

Town of Lady Lake, Florida
Request for Proposals
For Auditing Services
RFP NO. 2022-002

The Audit Committee of The Town of Lady Lake, Florida (the Town) is soliciting proposals from qualified certified public accounting firms (the Firm) duly licensed under chapter 473, *Florida Statutes*, to provide comprehensive financial auditing services. The Town will contract for auditing services for the fiscal years ending September 30, 2022, 2023, and 2024, with the option to renew on a year-by-year basis for three (3) additional years.

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

1. Generally Accepted Auditing Standards as set forth by the American Institute of Certified Public Accountants
2. The standards for financial audits set forth in the U.S. General Accounting Office's *Government Auditing Standards* (2003 Revision)
3. The provisions of the Federal Single Audit Act of 1984 (as amended in 1996 and subsequently)
4. The Florida Single Audit Act
5. The provisions of U.S. Office of Management and Budget (OMB) Circular A-133
6. Audits of States, Local Governments, and Non-Profit Organizations, Audits of State and Local Governments (Revised) –AICPA
7. Section 11.45, Florida Statutes
8. State of Florida Department of Banking and Finance Regulations
9. Rules adopted by the State of Florida Auditor General for form and content of governmental unit audits
10. Any other applicable Federal, State and local laws or regulations

Any updates of, or amendments to, these described auditing standards are to be incorporated in future audits performed by the selected auditor performing auditing engagements for the Town in future fiscal years.

I. GENERAL INFORMATION

- A. Responses to this Request for Proposals (RFP) must be received no later than **2:00 P.M., local time, September 29, 2022**, at the following address:

Nancy Wilson, Town Clerk
Town of Lady Lake
409 Fennell Blvd
Lady Lake, Florida 32159

Proposals should be in the form of **seven (7)** signed copies sealed in one package and clearly marked on the outside “RFP NO. 2022-002, RFP for Auditing Services” with the Firm’s name. Any proposals received after this deadline will be returned to the submitting firm unopened. It shall be the sole responsibility of the proposer to have their proposal delivered to the Town Clerk’s office, 409 Fennell Blvd., Lady Lake, FL 32159 for receipt on or before the above stated time and date. If a proposal is sent by U.S. Mail or courier service, the proposer shall be responsible for its timely delivery. Proposals delayed by mail or courier service shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the proposers request and expense. “Postage Due” items will not be accepted. Expenses incurred in submitting this proposal will not be reimbursed by the Town and these costs should not be included in the fees charged by the contracted firm.

Proposals or any information transmitted by fax or e-mail will not be accepted.

Proposals will be publicly opened in the Town Commission Chambers, 409 Fennell Blvd., Lady Lake, FL, on the above-appointed date at 2:01 PM, local time, or as soon thereafter as possible. All proposers or their representatives are invited to be present.

No proposal may be withdrawn, and all proposed prices shall remain firm for a period of ninety (90) days after the time and date scheduled for the proposal deadline.

The Town reserves the right to accept or reject any or all proposals, to waive informalities or irregularities, to request clarification of information submitted in any proposal, or to re-advertise for new proposals. The Town may accept any item or group of items of any proposal.

The Town will award a contract, in its absolute and sole discretion, to the most responsible and responsive proposer whose proposal, in the Town’s opinion, will be most advantageous to the Town, price and other factors considered. The Town reserves the right, to aid it in determining which proposal is responsible, to require a proposer to submit such evidence of qualifications as the Town may deem necessary and may consider any evidence available to the Town of the financial, technical, and other qualifications and abilities of a proposer, including past performance (experience) with the Town and others. The Town Commission shall be the final authority in the award of all proposals.

- B. Any requests for clarification or correction regarding this RFP should be reduced to writing and be received no later than September 29, 2022. Any response by the Town

to a request for clarification or correction will be made in the form of a written addendum. All parties to whom the RFP package has been issued by either Demandstar or the Town Clerk will receive any addenda issued. It will be mailed, e-mailed, or faxed by the issuing party of the RFP documents. Every attempt will be made to notify all prospective proposers who have requested an RFP package of any addenda issued. However, it shall be the responsibility of each proposer, prior to submitting the proposal, to contact the Town Clerk at 352-751-1502 to determine if addenda were issued and to make such addenda a part of the proposal. The Town reserves the right to issue addenda concerning clarifications or corrections at any time up to the date and time set for proposal submission. Only interpretations or corrections provided by written addenda shall be binding on the Town. Proposers are cautioned that any other source by which a proposer receives information concerning, explaining, or interpreting the RFP documents shall not bind the Town. Questions or concerns should be addressed to:

Nancy Wilson, Town Clerk
Town of Lady Lake
409 Fennell Blvd
Lady Lake, Florida 32159
e-mail: nwilson@ladylake.org
Phone 352-751-1502
Fax 352-751-1510

C. Proposed timeline:

September 18, 2022,	Request for Proposals issued
September 29 (2:00 P.M.)	Proposal Submission Deadline
September 29 (2:01 P.M)	Proposals Opened
Week of October 3, 2022,	Audit Committee evaluates and short lists proposals
October 10, 2022,	Final Ranking of Proposers by Audit Committee
October 17, 2022,	Town Commission approval of ranking

- D. Firms that anticipate subcontracting portions of the engagement must state this fact in their proposal and clearly identify the subcontracting firm(s). Following the award of the audit contract, no additional subcontracting will be allowed without the express, prior written consent of the Town.
- E. All conditions and requirements set forth in this RFP shall become conditions of the annual price proposal for auditing services unless otherwise stated. The failure or neglect of a proposer to receive or examine a document shall in no way relieve it from any obligations under its proposal or the contract. No claim for additional compensation will be allowed which is based upon a lack of knowledge or

understanding of any of the contract documents or the scope of services. Proposals shall be in compliance with the contract documents/scope of services.

F. The Town's previous contract for auditing services was awarded to:

Shumaker, Johnston & Ross PA
911 North Boulevard West
Leesburg, Florida 34748
(352) 326-2161

G. The prior year's Annual Comprehensive Financial Report (Fiscal Year Ended September 30, 2021) is available on the Town's website www.ladylake.org under the Finance Department.

H. Proposals will be reviewed by a five (5) member audit committee appointed by the Town Commission and will be ranked in accordance with the established evaluation criteria. The date, time, and location of any scheduled selection committee meeting(s) for this RFP will be posted at least six (6) hours prior to the meeting date and time. The audit committee shall rank the proposals and make a recommendation to the Town Commission for their approval. Please be aware that all Town Commission meetings are duly noticed public meetings and all documents submitted to the Town as part of a bid constitute public records under Florida law.

I. All proposers shall thoroughly examine and become familiar with this RFP package and carefully note the items specifically called for in this RFP which must be submitted.

J. Any proposer seeking to file a bid protest shall use the Town's procedure contained in the Town's procurement manual on file in the Town Clerk's office, 409 Fennell Blvd., Lady Lake, FL 32159.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

1. The proposing firm selected will be required to perform an audit in accordance with auditing standards generally accepted in the United States of America and all other standards applicable to financial audits on the financial accounts and records of the Town of Lady Lake.
2. The proposing firm selected will also be required to perform a single audit of all state and/or federal financial assistance provided to the Town, if applicable, in compliance with the Rules of the Auditor General of the State of Florida and be accordance with the Single Audit Act of 1984 and amendments of 1996 and subsequent amendments thereof.

3. The auditor is also required to express an opinion that the basic financial statements and the individual fund financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining funds of the Town of Lady Lake.

B. Reports to be issued as a result of the audit:

1. Independent auditor's report.
2. Independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
3. All applicable reports/schedules of state and federal financial assistance in association with the Single Audit Act of 1984 and amendments of 1996 and the Florida Single Audit Act.
4. Independent auditor's report on examination of management's assertion about compliance with specified requirements.
5. Management letter.
6. Report on compliance with requirements applicable to each major program and internal control over compliance in accordance with OMB Circular A-133, if applicable.
7. A schedule of findings and questioned costs in accordance with OMB Circular A-133, if applicable.
8. Currently, the external auditing firm prepares the basic financial statements, fund financial statements, notes to the financial statements, required supplementary information, individual fund financial statements (including budgetary compliance), capital assets used in the operation of governmental activities and the statistical section for the Town as a whole. Provision of this service and the related costs should be included in the fee proposal.
9. The successful firm will also be required to print and bind sixteen (16) copies of the contents of the ACFR. The Town will assist in this effort by providing the items listed in section V (Assistance Provided by Town Staff) below.
- 10.

C. Special Considerations

The Town has received the Certificate of Achievement for Excellence in Financial Reporting for the last 26 fiscal years. The ACFR for each of the fiscal years covered by this RFP will be submitted to the Government Finance Officers Association of the United States and Canada for consideration for the certificate. It is anticipated that the

auditor may be required to provide special assistance to the Town to meet the requirements of that program.

D. Reporting to the Town Manager and the Finance Director. Auditors shall also disclose the following:

1. The auditor's responsibility under generally accepted auditing standards, and assurances that the independent auditor is currently licensed, and that the members of the audit team have the minimum required Continuing Professional Education credits required for performing audits under *Government Auditing Standards*.
2. Significant accounting policies.
3. Significant audit adjustments.
4. Disagreements with management.
5. Management consultation with other accountants.
6. Major issues discussed with management prior to retention.
7. Difficulties encountered in performing the audit.
8. Any other matter the auditor finds necessary to discuss or disclose.

E. 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 five years after release of the audit, unless the firm is notified, in writing, by the Town of Lady Lake of the need to extend the retention period. The auditor will be required to make working papers available upon request, without charge, to any federal, state, or Town of Lady Lake agency.

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.

F. Miscellaneous services

Provide guidance or information to the Town's finance staff on matters of a financial nature regarding the Town's records.

III. DESCRIPTION OF THE GOVERNMENT

- A. The Town of Lady Lake operates under the Commission/Manager form of government as authorized by its charter and provides the following services: police protection, growth management, building inspections and code enforcement, street maintenance,

library, parks and recreation, other general governmental activities and water, sewer and solid waste utilities. The Town serves a population of approximately 13,986.

The Town currently has a budget consisting of 102 full time and 5 part-time employees. The FY2022 General Fund budget is \$15,279,4824, the Special Revenue Fund budget is \$2,624,464, there is no Debt Service Fund, and the Utilities Fund budget is \$11,256,101.

B. Fiscal Year

The Town of Lady Lake's fiscal year begins October 1 and ends September 30.

C. Town's Accounting Records

Currently, the Town's records include: the General Fund, a Special Revenue Fund, a Proprietary Fund and a Fiduciary fund.

All of the funds of the Town can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

The Town of Lady Lake uses CentralSquare software for the recording of it's accounting transactions. The software applications used are the following:

1. Community service for building permits, business licenses, and code enforcement.
2. Financial systems for cash receipts, global financial systems, GMBA main menu (which includes financial reporting and budgeting) payroll/personnel and purchasing.
3. Utility System for water and sewer processing of accounts.
4. Land/parcel management.

All applications run off an ASP environment. The hardware which houses all the applications and data is located at the CentralSquare headquarters in Lake Mary, Florida. Communication is via the internet over a DSL line.

Payroll is processed on a bi-weekly basis. Accounts Payable Checks are weekly. Purchase orders are issued as evidence of commitments, which encumbers funds against the expenditure account at the time of commitment and liquidated at the time of payment. Fixed asset records are kept on Excel spreadsheets.

The Town's approximate 2900 water and sewer utility customers are billed through a third party. The Town has two (2) other utility companies that provide services to commercial and residential customers inside the Town limits which are billed by those respective utilities. Solid waste and fire assessments are billed on the county tax bill.

D. Budgets

Budgets are adopted for the General Fund, Special Revenue Fund, and the Utility Fund. The adopted budgets are integrated with the financial records of the Town.

E. Finance Department Staff

The Finance department consists of Pamela Winegardner, CGFO, Finance Director, two staff Accountants of which one does payroll, an Accounting Specialist, and a part-time Finance/ part-time HR Clerk.

IV. TIME REQUIREMENTS

A. Audit Plan

An audit plan should be submitted with the response to the RFP. Each following year, this plan will need to be submitted prior to the beginning of the interim audit procedures. It is required that the ACFR be published by March 31st of each year. The auditing firm selected must be able to meet the following schedule which indicates approximate completion dates (dates may be adjusted for first year):

By September	Interim work complete
By November 30	The Town will have adjustments made, books closed, and trial balance prepared
By March 1	The firm's field work and review of ACFR will be completed
By Thursday before the 2nd Meeting in March	16 copies of the ACFR delivered to the Town
2 nd meeting in March	Presentation of ACFR to Town Commission by the auditing firm

B. Conferences

1. Entrance Conference - To discuss prior audit problems and the interim work to be performed. Establish overall liaison for the audit, decide for workspace and establish time requirements.
2. Exit Conference - Summarize the results of the fieldwork and to review significant findings.
3. Progress Conferences - These should be held on an as needed basis to inform the Finance Director of preliminary results that need immediate attention (or of a significant nature).

V. ASSISTANCE PROVIDED BY TOWN STAFF

- A. The Finance Department will prepare summary trial balances and provide other information, documentation, and explanations, as needed. All information provided

will be in the format maintained by the Town's Finance Department. Any additional or reformatted schedules will be discussed with the auditor.

- B. The Town will provide the auditor with reasonable workspace, desks, and chairs. The auditor will also be provided access to telephones, photocopying facilities, and fax machines.
- C. The preparation and printing of sixteen (16) copies of the Table of Contents, the contents of the Introductory Section and the Management's Discussion and Analysis in the Financial Section will be the responsibility of Town staff. The Town will also provide the ACFR covers, binding combs and section tabs for sixteen (16) ACFR's.

VI. PROPOSAL REQUIREMENTS

All proposals submitted should be arranged in the following manner:

A. Title Page

Information should include the subject of the RFP, the firm's name, the name of a contact person along with an address and phone number, and the date of the proposal.

B. Table of Contents

C. 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 specified time period, a statement of why the proposer believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer to provide the services as outlined in the RFP. It also should contain the name of the person who will be authorized to make representations for the proposer, their title, address and telephone number and whether the firm is local, regional, national or international.

D. Detailed Proposal

1. The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the proposers seeking to undertake an independent audit of the Town of Lady Lake in conformity with the requirements of the RFP. 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 RFP's requirements.
2. The technical proposal should address all the points outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP.

E. Independence

The proposer should provide an affirmative statement that it is independent of the Town as defined by generally accepted auditing standards and the U.S. General Accounting Office's "Government Auditing Standards (2003 revision)."

The proposer should also list and describe the proposer's professional relationships involving the Town 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 proposer shall give the Town written notice of any professional relationships entered into during the period of this agreement.

F. License to Practice in Florida

An affirmative statement should be included indicating that the proposer and all assigned key professional are CPAs who are properly licensed to practice in Florida.

G. Proposer's (Firm's) Qualifications and Experience

- a. 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, 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.
- b. If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve, as the principal auditor should be noted, if applicable.
- c. In accordance with "N" below, please provide a statement whether that quality control review included a review of specific government engagements.
- d. The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the three (3) years with state regulatory bodies or professional organizations.

H. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partner, manager, other supervisors and specialists, and the auditor-in-charge of field work, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Florida. The firm should provide information on the government auditing experience of each person.

The firm should provide as much information as possible regarding the number, qualifications, experience, and training, including relevant continuing professional

education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement would be assured.

I. Prior Engagements with the Town

The firm should list separately all engagements with the Town within the last five years by type of engagement (i.e., audit, management advisory services, other). For each engagement, the firm should indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

J. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals. These engagements should be ranked based on total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

K. Public Entity Crimes

Pursuant to Section 287.133(2)(a), Florida Statutes, interested individuals or firms who have been placed on the convicted vendor list following a conviction for public entity crimes may not submit a Proposal on a contract to provide services for a public entity, may not be awarded a consultant contract and may not transact business with a public entity for services, the value of which exceeds CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Any firm submitting a proposal in response to this request for proposals must indicate it has not been placed on the convicted vendor list following a conviction of public entity crimes.

L. Specific 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 II of this request for proposals. In developing the work plan, reference should be made to such sources of information as the Town'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, including time frames for each segment (keeping in mind the time schedule set forth in this RFP).

- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- c. Sample size methodology and the extent to which statistical sampling is to be used in the engagement.
- d. Extent of use of EDP software in the engagement.
- e. Type and extent of analytical procedures to be used in the engagement.
- f. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- g. Approach to be taken in drawing audit samples for purposes of tests of compliance.
- h. Approach to be taken to gain and document an understanding of the Town's internal control.

M. Identification of Anticipated Potential Audit Problems

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.

N. Peer Review

A copy of the firm's latest peer review must be provided in the proposal.

O. Compensation

The proposal should contain a total all-inclusive price fee for each of the three (3) years including additional fees if the audit is subject to the single audit act and a total all-inclusive price fee for each of the three (3) years of the contract excluding additional fees for additional single audit act work. The proposal should also include a proposed price increase for each of the possible three (3) extension periods. In addition, please provide an hourly rate for time spent on any additional grant audit procedures or requirements with a not to exceed fee per audit year and an hourly rate for time spent on services requested outside of this RFP.

VII. EVALUATION PROCEDURES

Proposals will be reviewed and ranked by a five (5) member audit committee appointed by the Town Staff and will be ranked in accordance with the established criteria below.

Mandatory Elements

25 points

- a. The audit firm is independent and licensed to practice in Florida

- b. The audit firm’s professional personnel have received adequate continuing professional education within the preceding two years.
- c. The firm has no conflict of interest with regard to any other work performed by the firm for the Town.
- d. The firm submits a copy of its most recent external quality control review report (peer review) 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.

Any proposal that does not contain the mandatory elements will be rejected.

Technical Qualifications

- a. Ability of personnel 0-25 points

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

- b. Experience 0-25 points

The firm’s (and specifically the local office’s) past experience and performance on comparable government engagements; experience performing single audits of federal financial assistance and audits under the Florida Single Audit Act

- c. Ability to furnish required services 0-25 points

Adequacy of proposed staffing plan for various segments of the engagement; general approach to the audit; adequacy of sampling techniques; adequacy of analytical procedures

- d. Total compensation proposed 0-25 points

The proposed cost of services should contain all pricing information relative to performing the audit engagement as described in this RFP. The total all-inclusive price is to contain all direct and indirect costs including all out-of-pocket expenses. Prices should be determined for each year of the contract and proposed price increases for the possible extension periods.

Total available 100 points

- 1. Oral Presentations

The Audit Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions regarding their proposal. Not all firms may be asked to make such oral presentations.

2. Final Selection

The top three ranked firms of the audit committee will be recommended in order of rankings to the Town Commission for award of the RFP. The Town Commission shall select the highest-ranked qualified firm or must document in its public records the reason for not selecting the highest-ranked qualified firm.

3. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Lady Lake and the firm selected. The Town of Lady Lake reserves the right without prejudice to reject any or all proposals.

VIII. ADDITIONAL CONSIDERATIONS AND REQUIREMENTS

Manner of Payment

Progress payments may be billed based on the percentage of work completed and will be payable within 30 days of approved invoice by the Town.

Insurance Terms and Conditions

Proof of Professional Liability Insurance: Provide a current insurance certificate providing proof of Professional Liability Insurance. The *successful* Respondent shall be required to provide evidence of both General (Public & Property) Liability and Professional Liability Insurance in the form of a certificate of insurance issued on behalf of the Town of Lady Lake by companies acceptable to the Town at the following minimum limits and coverage's with deductible amounts acceptable to the Town:

Comprehensive General Liability Insurance: (The Town of Lady Lake is to be named as an additional insured)	\$1,000,000.00
Professional Liability Insurance:	\$1,000,000.00

Hold Harmless Agreement

The successful respondent shall sign the following Hold Harmless Agreement:

As a part of the agreement with the TOWN OF LADY LAKE, and for the same consideration as provided for in the contract, the contractor agrees to indemnify, hold harmless and defend the Town Commissioners, its officials and employees from liabilities, damages, losses and costs, including but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, intentionally wrongful conduct of the contractor and other person employed by the contractor in the performance of the contract.

Name of Contractor

Signature of Contractor

Date

**PRICE PROPOSAL FORM
RFP NO. 2022-002 AUDITING SERVICES**

TOTAL ALL-INCLUSIVE ANNUAL PRICE PROPOSAL FOR AUDITING SERVICES AS DESCRIBED IN RFP NO. 2022-002 FOR FISCAL YEARS ENDING 2022, 2023, 2024:

For audits not subject to State or Federal Single Audit Act.

\$ _____ annually
_____ dollars & _____ cents

For audits subject to State or Federal Single Audit Act.

\$ _____ annually
_____ dollars & _____ cents

An hourly rate of \$ _____ and a not to exceed fee of \$ _____ for additional grant audit procedures or requirements.

An hourly rate of \$ _____ for time spent on services requested outside of the RFP.

Proposed price increase for each of the possible three (3) extension periods, Fiscal Years Ending 2025, 2026, and 2027:

For audits not subject to State or Federal Single Audit Act

\$ _____ Annual increase
_____ dollars & _____ cents

For audits subject to State or Federal Single Audit Act.

\$ _____ Annual increase
_____ dollars & _____ cents

An hourly rate of \$ _____ and a not to exceed fee of \$ _____ for additional grant audit procedures or requirements.

An hourly rate of \$ _____ for time spent on services requested outside of the RFP.

_____ Date _____ Company Name

_____ License Number _____ Authorized Officer (Print) _____ Authorized Signature

RFP NO. 2022-002 COMPANY INFORMATION/SIGNATURE SHEET

FAILURE TO COMPLY WITH THESE RFP INSTRUCTIONS WILL RESULT IN DISQUALIFICATION OF YOUR PROPOSAL. PLEASE SIGN BELOW ATTESTING THAT YOU HAVE READ AND UNDERSTAND ALL RFP INSTRUCTIONS AND THAT THE PRICES REFLECTED ON THE "PRICE PROPOSAL FORM" ARE ACCURATE AND WITHOUT COLLUSION.

COMPANY NAME

TELEPHONE (INCLUDE AREA CODE)

FAX (INCLUDE AREA CODE)

E-MAIL ADDRESS

AUTHORIZED SIGNATURE (manual)

IF REMITTANCE ADDRESS IS DIFFERENT FROM PURCHASE ORDER ADDRESS, PLEASE INDICATE BELOW:

NAME/TITLE (PLEASE PRINT)

STREET ADDRESS

CITY STATE ZIP

FEDERAL ID # _____

Individual ____ Corporation ____ Partnership ____ Other (Specify) _____

Sworn to and subscribed before me this _____ day of _____, 20 ____.

Personally Known _____ or

Produced Identification _____

(Type of Identification)

Notary Public - State of _____
County of _____

Signature of Notary Public

Printed, typed or stamped
Commissioned name of Notary Public