



**CHITTENDEN COUNTY RPC**  
*Communities Planning Together*

## **Chittenden County Regional Planning Commission**

# **Request for Proposals Audit Services**

**May 6, 2022**

Proposals Due:  
Monday, May 23, 2022 by 4:00 pm  
Attn: Forest Cohen

CCRPC  
110 West Canal St., Suite 202  
Winooski, VT 05404  
802-816-0112  
[fcohen@ccrpcvt.org](mailto:fcohen@ccrpcvt.org)

## I. BACKGROUND

The Chittenden County Regional Planning Commission (CCRPC) is requesting proposals from qualified firms of certified public accountants for annual financial statement audit services for the fiscal year ending June 30, 2022, with possible renewal for subsequent years. The annual audit is conducted under the the direction of the CCRPC Senior Business Manager, with oversight by the Executive Director and the Board.

CCRPC is one of eleven regional planning commissions in the State of Vermont and is a political subdivision of the State. Our current overall budget, composed of federal, state and local funds, primarily grant revenue, is approximately \$6 million. The budget is expected to be similar next fiscal year. The CCRPC has one major federal program that requires a Single Audit. Additional major programs are possible.

CCRPC has 17 full-time employees, and multiple part-time and seasonal employees. CCRPC participates in the Vermont Municipal Employee’s Retirement System (VMERS).

## II. SCOPE OF SERVICES

CCRPC requires that financial statements be audited in accordance with auditing standards generally accepted in the United States of America (GAAP); the standards contained in “Government Auditing Standards”, issued by the Comptroller General of the United States, most recent revision; the Single Audit Act Amendments of 1996; and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, also commonly referred to as the Uniform Guidance. We expect that a qualified auditor would be aware of, and have the ability to apply, other required or pertinent public accounting statutes, standards, or laws that may not be listed here.

The CCRPC expends more than \$2 million annually in federal grant funds under a single federal program. This program requires a Single Audit to be conducted in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200. From time to time there are other major programs that would require an additional Single Audit.

The audit report shall also contain required supplementary information, as required by GAAP. The selected auditor will perform any necessary procedures as appropriate, and include the following in the audit report:

1. Management’s Discussion and Analysis
2. Schedule of Proportionate Share of the Net Pension Liability – VMERS Defined Benefit Plan
3. Schedule of Contributions – VMERS Defined Benefit Plan

CCRPC also requires the following Schedules be prepared and presented in the audit report:

1. Schedule of Expenditures of Federal Awards
2. Schedule of Operations – Budget and Actual
3. Indirect Cost Rate Calculation - for each year engaged
4. Schedule of Direct and Indirect Costs Recovered – for each year engaged
5. Schedule of Direct and Indirect Costs – for each engaged
6. Schedule of Vermont Agency of Commerce and Community Development Funds

The selected auditor will also address internal control and compliance as required, and as appropriate, and report any findings to Management.

### III. STANDARDS & DELIVERABLES

- All documents should be provided in both hard copy (paper) and digital format (MS Word, PDF).
- The auditor will provide up to thirty (30) copies of final documents, as needed.
- The auditor will provide the necessary information and documentation to the Federal Audit Clearing House, as required, and assist the CCRPC Senior Business Manager with submitting any remaining required information or materials.

#### **Preferred Schedule –**

**Mid - June** – Notice to proceed issued to selected auditor

**July/August** – Pre-field work, if possible

**September** – Audit field work

**November 2** – Presentation of Final Draft Audit Report to Joint Executive/Finance Committee

**November 16** – Final Audit Report delivered, and Presentation to the Board

**Mid December** – Single Audit Reporting to Federal Audit Clearing House completed

*The CCRPC recognizes the relatively late timing of this RFP process and may be open to some adjustments to the above schedule if necessary.*

## IV. PROPOSAL REQUIREMENTS

All auditors are required to prepare a Proposal as part of this submission. In order to be considered responsive to this RFP, each Proposal must conform to the following requirements. The contractor shall: Submit an electronic copy of the Proposal. Limit your submittal to ten (10) 8 1/2" x 11" pages. A cover letter will not be considered as one of the ten-page limitation. It must include a cost proposal.

### **Cost Proposal Requirements**

Please provide a lump sum cost proposal for the Scope of Services, including a Single Audit, as well as the cost for an additional Single Audit.

### **Insurance**

If selected, the contractor will be required to carry insurance for the term of the contract. Proof of insurance will be required as part of the contract.

Submissions must be received by **4:00 pm Monday, May 23, 2022**, at [fcohen@ccrpcvt.org](mailto:fcohen@ccrpcvt.org).

***If any of the above requirements are not met, the proposal may not be considered.*** Proposals received after the deadline will not be accepted.

Questions regarding this RFP should be directed to Forest Cohen, Senior Business Manager, CCRPC at [fcohen@ccrpcvt.org](mailto:fcohen@ccrpcvt.org).

## V. AUDITOR SELECTION PROCEDURE

Proposals should contain sufficient information to provide for evaluation and selection of a qualified firm based on the following factors. The list of factors is not in priority order, however, factor 1. is mandatory.

1. The firm is independent and licensed to do practice in the State of Vermont.
2. The firm's understanding of the work to be performed.

3. The firm's background and experience auditing governmental entities and specifically, regional planning commissions in Vermont.
4. The firm's background and experience in auditing programs financed by Federal, State, and Local governments with a special emphasis on Single Audit experience.
5. The firm's understanding and experience with indirect rates and indirect rate cost proposals for local governments, as defined in 2 CFR Part 200, as well as the MOU between the Vermont RPCs and the State of Vermont regarding indirect rate calculations and indirect rate cost proposals.
6. The qualifications, experience, and size of the firm.
7. The experience and qualifications of the staff members to be assigned to this audit.
8. The cost to provide the Scope of Services as described, including a clear break out of the cost associated with an additional Single Audit.

Proposals will be evaluated by a selection committee consisting of the CCRPC Executive Director, CCRPC Senior Business Manager, CCRPC Business Office Manager, and members of the CCRPC Finance Committee. The CCRPC reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

All proposals become the property of the CCRPC upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the contractor. CCRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the CCRPC. This solicitation of proposals in no way obligates CCRPC to award a contract.

## VI. TENTATIVE PROCUREMENT SCHEDULE

**May 6, 2022** – RFP Issued

**May 23, 2022, 4pm** – deadline for proposal submission

**June 3, 2022** – selection of audit firm completed

**June 30, 2022** – contract execution completed