

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AGENT
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1623**

**December 22, 2014
Request for Proposals
Forensic Audit Services**

RFP #15-0002-1

Dear Proposer:

Chatham County is accepting proposals and statements of qualifications for a company to provide forensic audit services to the Chatham County Probate Court.

The purpose of this audit is to validate amounts owed by the Court to outside parties for funds received and held by the Court. Any discrepancies between court and bank records need to be identified and documented. At issue is whether the Probate Court Clerk withdrew cash from the Court's accounts. The audit should quantify any such misappropriation of funds. The audit should also provide an internal control review with definitive suggestions for corrective action.

A suggested work plan for the forensic audit could include:

A. General

1. Obtain the most recent audit workpapers from Karp, Ronning, & Tindol.
2. Review prior internal audit reports.
3. Determine appropriate audit period.

B Bank Accounts

Compile a list of bank accounts currently open or closed within the past five years.

1. Request information from banks.
2. Review computer files.
3. Compare to paper custodial files.

C Deposits and Withdrawals for Custodial Accounts

Trace deposits and withdrawals to source and recipients and determine the Court

file name and number.

1. Compile a list of all Custodial accounts (court file number and bank account)
2. For individual custodial bank accounts, compare bank statement records to deposit and receipt records in file folders.
3. For multi-use bank accounts, obtain copies of deposit and withdrawal documents.
 - a. Compile a list of all Custodial accounts from B1 above without individual bank accounts.
 - b. Match deposit and receipt documentation in folders to bank records.
 - c. Trace unmatched deposits to source of funds and determine file name and file number.
4. Trace all withdrawals to signed receipts by Custodial files.
5. Total all custodial funds received but not paid out and compare to bank balances.
6. Review bank reconciliations to validate bank fees, interest earnings, and use of funds.
7. Review checkbooks and account for missing checks.

D Monetary Claims

1. Compile a list of Court files for Claim Petitions.
2. Review files for monetary transactions.
3. Compare transactions to multi-use bank transactions which could not be traced to custodial accounts (C2 above).

E Review monthly deposit and expense statements for general collections and requests to finance for checks.

1. Compare statement balances to bank statements.
2. Trace deposit sample to bank deposit slips and to customer receipts.
3. Review receipt book for missing or blank receipts.
4. Foot and cross foot journal pages and tie out daily deposits.
5. Verify carry forward figures.
6. Trace expenditures to FMIS check register.
7. Perform analysis of Guardian Ad Litem and other Guardianship revenues and expenditures
8. Review FMIS check registers for the Probate court (dept 2450) during audit period for unusual payees and amounts.

F Final

1. Review findings with appropriate staff and obtain explanations
2. Prepare draft report and finalize workpapers
3. Issue final report and file workpapers
4. Review the Court's internal control structure
5. Provide workplan/diagram to Court that aligns best internal control practices with staffing
6. Provide testimony in any litigation

Proposal Format: Proposals shall be submitted in the following format and include the following information.

- a) Experience and Qualifications of the firm. Proposer should provide examples of engagements of a similar nature and in particular those related to court operations.
- b) Resumes of proposed audit staff who will be utilized for this engagement
- c) Proposed methodology and schedule to accomplish work plan including firm's availability to begin the audit.
- d) Proposed fee structure. To the extent fees can be fixed, this would be desirable.
- e) References from similar clients with contact names and phone numbers
- f) Forms required by the County (included as attachment)

Proposals shall be evaluated on the following criteria:

1. Experience and qualifications of company and staff
2. Methodology and schedule for completion of work.
3. Proposed fee structure
4. References

Questions concerning this Request for Proposal should be directed to Peggy Joyner, Purchasing Agent or Robin Maurer, Procurement Specialist at 912-790-1626

Proposals shall be marked **RFP#15-0002-1 Forensic Audit Services. Three (3) copies** of your proposal shall be submitted to the Purchasing Department, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 prior to 5:00p.m on January 9, 2015.

We would appreciate a response from your firm.

**FEE PROPOSAL FORM
FORENSIC AUDIT SERVICES**

I have read and understand the requirements of this proposal, RFP No. 15-0002-1, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. I agree to furnish the services as described in the RFP for the fee schedule listed in the proposal response. I understand that the County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal. In addition, the County reserves the right to accept any part or all of the fee schedule and to negotiate any fees contained herein unless qualified otherwise.

FIRM NAME: _____

PROPOSER: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

FAX NUMBER: _____

E-MAIL: _____

BUSINESS TAX CERTIFICATE/LICENSE NUMBER: _____

CITY/COUNTY/STATE: _____

MINORITY BUSINESS ENTERPRISE? _____ /YES _____ /NO

MINORITY CLASSIFICATION: _____

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presence, that I (We), _____

Name

Title

Name of Bidder

(herein after Company) in consideration of the privilege to bid/or propose on the following Chatham County project for **FORENSIC AUDIT SERVICES FOR CHATHAM COUNTY** hereby consent, covenant and agree as follows:

- (1) No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature

Date

ATTACHMENT C

DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
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2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.
-

3. List any convictions or civil judgments under states or federal antitrust statutes.
-

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
-

5. List any prior suspensions or debarments by any governmental agency.
-

6. List any contracts not completed on time.
-

7. List any penalties imposed for time delays and/or quality of materials and workmanship.
-

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.
-

I, _____, as _____

Name of individual

Title & Authority

of _____, declare under oath that

Company Name _____

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

20__ by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

ATTACHMENT D

CONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires:

ATTACHMENT E

**BIDDER’S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education of local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification - the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

ATTACHMENT F

Chatham County

Minority and Women Business Enterprise Program

M/WBE Participation Report

Name of Bidder: _____

Name of Project: _____

Bid No: _____

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total _____

WBE Total _____%

M/WBE Combined _____%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature _____ Print _____

Phone () _____

Fax () _____

ATTACHMENT G

Systematic Alien Verification for Entitlements (SAVE)

Affidavit Verifying Status for Chatham County Benefit Application

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

SUBSCRIBED AND SWORN

* _____

BEFORE ME ON THIS THE

Alien Registration number for non-citizens.

____ DAY OF _____, 20____

Notary Public

My Commission Expires:

ATTACHMENT H

AFFIDAVIT REGARDING LOBBYING

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder /Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

____ DAY OF _____, 2015

Notary Public

My Commission Expires:

LEGAL NOTICE

CC NO. 166026

REQUEST FOR PROPOSALS

Sealed proposals will be received until **5:00 P.M. on JANUARY 9, 2015** in **Chatham County Purchasing and Contracting Department, 1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GA.** for: **RFP NO. 15-0002-1 FORENSIC AUDIT SERVICES FOR CHATHAM COUNTY.**

Invitation to Submit Proposal Packages are available at 1117 Eisenhower Drive, Suite C, Savannah, Georgia, and on the Chatham County Purchasing Web Site <http://purchasing.chathamcounty.org>, or by calling Peggy Joyner, Purchasing Agent at (912) 790-1626. All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND OR ALL PROPOSALS AND TO WAIVE ALL FORMALITIES. THIS WILL BE THE ONLY SOLICITATION FOR THIS PROJECT. ONLY THOSE FIRMS RESPONDING TO THE RFP WILL BE ALLOWED TO PARTICIPATE IN THE PROJECT.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL PROPOSERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"

MARGARET H. JOYNER, PURCHASING AGENT

SAVANNAH N/P INSERT: December 24, 2014