



TOWN OF WINDSOR LOCKS

REQUEST FOR PROPOSALS AUDITING SERVICES

February 19, 2024

The Town of Windsor Locks Board of Finance will be accepting proposals to select a qualified independent certified public accounting firm, in accordance with the provisions of the Connecticut General Statutes, to conduct an audit and to render an opinion on the financial statements of the Town of Windsor Locks.

Interested firms should obtain the complete Request for Proposal (RFP) and related information from the Town's website at windsorlocksct.org/board-of-finance. Any addenda will be posted to the same website. It is the responsibility of interested firms to check the website during the RFP process.

The Town of Windsor Locks reserves the right to accept or reject any and all proposals, or any part thereof, if it is in the best interest of the Town.

Proposals must be submitted to the First Selectman's office no later than **Monday, March 18, 2024 at 12:00 pm**. LATE PROPOSALS WILL NOT BE CONSIDERED.

The selected firm must meet all Municipal, State, and Federal affirmative action and equal employment opportunity practices. The Town of Windsor Locks is an Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to submit a proposal.

Lori Quagliaroli
Chairman, Board of Finance

TABLE OF CONTENTS

Legal Notice	2
I. General Information	
A. Introduction	3
B. Description of Government	3
C. Minimum Requirements	4
D. Evaluation Criteria.....	4
E. Selection Process	5
F. Terms of Engagement.....	5
II. Scope of Services	
A. Specific Services	5
B. Working Paper Retention and Access to Working Papers	6
C. Implied Requirements	6
D. Special Considerations	7
E. Staff Responsibilities	7
F. Insurance	8
G. Indemnification	9
H. Non-Discrimination.....	9
III. Submission of Proposal	
A. Proposal Instructions	9
B. Proposal Calendar	11
IV. Audit Schedule and Deliverables	
A. Schedule for the Annual Audit.....	11
B. Report Submissions.....	11
Attachment A: Key Personnel	13
Attachment B: Format for Cost Proposal.....	14
Attachment C: Non Collusive Affidavit of Proposer	15

LEGAL NOTICE

The Town of Windsor Locks Board of Finance is requesting proposals from qualified independent certified public accounting firms, in accordance with the provisions of the Connecticut General Statutes, to conduct an audit and to render an opinion on the financial statements of the Town of Windsor Locks. Proposals will be received at the First Selectman's Office, 50 Church Street, Windsor Locks, CT until 12:00PM on Monday, March 18, 2024. Request for Proposal documents and specifications can be downloaded from the Board of Finance page of the Town of Windsor Locks website at windsorlocksct.org/board-of-finance may be obtained from the Finance Office during Town Hall operating hours.

I. GENERAL INFORMATION

A. Introduction

The Town of Windsor Locks Board of Finance is requesting proposals from qualified independent certified public accounting firms to audit its financial statements for the fiscal year ending June 30, 2024, with the option by the Town to audit the Town's financial statements for each of the four (4) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposal and with the auditing standards generally accepted in the United States of America; *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); the provisions of the State Single Audit Act as set forth in Connecticut General Statutes §§4-230 through 4-236; and requirements of the State of Connecticut Office of Policy and Management concerning municipal audits, requirements of the State of Connecticut Department of Education, and such other requirements as shall be promulgated by various oversight agencies.

B. Description of Government

General

The auditor's principal contact with the Town of Windsor Locks will be Amanda Moore, Finance Director, or a designated representative, who will coordinate the assistance to be provided by the Town to the auditor. A list of key personnel is included as **Attachment A**.

Detailed information on the government and its finances can be found on the Town's website. Prior year budget documents and audited financial statements are located on the finance department's page.

Fund Structure

The Town of Windsor Locks reported the following funds for year ended June 30, 2023:

Major Funds:

General Fund

Sewer Fund

Capital Project Funds

Grants Fund

Education Grants Fund

11 non-major governmental funds

Internal Service Fund- Self Insurance

Fiduciary Funds:

OPEB Trust Fund

Custodial Fund- Montgomery Project Account

Pension and Other Post Employment Benefit (OPEB) Plans

The Town of Windsor Locks participates in the State of Connecticut Municipal Employee Retirement System (CMERS) for eligible employee pension benefits, and certified teachers participate in the State of Connecticut Teachers Retirement System.

The town of Windsor Locks provides healthcare benefits to its retirees and their dependents. The amount of retiree required contribution varies by employment group. All employees participating in the medical plan who retire directly from Windsor Locks and meet eligibility criteria may participate. Town and Board of Education contributions to the OPEB Trust are recommended by the OPEB Committee.

C. Minimum Requirements

To be considered, interested firms and individuals must satisfy the following requirements.

- Firms submitting proposals must be qualified and licensed to perform independent audits of municipalities of the State of Connecticut.
- Supervisory members of the audit team, including the 'in charge' field auditor, should be certified public accountants and have a minimum of four (4) years of municipal audit experience in the State of Connecticut. All of the firm's personnel shall receive adequate continuing professional education.
- The firm shall have no conflict of interest with regard to any other work performed by the firm for the Town of Windsor Locks.
- The firm must have audited and rendered an opinion on at least three Financial Statements issued by Connecticut Municipalities similar in size to the Town of Windsor Locks. At minimum, one of the reports shall be an ACFR which has been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting. Each Firm shall submit a listing of these reports in the proposal. It is not required to submit copies of these reports with the proposal response; however, firms should be prepared to present copies upon the Town's request.
- The firm must have background and experience in performing assessments of compliance with federal statutes, regulations, and the terms and conditions of federal awards to municipalities applicable to their federal programs and the Uniform Guidance Federal Procurement Standards that went into effect on July 1, 2018 as well as the provisions of the State Single Audit Act as set forth in Connecticut General Statutes §§4-230 through 4-236.
- The firm shall have a record of quality audit work.
- The firm must have adequate staffing to undertake a new municipal client and have completed the FY 2024 audit and financial statements by December 31, 2024.

D. Evaluation Criteria

The firm will be evaluated by the selection committee on the following items.

- The firm must meet the minimum requirements listed above.
- The qualifications of the firm's professional personnel to be assigned to the engagement and the qualification of the firm's management support personnel to be available for technical consultation.

- The audit approach described in its proposal is comprehensive and effective.
- The description of the work plan and timeline is effective and responsive to the Town's needs.

E. Selection Process

Submitted proposals will be evaluated by a Selection Committee consisting of three members of the Board of Finance. During the evaluation process, the Selection Committee and the Town of Windsor Locks may, at their discretion, request any one or all firms to make oral presentations. Such presentations will provide Firms with an opportunity to answer any questions the selection personnel may have on a Firm's proposal. Not all firms may be asked to make such oral presentations. Oral presentations are tentatively scheduled for the week of April 1, 2024.

Based on the results of the proposal review process and presentations, the selection committee will recommend a firm for approval by the Board of Finance.

It is anticipated that the selection of a firm will be completed by April 16, 2024. Following the notification of the selected firm it is expected an engagement letter will be executed between both parties within 30 days of approval.

F. Terms of Engagement

The selected firm will be expected to commence services on or before July 1, 2024, subject to contract execution. A one-year contract will be awarded with the option of the Town to renew for four additional years, subject to an annual review and satisfactory negotiation of terms including a price acceptable to both the Town and the selected firm, and subject to the annual availability of an appropriation.

For the purposes of the engagement or agreement, the selected firm is an independent contractor, and no employment relationship exists between the parties.

II. SCOPE OF SERVICES

A. Specific Services

The audit firm will perform an audit of all funds of the Town of Windsor Locks. 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 Financial Statements 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.

The audit firm will perform a single audit of the expenditures of federal financial assistance in accordance with the Uniform Guidance and render the appropriate reports on compliance with requirements applicable to each major program, internal control over compliance in accordance

with the Uniform Guidance, 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.

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 expenditures of state financial assistance. The state single audit report will include the appropriate schedule of expenditures of state financial assistance, footnotes, and findings and questioned costs.

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

The auditor shall promptly notify, in writing, the Town's First Selectman and Superintendent of Schools of any suspicion of fraud or misapplication of funds. Such notice shall be in addition to any notice to grantors required by single audit legislation.

The auditor shall communicate in a letter to the Board of Finance any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the Town's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

The auditor shall attend a Board of Finance meeting after the financial statements have been issued. The auditor shall discuss with the Board any challenges encountered during the audit or relevant information pertinent to the audit process.

B. 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 unless the Firm is notified in writing by the Town of Windsor Locks of the need to extend the retention period. The auditor will be required to make working papers available, upon request by the Town of Windsor Locks. 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 Town Finance Director 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.

C. 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.

D. Special Considerations

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 as a Draft for the finance office to review and submit revisions or ask questions. A copy of all audit adjustments shall be furnished to the Finance Director.

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 Windsor Locks anticipates it may prepare one or more official statements in connection with the sale of debt securities which will contain the basic financial statements and the auditor's opinion thereon. By responding to the RFP, the responder acknowledges that the financial statements, including the auditor's opinion, are property of the Town, and the responder consents to the use of such in the Town's official statements, and posting on Town website and MSRB's EMMA portal.

E. Staff Responsibilities

The staff of the Town of Windsor Locks will prepare or provide the following statements and schedules for the auditor:

1. Adjusted trial balance for all funds
2. Detailed schedules of revenues and expenditures, expenses, accounts payable and receivable, and encumbrances
3. Detail of balance sheet and subsidiary account activity, as requested
4. Check registers for all funds
5. Bank reconciliations for all accounts
6. Detail of capital projects expenditures
7. Analysis of accounts as requested
8. Debt schedules
9. Capital assets schedules
10. Payroll records
11. Tax collection schedules
12. Schedule of compensated absences
13. Latest actuarial reports
14. Completed Education Financial System (EFS) report and supporting documents
15. Standard representation letters
16. Individual fund statements for all funds
17. Notes to the financial statements
18. Required supplementary information
19. Management's discussion and analysis
20. Schedules of federal and state assistance

Office space will be provided in close proximity to the financial records. Wireless connections and the use of a phone, scanner and copy machine will be made available during the engagement. The

auditors will be required to provide their own computer/electronic equipment and other office materials.

F. Insurance

If a contract is reached with a firm, said Firm shall, at its own expense and cost, obtain and keep in force during the entire duration of the engagement the following insurance coverage covering the Firm and all of its agents, employees and sub-contractors and other providers of services and shall name the Town of Windsor Locks, their employees and agents, as an Additional Insured on a primary and non-contributory basis to the Firm's Commercial General Liability and Automobile Liability policies. These requirements shall be clearly stated in the remarks section on the Firm's Certificate of Insurance. Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII with all policies written on an occurrence form basis. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

Workers' Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$1,000,000 each accident
- A waiver of subrogation shall be provided in favor of the Town and its employees and agents

Commercial General Liability:

- Including premises and operations, products and completed operations, personal and advertising injury, contractual liability and independent contractors
- Limits of liability for bodily injury and building damage
- Each occurrence \$1,000,000
- Aggregate \$2,000,000 (aggregate limit shall apply separately to each job)
- A waiver of subrogation shall be provided in favor of the Town and its employees and agents

Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence a combined single limit of liability for bodily injury and property
- A waiver of Subrogation shall be provided in favor of the Town and its employees and agents

Error and omission liability or professional services liability policy

- Provide errors and omission liability or professional services liability policy for a minimum limit of liability \$5,000,000 each occurrence or per claim. The awarded firm(s) will be responsible to provide written notice to the owner 30 days prior to cancellation of any insurance policy
- The Firm agrees to maintain continuous professional liability coverage for the entire duration of the engagement, and shall provide for an extended reporting period in which to report claims for seven years following the conclusion of the project.

The Firm shall provide a Certificate of Insurance as evidence of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The Firm shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded firm will be responsible to provide written notice to the Owner 30 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability, Auto Liability and Workers Compensation policies. The Firm shall provide the Town copies of any such insurance policies upon request.

G. Indemnification

To the fullest extent permitted by law, the Firm shall indemnify and hold harmless the Town, and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Firm's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Firm, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Firm to perform or furnish either of the services, or anyone for whose acts the Firm may be liable.

The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded Firm are subject to final negotiations.

H. Non-Discrimination

No person shall be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provision), marital status or the presence of any sensory, mental or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by the Town of Windsor Locks and may result in ineligibility for further Town of Windsor Locks contracts. The Firm shall at all times in the proposal and contract process comply with all applicable Town of Windsor Locks, state, and federal anti-discrimination laws, rules, regulations and requirements thereof.

III. SUBMISSION OF PROPOSAL

A. Proposal Instructions

All questions regarding this Request for Proposal shall be emailed to the Finance Director at finance@wlocks.com. Questions will be accepted up until Monday, March 4, 2024 at 6:00 pm.

All questions, and subsequent answers will be posted on the Board of Finance page of the Town of Windsor Locks website at windsorlocksct.org/board-of-finance on Friday, March 8, 2024.

This request for proposal does not commit the Town of Windsor Locks to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this Request for Proposal become the property of the Town of Windsor Locks. Submission of a proposal indicates acceptance by the Firm of the conditions contained in this

Request for Proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected. The Town of Windsor Locks reserves the right to accept or reject any or all proposals or parts thereof for any reason as a result of this request, to negotiate with the selected firms, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for qualifications, and to waive any informality if it is in the best interests of the Town to do so.

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFP and you are capable of performing the work to achieve the Town's objectives.

Please submit 1 clearly marked original and 4 physical copies of the proposal. Additionally, please provide an electronic copy of the Firm's full response.

All proposals shall be received at the address listed below, no later than **Monday, March 18, 2024 at 12:00 pm**. Any responses received after the deadline will not be considered. All submissions should be clearly marked with "RFP Response" on the exterior of the delivered parcel.

First Selectman's Office – RFP Response
Town of Windsor Locks
50 Church Street
Windsor Locks, CT 06096

All respondents are required to submit the information detailed below. Please ensure that responses are organized and presented in the order listed below to assist the town in reviewing and evaluation proposals.

1. **Title Page-** including the Firm name, along with the name, address and telephone number of the contact person at the Firm.
2. **Table of Contents-** to include clear identification of the material provided by section.
3. **Transmittal letter-** indicating the Firm's interest in providing the service, the Firm's understanding of the work to be completed and any other information that would assist the Town in making a selection. The letter should be signed by a person legally authorized to bind the Firm to a contract.
4. **Minimum Qualifications-** the proposal shall state that the Firm meets the minimum requirements listed in section I, C with any additional information needed to demonstrate compliance.
5. **Firm Experience and Qualifications-** the proposal shall state background information on the specific office that will be assigned to the engagement including size, location, and number of staff specific to the engagement. Proposal should identify the principal supervisory and management staff who would be assigned to the engagement, and list the individuals' qualifications.
6. **Audit Approach-** the proposal should set forth an explanation of the audit methodology to be followed. Specifics to be addressed are:
 - a. How the Firm intends to conduct the audit in the first year versus subsequent years
 - b. Approach to be taken in drawing audit samples for purposes of tests of compliance

- c. Approach to be taken to gain and document an understanding of the internal control structure for the Town of Windsor Locks
- d. Type of analytical procedures to be used in the engagement
- 7. **Proposed Work Plan and Timeline-** the proposal should describe the service delivery including staffing requirements, breakdown of estimated hours for each segment of the engagement, and estimated dates of completed reports. Please list standard communications to be expected such as commencement and exit meetings, progress updates, or other reports. Details should be provided regarding service coordination and monitoring procedures.
- 8. **Other Considerations-** the proposal should identify any exceptions taken to this Request for Proposal. Any exceptions must be clearly noted as such and attached to the proposal.
- 9. **Pricing-** See **Attachment B** for pricing format.
- 10. **Attachment C-** executed Non Collusive Affidavit of Proposer.

B. Proposal Calendar

Below is a calendar for pertinent dates in the Request for Proposal timeline. Any revisions to the calendar below will be updated and posted to the Board of Finance page of the Town of Windsor Locks website.

Request for Proposal issued:	Monday, February 19, 2024
Questions due to finance office:	Monday, March 4, 2024, 6:00 pm
Questions and corresponding answers	
Posted to the Town website:	Friday, March 8, 2024
Proposals due:	Monday, March 18, 2024, 12:00 pm
Selection Committee meets:	week of March 25, 2024
Oral presentations, if requested:	week of April 1, 2024
Appointment by Board of Finance:	April 9, 2024
Contract execution:	within 30 days of appointment

IV. AUDIT SCHEDULE AND DELIVERABLES

A. Schedule for the Annual Audit

An entrance conference will be held between the Finance Director, the Board of Education Business Manager, and the auditor as soon as possible after selection and contract completion to arrange time to commence preliminary and year end field work.

The Town and auditor will work together to ensure completion of the engagement so that the auditor delivers a draft to the Finance Director by the end of November.

B. Report Submissions

Submission dates for the various reports to the municipality are as follows:

EFS Certification	December 15, 2024
Financial Statements and accompanying notes	December 15, 2024
Single Audit Reports	December 15, 2024

Where an extension of time may be required, it will be the responsibility of the auditor to promptly notify the Town of Windsor Locks in writing. It is the Town's responsibility to secure all necessary approvals in a timely manner.

15 copies of the finalized Financial Statements, and both Single Audits should be delivered to:

Amanda Moore, Finance Director
50 Church Street
Windsor Locks, Connecticut 06096

An additional sealed copy of each should be addressed to the Town Clerk. A PDF file of the Financial Statements and the federal and state single audit reports to be posted to the Town's and other regulatory websites should also be provided at that time. In addition, the audit firm will supply a PDF of the Financial Statements, related supporting worksheets and opinion for the financial statements to be used exclusively for official statement purposes for the issuance of bonds and/or short term bond anticipation notes.

**ATTACHMENT A
KEY PERSONNEL**

Town:

Paul Harrington, First Selectman
Christopher Latournes, Treasurer
Amanda Moore, Finance Director, Deputy Treasurer
Stephan Brown Jr., Assistant Finance Director
Peter Juszczynski, Tax Collector
John Creed, Assessor

Board of Education:

Shawn Parkhurst, Superintendent of Schools
Alison Pierce, Director of Finance and Operations

**ATTACHMENT B
FORMAT FOR COST PROPOSAL**

Fixed Fees:

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Town cost:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
WPCA cost:	_____	_____	_____	_____	_____
BOE cost:	_____	_____	_____	_____	_____
Total cost:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Minimum total hours included in annual fee:

Partner	_____
Manager	_____
Staff	_____

Please disclose the additional costs to be charged to the Town of Windsor Locks if the currently formatted Financial Statements are converted to a Comprehensive Annual Financial Report.

Please disclose if there are any fees or expenses not included in the above pricing, which may be charged back to the Town of Windsor Locks.

ATTACHMENT C
NON COLLUSIVE AFFIDAVIT OF PROPOSER

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

- (1) The proposer developed the bid independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition, and
- (2) The proposer, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal.

The undersigned proposer further certifies that this statement is executed for the purpose of inducing the Town of Windsor Locks to consider the proposal and make an award in accordance therewith.

Legal Name of Firm

Business Address

Signature

Date

Printed Name of Signer

Title of Signer

Subscribed and sworn to me this _____ day of _____, 2024.

Notary Public

My Commission Expires on:
