Request for Proposal
Specifications and Proposal Documents Attached

Proposal No.: 2009-0508

Opening Date and Time: June 1, 2009 at 3:00 P.M.

Title: Auditing Services

Special Instructions: Questions regarding this Request for Proposal must be submitted in writing no later than 4:00 P.M. on May 18, 2009. Questions may be submitted via U. S. mail, fax or e-mail to:

Jeff Jylkka
Town of East Hampton
20 East High Street
East Hampton, CT 06424

Fax: (860)267-7548
E-mail: financedirector@easthamptonct.org

The following information must appear in the lower left hand corner of the envelope:

Sealed Proposal No.: 2009-0508

Not to be opened until June 1, 2009 at 3:00 P.M.

Return Proposal To:

Jeff Jylkka, Finance Director
Town of East Hampton
20 East High Street
East Hampton, CT 06424

Proposals cannot be accepted after the Proposal Opening Date and Time indicated above.
TOWN OF EAST HAMPTON

DEPARTMENT OF FINANCE

REQUEST FOR PROPOSALS

FOR

AUDITING SERVICES

ANNUAL FINANCIAL STATEMENT AUDITS

Proposal No.: 2009-0508

Date: May 08, 2009
TOWN OF EAST HAMPTON
CONNECTICUT

REQUEST FOR PROPOSAL

No. 2009-0508

Sealed proposals for Auditing Services will be received by the Finance Director, Town of East Hampton, 20 East High Street, East Hampton, CT 06424, until 3:00 P.M. on June 1, 2009, at which place and time all proposals will be publicly opened and read aloud.

The proposal documents may be obtained at the Finance Director’s office, 20 East High Street, East Hampton, CT, Telephone: (860)267-7548. E-mail requests for the contract documents should be addressed to financedirector@easthamptonct.org

Addenda, if any, will be issued only to firms who, according to our records, have received the proposal documents.

The Town reserves the right to reject any and all proposals, to waive minor irregularities in the proposal and to award the contract to other than the low proposer if deemed in the best interest of the Town of East Hampton.

The Town of East Hampton is an Equal Opportunity/Affirmative Action Employer.
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I. INTRODUCTION

A. General Information

The Town of East Hampton is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2009, with the option of auditing its financial statements for each of the four (4) subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the provisions of the federal Single Audit Act of 1984, as amended in 1996, U.S. Office of Management and Budget (OMB) Circular A-133, Audit of States, Local Governments and Non-Profit Organizations, and in conjunction and conformity with sections 4-230 through 4-236 of the Connecticut General Statutes regarding the state Single Audit Act.

There is no expressed or implied obligation for the Town of East Hampton to reimburse firms for any expenses incurred in preparing proposals in response to this request.

To be considered, the Town of East Hampton must receive three (3) copies of a proposal by 3:00 p.m. on June 1, 2009. The Town of East Hampton reserves the right to reject any or all proposals submitted. The Director of Finance will evaluate proposals submitted.

During the evaluation process, the Director of Finance of the Town of East Hampton reserves the right, where it may serve the Town of East Hampton’s best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Director of Finance, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town of East Hampton reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of East Hampton and the firm selected.

It is anticipated the selection of a firm will be completed by June 15, 2009. Following the notification of the selected firm it is expected a contract will be executed between both parties within 30 days of approval.

B. Terms of Engagement

A three (3) year contract is contemplated, with two (2) one-year renewals, for a total contract term not to exceed five fiscal years, subject to:

- The annual review and recommendation by the Finance Director
- The annual reappointment by the Board of Finance
- The annual availability of an appropriation

At the end of the third year either party can terminate the agreement for auditing services by serving written notification to the other no later than January 31 of the fiscal year to be audited.
C. Qualifying Requirements

Firms submitting proposals must be qualified to perform independent audits of municipalities of the State of Connecticut. The firm must have been engaged during the fiscal year ending June 30, 2008, as independent Auditors for the purpose of rendering an opinion on the annual financial statements of at least three Connecticut municipalities with a population of at least 10,000.

The auditor’s offices must be located within the State of Connecticut, and resident staff must be able to offer the full range of auditing services required by this Request for Proposal.

II. NATURE OF SERVICES REQUIRED

A. General

The Town of East Hampton is soliciting the services of qualified firms of certified public accountants to audit the basic financial statements for the Town of East Hampton and the Chatham Health District for the fiscal years ending June 30, 2009, 2010 and 2011 with options for extensions for the fiscal years ended 2012 and 2013. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The Town of East Hampton desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles.

The Chatham Health District desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles and issue separate financial statements and auditors' report.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. Comptroller General's Government Auditing Standards, the provisions of the Single Audit Act Amendments of 1996, the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, and in conjunction and conformity with sections 4-230 through 4-236 of the Connecticut General Statutes (the State Single Audit Act).
D. Reports to be Issued

Separate financial statements are to be issued for the Town of East Hampton and the Chatham Health District. Following the completion of the audit of the fiscal year’s financial statements, the auditor shall issue, as required by generally accepted auditing standards, and Government Auditing standards, OMB Circular A-133, and the Connecticut General Statutes, including but not limited to the following:

Financial

INDEPENDENT AUDITORS REPORT

State Single Audit

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO 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

Federal Single Audit

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133, AND ON THE SCHEDULE OF EXPENDITURES AND FEDERAL AWARDS

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Separate reports shall be prepared and submitted for the ED001 and other audit reports as required by the State Department of Education.

The auditor shall communicate in a letter to management and 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 organizations’ ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.
Irregularities and illegal acts.

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:

Jeffery O’Keefe, Town Manager  
Jeffery Jylkka, Finance Director  
Board of Finance

Such notice shall be in addition to any notice to grantors required by single audit legislation.

Auditors shall assure themselves that the Town of East Hampton’s Board of Finance is informed of each of the following:

1. The auditor’s responsibility under generally accepted auditing standards.
2. Significant accounting policies.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

E. Special Considerations

1. A copy of all audit adjustments shall be furnished to the Director of Finance.

2. 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 governmental accounting pronouncements and internal control procedure improvements.

3. 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 basic financial statements.

All working papers and reports must be retained, at the auditor’s expenses, for a minimum of three (3) years, unless the firm is notified in writing by the Town of East Hampton of the need to extend the retention period. The auditor will be required to make working papers available, upon request by the Town of East Hampton.

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.

G. Other Audit Services

Periodically the Town is required to have separate audits performed. The Auditor will be expected to perform these audits and any other audit services requested by the Town outside of the standard audit at the hourly rate stated in Appendix B.

H. Implied Requirements

All services not specifically mentioned in this request for proposals that are necessary to provide the functional capabilities described by the auditor shall be included in the scope of work to be performed.

III. DESCRIPTION OF THE GOVERNMENT

A. General

The auditor’s principal contact with the Town of East Hampton will be Jeff Jylkka, Director of Finance, or a designated representative, who will coordinate the assistance to be provided by the Town of East Hampton to the auditor.

B. Background Information

The Town covers an area of 36.8 square miles in east central Connecticut and is on the east bank of the Connecticut River, approximately 21 miles south of Hartford with a population of 12,548. The Town of East Hampton’s fiscal year begins on July 1 and ends on June 30.

The Town of East Hampton provides a full range of municipal services including police and fire protection, public works, parks and recreation, health and human services and water pollution control.

The Town of East Hampton maintains the accounting records for the Chatham Health District.
More detailed information on the government and its finances can be found in the following documents provided with this Request for Proposal:

1. Basic Financial Statements, June 30, 2008 (Town of East Hampton)
3. Basic Financial Statements, June 30, 2008 (Chatham Health District)

C. Fund Structure

The Town of East Hampton reports the following major governmental funds:
- General Fund
- Capital Initiatives Fund
- WPCA Operating Fund

The Town also reports the following fund types:

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Number of Individual Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Revenue Funds</td>
<td>13</td>
</tr>
<tr>
<td>Capital Projects Funds</td>
<td>2</td>
</tr>
<tr>
<td>Permanent Funds</td>
<td>1</td>
</tr>
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<td>Pension Trust Fund</td>
<td>1</td>
</tr>
<tr>
<td>Agency Funds</td>
<td>3</td>
</tr>
</tbody>
</table>

The Chatham Health District has a General Fund and a Special Revenue Fund.

IV. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Statements and Schedules to be prepared by the Town of East Hampton

The staff of the Town of East Hampton will prepare the lead schedules, financial statements, notes, and required supplementary schedules. However, auditor assistance may be required with certain note disclosures or schedules.

B. General

Office space will be provided in close proximity to the financial records. Telephones will be made available as well as the use of a copy machine during the engagement. The auditor will be required to provide its own equipment and other office materials.

C. Report Preparation
Report(s) preparation, editing, reproduction costs and printing shall be the responsibility of the auditor.
V. **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 proposal issued: May 8, 2009
- Due date for proposals: June 1, 2009
- Appointment by Board of Finance (no later than): June 15, 2009
- Contract date: within 30 days of appointment

B. **Date Audit May Commence**

Preliminary fieldwork may begin immediately following appointment by the Board of Finance. The Town of East Hampton will have records ready for audit and all management personnel available to meet with the firm’s personnel no later than October 1, 2009.

C. **Report Submissions**

Copies of all reports shall be addressed to the Director of Finance. The successful proposer will also submit copies of reports to the State of Connecticut Office of Policy and Management, and various Single Audit Cognizant Agencies and other agencies as the Town may require.

The submission dates for the various reports are:

- Basic Financial Statements: December 31, 2009
- Single Audit Report to Federal/State Cognizant Agencies: December 31, 2009
- ED001 Certification: December 15, 2009

Where an extension of time may be required, it will be the responsibility of the Auditor to promptly notify the Town and to secure all necessary approvals in a timely manner.

The final report and 40 signed copies should be delivered to the Director of Finance, Town of East Hampton, 20 East High Street, East Hampton, CT 06424.
VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Questions regarding the Request for Proposals shall be submitted in writing no later than 4:00 P.M. on May 18, 2009 and shall be submitted to:

Jeff Jylkka
Finance Director
20 East High Street
East Hampton, CT 06424
Tel.: (860)267-7548
FAX: (860)267-1027
E-mail: financedirector@easthamptonct.org

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 materials are required by June 1, 2009 for a proposing firm to be considered:

a. Three (3) copies of the Technical Proposal to include the following:

i. Title Page: Title page showing the request for proposal’s subject; the firm’s name; the name, address and telephone number of a contact person; and the date of the proposal.
ii. Table of Contents
iii. Cover Letter: The cover letter should briefly state the proposer’s understanding of the work to be performed, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period covered. The cover letter should indicate whether the firm is independent with respect to the Town of East Hampton and Chatham Health District and that the firm is an equal opportunity employer.
iv. Executed copies of Proposer Guarantees and Proposer Warranties, attached to this proposal (Appendix A)
v. Detailed Proposal: The detailed proposal should follow the order set forth below in section VI B of this request for proposal

b. The proposer shall submit three (3) copies of a dollar cost bid attached to this request for proposals (Appendix B).
c. Each proposer shall submit one copy of at least two different Basic Financial Reports issued by Connecticut municipalities within the last year in which their opinion is contained.

d. Proposers should send the completed proposal consisting of the two (2) separate envelopes to the following address:

Jeff Jylkka  
Finance Director  
20 East High Street  
East Hampton, CT 06424

Envelope #1: Technical Proposal   Envelope #2: Sealed Dollar Cost Bid

B. Technical Requirements

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 East Hampton and Chatham Health District in conformity with the requirements of this request for proposals. 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 request for proposal requirements.

The technical proposal should address all the points outlined in the request for proposals (excluding any cost information that should only be included in Appendix B). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the request for proposals. While additional items may be presented, the following subjects, items Nos. 2 through 8, must be included.

2. Independence

The firm should provide an affirmative statement that it is independent of the Town of East Hampton and Chatham Health District as defined by generally accepted accounting standards and the U.S. Comptroller’s General Government Auditing Standards.

The firm should also list and describe the firm’s professional relationships involving the Town of East Hampton or any of its agencies 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 firm shall give the Town of East Hampton written notice of any professional relationships entered into during the period of this agreement.

3. **License to Practice in Connecticut**

An affirmative statement should be included indicating that the firm and all assigned key professional staff are qualified to practice in 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 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 on financial statements. Describe the range of audit, accounting and management services activities performed by the local office.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

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 past three (3) years with state regulatory bodies or professional organizations.

5. **Partner, Supervisory and Staff Qualifications and Experience**

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Connecticut. The firm also should provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

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.
Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Town of East Hampton. However, in either case, the Town of East Hampton retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the Town of East Hampton, which retains the right to approve or reject replacements.

At a minimum, supervisory member of the audit team, including the “in charge” field auditor, must have a minimum of three (3) years of municipal audit experience.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. 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 on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. 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 of East Hampton’s budget and related materials, manuals and programs, and financial and other management information systems.

8. 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 of East Hampton.
C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The Town of East Hampton will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.

2. Fixed Fees by Category

The dollar cost bid should include a schedule of professional fees and expenses; presented in the format provided in the attachment (Appendix B), that supports the total all-inclusive price.

3. Rates for Additional Professional Services

If it should become necessary for the Town of East Hampton to request the auditor to render any additional services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Town of East Hampton and the firm. Any such additional work agreed to between the Town of East Hampton and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid.

4. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm’s dollar cost bid proposal. Interim billings shall cover a period of not less than a calendar month.
VII. EVALUATION PROCEDURES

A. Selection Committee

The Director of Finance, Town Manager and Board of Finance will evaluate proposals submitted.

B. Evaluation Criteria

The following represent the principal selection criteria that will be considered during the evaluation process of proposals.

1. The audit firm is independent and licensed to practice in Connecticut.

2. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of East Hampton and the Chatham Health District.

3. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.

4. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.

5. The firm’s past experience and performance on comparable government engagements.

6. 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.

7. Experience with the preparation of federal and state financial assistance and related reports.

8. Cost of the audit

C. Oral Presentations

During the evaluation process, the Town may request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Town may have on a firm’s proposal. Not all firms may be asked to make such oral presentations.
D. Final Selection

The Board of Finance of the Town of East Hampton will approve a firm based upon the recommendations of the Director of Finance and the Town Manager.

It is anticipated that a firm will be selected no later than June 15, 2009. Following notification of the firm selected, it is expected a contract will be executed between both parties within thirty (30) days of approval.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of East Hampton and the firm selected.

The Town of East Hampton reserves the right, without prejudice, to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms and to waive minor inconsistencies with the request for proposal.
APPENDIX A

PROPOSER GUARANTEES
AND
PROPOSER WARRANTIES

Proposer Guarantees

1. The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

Proposer Warranties

1. Proposer warrants that it is willing and able to comply with State of Connecticut laws with respect to foreign (non-state of Connecticut) corporations.

2. Proposer warrants that it is willing and able to obtain insurance coverages, as follows:

   A. Workers Compensation - Coverage will be in accordance with State of Connecticut requirements at the time of bid.

   B. General Liability - a minimum limit of liability per occurrence of $1,000,000 for bodily injury and $100,000 for property damage or $1,000,000 combined single limit. This insurance shall indicate on the certificate of insurance the following coverages and indicate the policy aggregate limit applying to premises and operations; broad form contractual; independent auditors and subcontractors; products and completed operations.

   C. Automobile Liability - insurance with a minimum limit of liability per occurrence of $1,000,000 for bodily injury and $100,000 for property damage or $1,000,000 combined single limit. This insurance shall cover any automobile for bodily injury and property damage.

   D. Professional Liability - insurance with a minimum limit of $1,000,000 per claim and policy aggregate, to include errors and omissions coverage providing $1,000,000 of coverage for the willful or negligent acts, or omissions of any officers, employees or agents in conjunction with the services to be provided. Coverage limits shall be $1,000,000 or more, per occurrences without reduction for claims paid during the policy period.

Verification of Coverage

Upon request, the Auditor shall furnish the Town with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each
insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Finance Director before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the rights to require complete, certified copies of all required policies, at any time.

3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Town of East Hampton.

4. Proposer warrants that it will not discriminate against any employee or applicant for employment because of sex, race, color, creed, national origin, age, 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 and may result in ineligibility for further Town contracts. The proposer shall at all times in the proposal and contract process comply with all applicable Town, state, and federal anti-discrimination laws, rules, regulations and requirements thereof.

5. Proposer warrants all information provided by it in connection with this proposal is true and accurate.

Signature of Official: ________________________________

Name (typed): ________________________________

Title: ________________________________

Firm: ________________________________

Date: ________________________________
To be submitted in a separate envelope.

Firm’s Name: ________________________________ Location of office staffing the audit: ________________________________

Number of municipal professional audit staff at this assigned location: ________________________________ Number of municipal audit staff assigned to Town: ________________________________

### FIXED FEES

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<td>Federal &amp; State Single Audit</td>
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<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Rate for hours in excess of those above or for services outside the specified scope:

<table>
<thead>
<tr>
<th>Rate Per Hour</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner</td>
<td>$</td>
</tr>
<tr>
<td>Manager</td>
<td>$</td>
</tr>
<tr>
<td>Staff</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
</tbody>
</table>

Submitted By ________________________________ Date ________________
Signature ________________________________ Title __________________
Telephone ________________________________ Fax ____________________
APPENDIX C
SUMMARY OF ITEMS TO BE INCLUDED IN THE REQUEST FOR PROPOSAL

Your request for proposal must include the following items:

**Envelope 1 (Technical Proposal)**

- Three (3) copies of the Technical Proposal
- One copy of at least two (2) different basic financial reports issued by Connecticut municipalities in which your opinion is contained
- Three (3) executed copies of Proposer Guarantees and Proposer Warranties (Appendix A)

**Envelope 2 (Dollar Cost Bid)**

- Three (3) copies of the dollar cost bid (Appendix B)