LEGAL NOTICE

INVITATION FOR REQUEST FOR QUALIFICATIONS

THE TOWN OF PLAINVILLE IS ACCEPTING SEALED REQUESTS FOR QUALIFICATIONS

FOR: RFQ 2019-19

FOR: AUDITING SERVICE

Request for Qualifications shall be submitted in the manner specified. To the Finance Department Room 303, Town Hall, Plainville, CT 06062 until the close of business at **4:00pm** on **Wednesday May 1, 2019**.

The Town will be accepting sealed Request for Qualifications, which are to be submitted in four (4) complete sets, together with general information on the firms, the firm’s brochure, estimated audit fee, along with a resume of key personnel who will be responsible for the daily activities in the various fields of expertise required to accomplish the project.

The Town of Plainville is desirous of obtaining the services on a variety of funds it administrates in accordance with generally accepted auditing standards and audit requirement. All fund type and account groups, all required reporting and assistance to prepare a comprehensive annual report is required. Comprehensive Annual Financial Reports are available online at <https://www.plainvillect.com/finance-department/pages/town-audits-cafr>

The firm must meet all Municipal, State, and Federal Affirmative Action and Equal Opportunity Practices. The supervisory members of the audit team shall possess a minimum of five (5) years of municipal audit experience with a municipality at least equal to Plainville’s annual budget ($62 million).

The successful firm shall have extensive, successful experience in providing Auditing Services.

The successful firm shall ensure that any appropriate licenses or certifications required by the State of Connecticut are maintained for the duration of the project.

Minority owned firms are invited to submit their qualifications independently or as a joint venture with other consultants for the entire assignment.

Additionally, all interested firms shall submit a detailed statement indicating the organizational structure under which the firm proposes to conduct business. Proposed subconsultants, subcontractors, joint ventures, etc., shall be clearly identified. The relationship to any “parent” firm or subsidiary firms of the parties concerned must be clearly defined.

The Town of Plainville reserves the right to reject any or all Request for Qualifications and to accept any or all Request for Qualifications, if it is deemed to be in the best interest of the Town of Plainville.

 Rob Buden, MSAT

 Director of Finance

 Town of Plainville

 Dated: April 16, 2019