extended beyond that time by mutual agreement between the Town and the respondent.
- F. The Town of Newington is not liable for any cost incurred for any purpose prior to the execution of a signed contract. Any oral agreement or arrangement made by any respondent with the Town or any employee shall be superseded by the written agreement. The Town reserves the right to amend, extend, curtail or otherwise change the terms of the resultant contract prior to execution, upon determination that such action will be to the advantage of the audit effort. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific written authorization from the Town Manager.
- G. All proposals submitted in response to this Request for Proposals shall be the sole property of the Town of Newington and subject to Freedom of Information laws and the Connecticut General Statutes. No report or document produced in whole or in part in connection with this project, whether acceptable or unacceptable, shall be the subject of an application for copyright by, or on behalf of, the respondent. The Town may make use of such material, including any idea contained therein, for such purposes as it may deem appropriate. The right to publish and distribute any report or document produced, or any part thereof, shall accrue to the Town of Newington without recourse.
- H. Submission of a proposal constitutes admission on the part of the respondent that the proposal submitted is not made in connection with any competing individual or firm submitting a separate response, and is in all respects fair and without collusion or fraud. It further constitutes admittance that the respondent did not participate in the Request for Proposals development process and had no knowledge of the specific contents of the Request for Proposals prior to its issuance, and that no employee of the Town participated directly or indirectly in the respondent's proposal preparation.
- I. All of the reports and documents prepared or assembled by the Contractor in connection with the audit or any other special projects shall be the property of the Town of Newington. The respondent shall not make them available to any individual or organization without the prior approval of the Town.
- J. The Contractor shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any

manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Newington.

- K. The Contractor agrees to indemnify, defend and hold harmless the Town of Newington and its respective officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Newington resulting from or arising out of:
1. Any breach by the Contractor of the terms of the specifications, or
 2. Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the Town of Newington or the Contractor or subcontractors or material men, or
 3. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or
 4. Any damage to property, real or personal, (including property of the Town of Newington or its respective officers, agents and servants) caused in whole or in part by the acts or omissions of the Contractor, any subcontractor or any material men, or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Newington.
- L. The proposal must be signed by an authorized official. The respondent's proposal shall identify the individual(s) having authority to negotiate and contractually bind the respondent. It shall also name the person to be contacted both during the period of evaluation of proposals and for prompt contract administration upon award of the contract. This information shall include name, title, address, and fax and telephone numbers.

XI. INSURANCE

- A. The successful respondent shall furnish a certificate of insurance to the Town Manager for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Town of Newington will receive thirty (30) days' notice of any cancellation, non-renewal

or reduction in coverage and limits originally provided and shall name the Town as additional insured.

1. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations:

\$1,000,000 Each Occurrence

\$1,000,000 Aggregate

Combined Single Limit for personal injury or property damage or both combined.

2. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.

\$1,000,000 Each Accident

Combined Single Limit for bodily injury or property damage or both combined.

3. Workers Compensation Insurance in accordance with Connecticut State Statutes, minimum of \$100,000.

APPENDIX A

LIST OF KEY PERSONNEL

GENERAL GOVERNMENT

<u>Department</u>	<u>Name</u>	<u>Position</u>	<u>Telephone</u>
Manager's Office	Tanya Lane	Acting Town Manager	665-8510
Finance Office	Ann J. Harter	Finance Director	665-8525
	Lisa Rydecki	Deputy Finance Director	665-8526
Revenue Collection	Corinne Aldinger	Revenue Collector	665-8542
Assessor's Office	S. Steve Juda	Assessor	665-8535
Information Systems	Paul Boutot	Chief Information Officer	594-6256

BOARD OF EDUCATION

<u>Department</u>	<u>Name</u>	<u>Position</u>	<u>Telephone</u>
Administration	William Collins	Superintendent	665-8610
Finance Office	Lou Jachimowicz	Chief Finance & Operations Officer	665-8641
Cafeteria	Dana Markovics	Director	665-8636

APPENDIX B
SUBMITTAL FORM

Submitted By: _____ Submitted For: _____
 Signature: _____ Firm: _____
 Name: _____ Address: _____
 Title: _____ Telephone: _____

Professional Staff Size:
 Total _____
 Governmental Audit Staff _____
 Staff Assigned to Engagement _____

Connecticut Municipal Audit Clients (attach a separate sheet):

- List 2015 engagements for municipalities of 30,000 population or more and/or General Fund expenditure of \$75 million or more
- List which have received the Certificate of Achievement in Financial Reporting (by year).

AUDIT FEE	2015-16	2016-17	2017-18
General Audit	\$	\$	\$
State Single Audit	\$	\$	\$
Board of Education ED001 Audit	\$	\$	\$
Federal Single Audit	\$	\$	\$
TOTAL AUDIT FEE	\$	\$	\$

Note: Fees submitted shall be fixed fees for the total engagement. No additional sums will be paid for expenses.