

INVITATION TO SUBMIT

P R O P O S A L

REQUEST FOR PROPOSALS - RFP NO.: 19-0041-7

ANNUAL CONTRACT FOR PROFESSIONAL AUDIT SERVICES

PRE-PROPOSAL CONFERENCE: 2:00 P.M., MAY 14, 2019

PROPOSALS RECEIVED BY: 5:00 P.M., MAY 30, 2019

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN J. STONE

COMMISSIONER TABITHA ODELL

COMMISSIONER JAMES J. HOLMES

COMMISSIONER JAMES "JAY" JONES

COMMISSIONER BOBBY LOCKETT

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK J. FARRELL

COMMISSIONER CHESTER A. ELLIS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

DOCUMENT CHECK LIST

The following documents, when marked, are contained in and made a part of this Package or are required to be submitted with the qualification proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her qualification proposal. **FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION.**

X GENERAL INFORMATION

X PROPOSAL

X SCOPE OF SERVICES

X LEGAL NOTICE

X ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR & SUBCONTRACTOR AFFIDAVIT AND AGREEMENT E. BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION; F. M/WBE COMPLIANCE REPORT; G. SAVE AFFIDAVIT; H. LOBBYING AFFIDAVIT.

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her bid.

BY: _____ **DATE:** _____
SIGNATURE: **DATE:**

TITLE:

COMPANY:

ACKNOWLEDGE RECIEPT OF ADDENDUM(S) _____

Chatham County has established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are encouraged to report ownership status. A minority or woman owned business is defined as a business with 51% or greater minority or female ownership. Please check ownership status as applicable:

African-American _____ **Asian American** _____ **Hispanic** _____

Native American or Alaskan Indian _____ **Female** _____

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

DATE: April 29, 2019

RFP NO.: 19-0041-7

GENERAL INFORMATION FOR REQUEST FOR PROPOSALS

This is an invitation to submit a proposal to supply Chatham County with services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Director, **1117 EISENHOWER DRIVE, SUITE C, and SAVANNAH, GEORGIA** up to **5:00 P.M., May 30, 2019**. The Purchasing Director reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a qualification proposal are contained in the Request for Proposal package. Please note that specific forms for submission of a proposal are required. Proposals must be typed or printed in ink

A **pre-proposal conference** has been scheduled for **2:00 P.M., May 14, 2019** and be held at the **Administrative/Legislative Courthouse, 124 Bull Street, 3rd Floor Conference Room, Savannah, Georgia**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Director will issue a written addendum to document approved changes.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The County expects its contractors to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance.

All firms requesting to do business with Chatham County **must register** on-line at <http://purchasing.chathamcounty.org>. The County's Purchasing Division is interested in fostering participation by all qualified business persons offering commodities and services. For additional information please contact Purchasing and Contracting at 912-790-1620.

SECTION I
INSTRUCTIONS TO PROPOSERS

1.1 PURPOSE: The purpose of this document is to provide general and specific information for use in submitting a qualification proposal to supply Chatham County with services as described herein. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 HOW TO PREPARE PROPOSALS: All proposals shall be:

- A. Typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED.
- B. Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

1.3 HOW TO SUBMIT PROPOSALS: All proposals shall be:

- A. **Submitted in sealed opaque envelopes, plainly marked with the proposal number and title, date and time for submission, and company name.**
- B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Director on or before the time and date specified above.
 - a. **Mailing Address: Purchasing Director, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.**
 - b. **Hand Delivery: Purchasing Director, 1117 Eisenhower Drive, Suite C, Savannah, Georgia.**

PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.

1.4 HOW TO SUBMIT AN OBJECTION: Objections from Offerers to this Request for Proposals and/or these specifications should be brought to the attention of the County Purchasing Director in the following manner:

- A. When a pre-proposal conference is scheduled, the Proposer may object in writing any time prior to or at the pre-proposal conference.
- B. When a pre-proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the Date for submission.
- C. The objections contemplated must pertain both to form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.

- 1.5 ERRORS IN PROPOSALS:** Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.
- 1.6 STANDARDS FOR ACCEPTANCE OF PROPOSERS FOR CONTRACT AWARD:** The County reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not in a position to perform the contract.
- 1.7 PROPOSER:** Whenever the term "Proposer" is used it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.8 COMPLIANCE WITH LAWS:** The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State or County statute, ordinances and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.
- 1.9 CONTRACTOR:** Contractor or subcontractor means any person, firm, or business having a contract with Chatham County. The Contractor of goods, material, equipment or services certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.10 LOCAL PREFERENCE:** The Contractor agrees to follow the local preference guidelines as specified in the contract documents, which state "The CONTRACTOR hereby agrees, as part of the consideration to Chatham County for making this Contract, that the CONTRACTOR in the carrying out of this contract will give the citizens of Chatham County preference for employment to perform all labor required by this contract; that the rate of wages to be paid shall not be less than legally required; and that in the purchase of materials to be used in the Work of the Project, preference shall be given to sources from within Chatham County to the maximum extent possible. The CONTRACTOR will cause the forgoing provisions to be inserted in all subcontracts so that provisions will be binding upon each subcontractor."
- 1.11 DEBARRED FIRMS AND PENDING LITIGATION:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. It is the proposer's responsibility to inform the County should the proposer/firm be placed on the Federal or State of Georgia Excluded Parties Listing during the proposal process. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered. Successful proposers with whom the County enters into a contract with for goods or services will notify the County if they become debarred during the course of the contract.

** All bidders or proposers are to read and complete the Disclosure of Responsibility Statement enclosed as an Attachment to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to Board contract.

- 1.12 PERFORMANCE EVALUATION:** On April 11, 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, at a minimum, annually, prior to contract anniversary date.

Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Director.

SECTION II PROPOSAL CONDITIONS

- 2.1 SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.2 MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Director's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.3 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of sixty (60) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a sixty day period.
- 2.4 COMPLETENESS:** All information required by the Request for Proposals must be completed and submitted to constitute a proper proposal.
- 2.5 LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.
- 2.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submission of this Offer, the Proposer certifies, and in the case of a joint offer each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and
- (3) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.

2.7 AWARD OF CONTRACT: The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.

2.8 PROCUREMENT PROTESTS: Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Director for review and resolution. The Chatham County Purchasing Ordinance – Part 9 – Vendor Disputes shall govern the review and resolution of all protests.

2.9 QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER): A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested.

Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive or irresponsible whenever such Proposer cannot document the ability to deliver the requested service.

2.10 COUNTY TAX CERTIFICATE REQUIREMENT: A current Chatham County or municipal business license (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business License prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract.

Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.

NOTE: No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on 8 April 1994.

2.11 INSURANCE PROVISIONS, GENERAL: The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid.

It is every Contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance and Declaration Sheets for multiple year contracts before the end of each term. Failure to do so may be cause for termination of contract.

2.11.1 General Information that shall appear on a Certificate of Insurance:

- I. Name of the Producer (Contractor's insurance Broker/Agent).
- II. Companies affording coverage (there may be several).
- III. Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
- IV. Summary of all current insurance for the insured (includes effective dates of coverage).
- V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
- VI. Certificate Holder (This is to always include Chatham County).

Chatham County as an "Additional Insured": Chatham County invokes the defense of "sovereign immunity." In order not to jeopardize the use of this defense, the County **is not** to be included as an "Additional Insured" on insurance contracts.

2.11.2 Minimum Limits of Insurance to be maintained for the duration of the contract:

- A. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- B. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, each employee and Statutory Worker's Compensation limit.
- C. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an "Any Auto" basis.

2.11.3 Special Requirements:

- A. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- B. **Extended Reporting Periods:** The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.

- C. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- D. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- E. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance are updated for the entire term of the County.
- F. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- G. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- H. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.11.4 Additional Coverage for Specific Procurement Projects:

Professional Liability: Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

Minimum Limits: \$1 million per claim/occurrence.

Coverage Requirement: If "claims-made," retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional must state if "tail" coverage has been purchased and the duration of the coverage.

2.12 INDEMNIFICATION: The PROPOSER agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the PROPOSER or its subproposers. The PROPOSER's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement

of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. PROPOSER further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the PROPOSER or his subcontractors or anyone directly or indirectly employed by any of them.

The PROPOSER's obligation to indemnify Chatham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the PROPOSER.

- 2.13 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS:** The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part hereof.
- 2.14 SIGNED RESPONSE CONSIDERED AN OFFER:** The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Director or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.15 NOTICE TO PROCEED:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Director or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.16 PAYMENT TO CONTRACTORS:** Instructions for invoicing the County for service delivered to the County are specified in the contract document.
- A. Questions regarding payment may be directed to the Finance Department at (912) 652-7905 or the County's Project Manager as specified in the contract documents.
 - B. Contractors will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.
 - C. Upon completion of the work, the Contractor will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
 - D. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

2.17 LICENSES, PERMITS, AND TAXES: The price or prices for the service shall include full compensation for all fees that the proponent is or may be required to pay. Chatham County is Tax Exempt. A Tax Exemption Certificate will be provided by the Purchasing & Contracting Office upon request (912) 790-1623.

2.18 MINORITY – WOMEN BUSINESS ENTERPRISE PARTICIPATION: It is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishment and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm. Proposers may also provide demographic information regarding their employees to show their commitment to equal opportunity. If a bidder/proposer is considered for award, he/she will be asked to meet with the County Staff so that the intended MBE/WBE participation goals can be formalized and included in the subsequent contact.

If the awarded contractor/vendor is claiming minority status, the contractor/vendor shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County's M/WBE Coordinator, please contact Connell Heyward, at (912) 652-7860 or cheyward@chathamcounty.org.

The undersigned proposer certifies that he/she has carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her proposal are in accordance with all documents contained in this Request for Proposals package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned Proposer, have read the instructions to Proposer and agree to be bound by the provisions of the same.

This _____ day of _____, 20____.
BY

SIGNATURE

DATE

COMPANY

TITLE

TELEPHONE NUMBER

REQUEST FOR PROPOSALS

**SPECIFIC CONDITIONS
SECTION III**

3.1 DESCRIPTION AND OBJECTIVES: Chatham County is requesting proposals from certified public accounting firms duly licensed to practice within the State of Georgia and qualified to audit its financial statements for the beginning with fiscal year ending June 30, 2019. The audit will be performed in accordance with the provisions contained in this request for proposal.

3.2 METHODOLOGY: The procurement described herein may be conducted in a two-step process.

STEP ONE- ACCEPTANCE AND EVALUATION OF QUALIFICATION PROPOSALS: All technical requirements, unless otherwise specified, must be met by the proponent or such proposal may be disqualified as being non-responsive. Proposals that are deemed to be incomplete as to substance and content may be returned without consideration. A shortlist of qualified firms will be developed and ranked.

STEP TWO-INTERVIEWS: The evaluation committee **may** request an interview with short-listed firms. If interviews are conducted, they will be scored. It will be at the discretion of the evaluation committee on the number of firms that will interview/present.

3.3 PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held at **2:00 P.M., on MAY 14, 2019, at the Administrative/Legislative Courthouse, 124 Bull Street, 3rd Floor Conference Room, Savannah, Georgia.** Representatives from Chatham County will be in attendance. Attendance assures that all competitors hear the same information, can ask questions and suggest constructive changes to the solicitation.

3.4 PROPOSAL DEADLINE: The response to this ‘Request for Proposal’ must be received by the Purchasing Division no later than **5:00 P.M., May 30, 2019.**

For good and sufficient reason, up to 24 hours before the advertised deadline, the County may extend the response schedule. An addendum will be issued setting forth the new date and time.

3.5 WITHDRAWAL OF PROPOSAL: Any proposal submitted before the deadline may be withdrawn by written request received by the County before the time fixed for receipt of proposals. Withdrawal of any proposal will not prejudice the right of a proponent to submit a new or amended proposal as long as Chatham County receives it by the deadline as provided herein.

3.6 CONFIDENTIALITY OF DOCUMENTS: Upon receipt of a proposal by the County, the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion (except for as provided by Georgia law for proprietary information). The details of the proposal documents will remain confidential until final award or rejection of proposals and/or protected under the restraints of law. Only final points and ranking of proposals will be openly disclosed prior to approval by the Board of Commissioners. Proponent shall have no contact with any Department Representative or Evaluation Committee Member during and after the evaluation process. Any information contained in the proposal that is considered by the Proponent as “proprietary” to remain confidential shall be clearly identified and justified.

- 3.7 CONE OF SILENCE:** Lobbying of Procurement Evaluation Committee members, County Government employees, and elected officials regarding this product or service solicitation, Invitation to Bid (ITB) or Request for Proposal (RFP) or contract by any member of a proposer's staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation is strictly prohibited. Negative campaigning through the mass media about the current service delivery is strictly prohibited. Such actions may cause your proposal to be rejected.
- 3.8 FORMAT OF RESPONSES:** To be considered, proponents must submit a complete response to be considered, proponents must submit a complete response to the Request for Proposal. The format provided in this Section is not negotiable. To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:
- A. Executive Summary
 - B. Business Profile
 - C. Experience and Capability
 - D. Project Understanding and Methodology
 - E. M/WBE Participation
 - F. References
 - G. Fee Proposal
 - H. Other Relevant Facts/Information.

Each proposal must be submitted in one (1) original and five (5) copies and one (1) electronic version of your RFP on thumb drive or CD to:

Ms. Robin L. Maurer, Asst. Purchasing Director
Chatham County Purchasing Department
1117 Eisenhower Drive - Suite C
Savannah, GA 31406
(912) 790-1623
rlmaurer@chathamcounty.org

- 3.9 COMPENSATION:** The County has attempted in SECTION V to provide as much information about the project as possible to enable firms to structure their offer.
- 3.10 REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.
- 3.11 COST TO PREPARE RESPONSES:** The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.
- 3.12 INQUIRIES:** Direct any questions related to this RFP to Ms. Robin Maurer, Asst. Purchasing Director, and submit all questions in writing. Include the RFP number, page, and paragraph number as a reference to each question. If you choose to mail your questions, do not place the RFP number on the outside of

the envelope. *DEADLINE FOR ALL QUESTIONS IS one week prior to due date.* All questions shall be delivered by hand, mail, fax or e-mailed as follows:

Chatham County Purchasing and Contracting Division
Attn: Robin Maurer, Asst. Purchasing Director
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
(912) 790-1627 (FAX)
rlmaurer@chathamcounty.org

THE ONLY OFFICIAL ANSWER OR POSITION OF CHATHAM COUNTY WILL BE THE ONE STATED IN WRITING.

- 3.13** **METHOD OF SOURCE SELECTION:** Chatham County is using the Competitive Sealed Proposal method of source selection, as authorized by Part 3 of the Chatham County Purchasing Ordinance for this procurement.

An award, if made, will be made to the responsible offeror whose proposal is most advantageous to Chatham County, taking into consideration price and other factors set forth in this Request for Proposal (RFP). The County will not use any other factors or criteria in the evaluation of the proposals received.

- 3.14** **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the COMPANY agrees as follows:

The COMPANY will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

SECTION IV SPECIAL CONDITIONS

- 4.1** **PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance. If the County, at any time, discovers such a dispute during any point of evaluation, the proposal will not be considered further.
- 4.2** **EVALUATION FACTORS:** Factors such as proponents overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, delivery under the contract terms, and fee schedule will be considered in the award recommendation. Commitment in the level of MBE/WBE firms, consultants and employees will also be considered in the evaluation of proposals.
- 4.3** **SELECTION PROCESS:** *Proposals will be evaluated initially on the basis of the written document. Thus, the proposal must be complete, concise and clear as to the intent of the respondent.* Further evaluation may include an oral presentation, which will be scheduled after receipt of the written proposal and approval of the shortlist.

4.4 MINIMUM QUALIFICATIONS: All firms submitting proposals must meet the following minimum qualifications requirements. Failure to meet these qualifications may result in proposal being deemed as “non-responsive”:

- 4.3.1 Proponent must be an individual or firm licensed as a certified public accountant within the state of Georgia. The firm’s business objective/purpose should be to provide professional auditing and accounting services.
- 4.3.2 Proponent must have a minimum of four (4) years of experience of providing service to local governments similar to or like that of Chatham County.
- 4.3.3 Proponent must maintain sufficient staffing levels so that scheduled vacations or un-expected illnesses do not interfere with the completion of any work required under this Contract.
- 4.3.4 Proponent or Firm must demonstrate its ability to provide the services requested and ability to immediately commence services within 10 days of contract award or at a later date, to be determined by the Finance Director.
- 4.3.5 Proponent must provide a minimum of three (3) Georgia counties and/or municipalities references for whom the proposer has provided service to in the past five (5) years.
- 4.3.6 Proponent must demonstrate how workloads will be supervised and monitored for quality during the duration of the contract, and should also specify training in governmental accounting standards provided to staff.
- 4.3.7 Proponent or Firm shall provide a certificate of insurance, as proof of the types and limits of insurance identified in Section 2.11.

4.4 CONTRACT: The term of the contract will be for one (1) year with renewal options for four (4) additional one (1) year terms.

4.5 PROPOSALS MUST BE RESPONSIVE TO:

4.5.1 ***EXECUTIVE SUMMARY:*** The Executive Summary of the Proposal shall be limited to three (3) single-spaced typewritten pages. The purpose of the Executive Summary is to provide a high-level description of the offeror's ability to meet the requirements of the qualifications RFP.

4.5.2 ***BUSINESS PROFILE: TOTAL POSSIBLE POINTS: 20 (SECTION B)***

In this section, proponents will describe their business organization, who will serve as major participants and their respective roles.

A. **Business Organization:** State the full name, address and telephone number of the proposing firm/organization(s).

1. Indicate whether those in the proposing group will operate as a sole proprietorship, individual, partnership, or corporation, and the state of its incorporation or license to operate.
2. As applicable, provide the name of the branch office or other subordinate element that will service or assist in servicing the services described herein.

B. **Project Management Team:** Identify who will serve as the County's contract representative and the name, address and phone number for whom all contract related correspondence shall be forwarded. Identify the percentage of the total project effort that each key staff person will perform on the resulting contract. Credentials may be subject to verification.

C. **Resumes of Key Personnel:** For each key staff person that will be dedicated to the contract, attach a resume. State how long they have been with your firm, their current position, and a brief summary of their job description. Highlight key and relevant experience provided to local governments. Highlight training related to governmental accounting standards. Disclose the State of Georgia CPA License number for each team member, as assigned by the Secretary of State.

D. **Organizational Changes:** State what changes have occurred in the firm over the past six months in regard to staff, organizational structure, etc., and the reasons for any of the changes. Also state any additional changes that the firm plans to implement over the next six months and the reason for the changes.

4.5.3 ***EXPERIENCE AND CAPABILITY: TOTAL POSSIBLE POINTS: 20 (SECTION C) :*** In this section, describe the firm's prior experience providing auditing services, and its capability to provide and meet the County's goals. Include:

A. **Experience:** Describe your firm's specialized experience in providing Auditing

Services to local governments with scope of service requirements similar to or the same as that requested by Chatham County. Briefly describe the services provided and the duration (years) of each contractual agreement. 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.

- B. **Financial Capability:** Provide copies of the firm's Annual (Audited) Financial Reports or tax return for the past two (2) fiscal years. The object of this requirement is to establish the financial strength of the firm.
- C. **Litigation History:** Provide details of any federal, state or local government regulatory investigations, findings, actions or complaints that your firm and or any organization affiliated with your firm, has received within the past three (3) years. If the issue(s) has been resolved, state the corrective action taken.

4.5.4 **PROJECT UNDERSTANDING AND METHODOLOGY: TOTAL POSSIBLE POINTS: 20 (SECTION D):**

Discuss the approach to rendering the required services described in Section VI. Any special techniques, strategies and capabilities should be discussed here with a narrative demonstrating the offers' understanding of the project. The narrative statement may include the offers' proposed organizational structure and procedures to provide the required services, software and equipment to be used, expectations regarding the County's responsibilities and contributions under the contract, any limitations in delivering all the required services, any potential problem areas that might impede the successful implementation of the contract, and any other information not specifically required elsewhere in this RFP but considered pertinent by the offeror.

4.5.5 **M/WBE PARTICIPATION: TOTAL POSSIBLE POINTS: 15 (SECTION E):** Commitment in the level of local MWBE firms, subcontractors, consultants and employees. Approach to meeting and exceeding the MWBE requirements. History of Minority-owned, Women-owned business utilization.

4.5.6 **REFERENCES: TOTAL POSSIBLE POINTS: 5 (SECTION F):**

Proponent must provide a minimum of three (3) Georgia counties and/or municipalities references for whom the proposer has provided service to in the past five (5) years. Include a brief description of the services provided, date(s) of service, client name, and the name, address and phone number of the contract representative. Chatham County reserves the right to contact any reference provided.

4.5.7 **FEE PROPOSAL: TOTAL POSSIBLE POINTS: 20 (SECTION G)** Provide your fee on the Fee Proposal Form in RFP. Fee is all inclusive (labor, supplies, travel, per diem, insurance, etc.) based on the delivery schedule and services proposed.

4.5.8 **OTHER RELEVANT FACTS/INFORMATION (SECTION E):** In this Section, enclose copies of any and all required solicitation signature pages and attachments, a statement of disclosure which will allow the County to evaluate any possible conflicts of interest, and any other information not specified elsewhere that is considered pertinent by the firm.

4.5.9 **INTERVIEWS/PRESENTATIONS (IF REQUIRED) – TOTAL POSSIBLE POINTS: 30**

4.5.10 See additional requirements outlined in Section 6.3.

SECTION V

EVALUATION AND AWARD ANNUAL CONTRACT TO PROVIDE PROFESSIONAL AUDIT SERVICES FOR CHATHAM COUNTY

5.1 EVALUATION: Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by a technical review panel. A description of the factors which will be analyzed, and the relative weight accorded each factor follows. *The County will not consider the proposal of any Offeror who lacks accreditation or authorization to provide the Consultant Services requested.*

STEP 1: PROPOSAL SUBMITTAL (*TOTAL POSSIBLE POINTS: 100*).

<i>Evaluating Factor:</i>	<i>Points Possible:</i>
<i>Business Profile</i>	20
<i>Experience and Capability</i>	20
<i>Project Understanding and Methodology</i>	20
<i>M/WBE Participation</i>	15
<i>References</i>	5
<i>Fee Proposal</i>	20

STEP 2: INTERVIEWS/PRESENTATIONS - IF REQUIRED (*TOTAL POSSIBLE POINTS: 30*)

5.2 CONTRACT AWARD:

5.2.1 Successful Proponent will be asked to submit his/her firms' contractual issues for consideration in the Chatham County contract. Proposals will become part of the contract.

5.2.2 No services shall be provided under the contract until a contract has been fully executed by both parties. A notice to proceed will be issued by Chatham County.

SECTION VI TECHNICAL SPECIFICATIONS

6.1 DESCRIPTION OF THE GOVERNMENT

6.1.1 **REPORTING ENTITY** - The reporting entity for the County, as defined by GASB Statement No. 34, includes all major and non-major funds reported in the Basic Financial Statements for the fiscal year ended June 30, 2018. The County's CAFR can be found on its website at www.chathamcounty.org. The report provides additional information on the County's fund structure, accounting and budgeting policies. The County is not included in any other

governmental “reporting entity” as defined by Statement No. 34. The County has two (3) discretely presented component units, the Chatham County Board of Health, Chatham Area Transit Authority (CAT) and the Live Oak Library System which are reported separately on the Statement of Net Position and the Statement of Activities. Financial audits of the County’s discretely presented component units are not part of the scope of this request-for-proposal.

6.1.2 **NAMES OF CONTACT PERSONS** - The auditor's principal contacts with Chatham County will be Amy J. Davis, Finance Director and Alisa Fish, Assistant Finance Director, who will coordinate the assistance to be provided by the County to the auditor.

6.1.3 **BACKGROUND** - Chatham County serves an area of 455 square miles with a population of more than 250,000 and has a total payroll of approximately \$90 million covering about 1,850 employees. The total adopted budget for FY 18/19 is just over \$595 million. The County provides a full range of services, including general government, public safety, health and social services, judicial functions, planning and zoning, parking, sanitation services, water and sewer services, recreational activities, cultural events, general administrative services, and the construction and maintenance of highways, streets and infrastructure. The accounting and financial reporting functions of the County are centralized.

6.1.4 **FUND STRUCTURE** - Chatham County uses the following fund types in its financial reporting:

Fund Type/Account Group Number of Individual Funds
General Fund 1
Special Revenue Funds 14
Debt Service Fund 1
Capital Projects Funds 8
Enterprise Funds 4
Internal Service Funds 3
Agency Funds 9
Trust Funds 2

The County anticipates establishment of an additional capital projects fund in late 2019 related to a special purpose local option sales tax referendum.

6.1.5 **BUDGETARY BASIS OF ACCOUNTING** - Chatham County prepares its budgets on a basis consistent with generally accepted accounting principles.

6.1.6 **FEDERAL AND STATE FINANCIAL ASSISTANCE** - During the fiscal year to be audited, Chatham County anticipates financial assistance by various Federal and State grants.

6.1.7 **TRUST FUNDS** - Chatham County’s Pension Board provides a single-employer defined benefit pension plan. The County also has an OPEB trust fund to facilitate pre-funding of other-post retirement benefits.

6.1.8 **COMPUTER SYSTEM & OTHER TECHNICAL DATA** - The County’s financial computer system consists of three (3) servers. Financial application software is Munis by Tyler Technologies. Applications in use include, but are not limited to fund accounting, purchasing, human resources, budget preparation, fixed assets, accounts payable, cash receipts, contract management and project management. In the past, account numbers and balances have been

extracted from the system through Excel exports. The County also has Munis CAFR software with which financial statements are produced parallel to the auditor's statements

6.1.9 **INTERNAL AUDITOR** - The County's internal audit function is the responsibility of the Internal Audit Department. Internal audit is an independent appraisal function that examines and evaluates the activities of the County's various departments, agencies, and officials. The Internal Audit Director reports to the County Manager.

6.2 SCOPE OF SERVICES: The Successful Proponent hereafter referred to as "Service Provider", will be responsible for providing the following services:

- 6.2.1 Chatham County desires the Proponent to express an opinion on the fair presentation of its basic financial statements in accordance with generally accepted auditing standards.
- 6.2.2 The Proponent shall audit the financial statements consisting of the governmental activities, business-type activities, fiduciary funds and accounts, aggregate discretely presented component units, each major fund, and the aggregate remaining fund information for all fund types.
- 6.2.3 The Proponent shall also issue a report on the County's internal controls over financial reporting and test compliance with certain laws, regulations, contracts and grant agreements matter.
- 6.2.4 The Proponent shall provide an "in-relation-to" report on the supporting schedules and required supplementary information based on the auditing procedures applied during the audit of the general purpose financial statements.
- 6.2.5 The Proponent is not required to audit or express an opinion on the statistical section of the report or Management's Discussion and Analysis, but should review it. Furthermore, the Proponent shall provide an "in-relation-to" report on the schedule of federal and state financial assistance and other state-mandated schedules based on the auditing procedures applied during the audit of the financial statements.
- 6.2.6 The audit shall be performed in accordance with generally accepted auditing standards, federal and state laws including but not limited to: auditing standards generally accepted in the United States, procedures recommended by the American Institute of Certified Public Accountants, the standards for financial audits set forth by the Comptroller General of the United States in *Government Auditing Standards*, the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of State, Local Governments and Non-Profit Organizations*, and the laws of the State of Georgia.
- 6.2.7 Following the completion of the audit of the fiscal year's financial statements, the Proponent shall issue the following reports, based on current standards:
 - A. A report expressing an opinion of the presentation of the financial statements in conformity with generally accepted accounting principles.
 - B. A report on internal controls over financial reporting.
 - C. A report on compliance with applicable laws, regulations, contracts, grant agreements and other matters.
 - D. An "in-relation-to" report on the schedule of expenditures of federal awards.
 - E. A report on compliance with laws and regulations applicable to each major program

- F. and on internal control over compliance in accordance with OMB Circular A-133. Schedule of Findings and Questioned Costs and Status of Prior Year Major Federal Award Programs Audit Findings including listing of significant deficiencies and material weaknesses.
 - G. Any reports as required by state law, such as reports related to state-mandated program I information, grant certifications, and solid waste financial assurance.
 - H. A Management Letter wherein items not listed as a significant deficiency or a material weakness are communicated to management.
 - I. Any other reports mandated by changes in the auditing and compliance environment.
- 6.2.8 The Auditor will prepare all required financial statements for the CAFR. The Finance Department intends to run financial statements that parallel statements prepared by the auditing firm.
- 6.2.9 Other special considerations of note to the Proponent include:
- A. Chatham County will send its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the Proponent shall be required to provide assistance to Chatham County to meet the requirements of that program. Chatham County has received the Certificate of achievement for the last 33 consecutive years.
 - B. The Schedule of Expenditures of federal awards, related reports and schedules, as well as reports on the internal control structure and compliance, shall be issued separately from the comprehensive annual financial report.
 - C. Chatham County will require the Proponent's overall evaluation of the efficiency and adequacy of accounting procedures.
 - D. The Proponent shall be requested to grant permission to use the Auditor's Opinion in the Official Statement of any future bond issues. In addition, the Proponent shall be required, if requested by the County, fiscal advisor and/or underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters".
 - E. As requested by the County, the Proponent shall assist or provide advice in the implementation of any new required Governmental Accounting Standards Board statements, auditing standards, and/or technical bulletins. Independence will be considered.
 - F. The Proponent shall prepare the data collection form at the completion of the audit.
 - G. Subsequent to its publication, the County may choose to post the CAFR on the County's web site.
 - H. All working papers and reports must be retained, at the Proponent's expense, for a minimum of five (5) years as specified under S.A.S. 103, unless the firm is notified in writing by Chatham County of the need to extend the retention period. The Proponent shall be required to make working papers available, upon request, to Chatham County, auditors of entities of which Chatham County is a sub recipient

of grant funds and other federal or state agencies as necessary. In addition, the Proponent shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

6.3 BACKGROUND AND OBJECTIVES IN TECHNICAL PROPOSAL - The Technical Proposal should describe the qualifications, competence and capacity of the firm seeking to provide auditing services to Chatham County in conformity with the requirements of this request for proposals. Many of the guidelines for the technical proposal are already listed in Sections 4.5.

The respondent should also respond to the following items:

6.3.1. **GENERAL REQUIREMENTS** - The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. The technical proposal should address all the points outlined in the request for proposals. 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.

6.3.2 **FIRM QUALIFICATIONS AND EXPERIENCE (include request under this section in Experience and Capability section of RFP)** - As stated in Section 4.5, the proposal should provide information on firm qualifications and experience. In addition, the proponent should submit a copy of the report of 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.

Please include the responses pertaining to external quality control review and state desk review in an appendix.

The firm should provide an affirmative statement that the auditor in charge of the engagement meets the educational requirements under Georgia Statutes.

The firm should provide information on the government auditing experience of each person, including information on 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 will 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. However, the County retains the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the proposer provided

that replacements have substantially the same or better qualifications or experience.

- 6.3.3. **SPECIFIC AUDIT APPROACH (include request under this section in Experience and Capability section of RFP)** - The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required herein of this request for proposals.

Proposers are required to provide the following information on their audit approach:

- A. Proposed segmentation of the engagement.
- B. Sample size and the extent to which statistical sampling is to be used in the engagement.
- C. Type and extent of analytical procedures to be used in the engagement.
- D. Approach to be taken in considering risk and materiality to determine extent of testing.
- E. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- F. Approach to be taken in drawing audit samples for purposes of tests of compliance.
- G. Method for review of internal controls.
- H. Benchmarks to be used for evaluating financial condition.
- I. Discussion of their firm's perception of the responsibilities imposed by S.A.S. 102-114 on the reporting entity and the auditor's role in relation to these standards.

6.4 PRELIMINARY SCHEDULE FOR FY 2019 AUDIT

- 6.4.1. **June 2019** - Entrance conference with Finance Director and key staff to discuss interim and year-end work to be performed. The County annually has a planning meeting to discuss the fiscal year closing process and to identify any issues that may impact the timing of the closing. The Auditor is expected to participate in this meeting to discuss any mandated or proposed reporting changes that would apply to the current year and the subsequent fiscal year as well as to agree to a proposed time line.
- 6.4.2. **June 2019** - Preliminary audit work.
- 6.4.3. **August 2019** - Fieldwork begins. Preliminary trial balance is provided.
- 6.4.4. **September 2019** - Fieldwork is completed. Results of preliminary review and potential adjustments to the trail balance are communicated.
- 6.4.5. **October 2019** - CAFR draft is completed and submitted to auditor for review.

- 6.4.6 **November 2019** - Exit conference with Finance Director and County Manager to summarize results and review significant findings.
- 6.4.7 **December 2019** - Presentation to Commission covering significant matters of the financial operations and on any material findings reported in the management letter.

In addition, the Auditor will provide, at a minimum, monthly progress reports throughout the audit process outlining the progress to date and any accounting or auditing concerns which would have come to the auditor's attention and would have an impact on any items included in this scope of services.

6.5 ASSISTANCE TO BE PROVIDED TO THE AUDIT FIRM AND REPORT PREPARATION

- 6.5.1 The Proponent shall provide Chatham County with a list of schedules to be prepared by County staff.
- 6.5.2 The Proponent will be given free access to records of the County and reasonable access to the staff for the purposes of interviews and follow-up.
- 6.5.3 The Proponent shall maintain such records as privileged and confidential information. It is expected that the Auditor will organize the work in such a way as to minimize disruption of work of County employees in the pursuit of their normal duties.
- 6.5.4 The preparation of confirmations will be the responsibility of Chatham County.
- 6.5.5 Chatham County will provide the Proponent with reasonable workspace, desks and chairs. The Proponent will also be provided with access to local telephone lines, photocopying facilities and computer.

- 6.6 FEE SCHEDULE** - A fee proposal shall be submitted. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses. The County will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost proposal. Such costs should not be included in the proposal:

Manner of Payment - Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost proposal. Interim billings shall cover a period of not less than a calendar month. Payment of the final billing of ten percent (10%) will be made after delivery of the final report and presentation to the County Commission.

**REQUEST FOR PROPOSAL
RFP NO. 19-0041-7
ANNUAL CONTRACT TO PROVIDE PROFESSIONAL AUDIT SERVICES FOR
CHATHAM COUNTY**

FEE PROPOSAL FORM

I have read and understand the requirements of this proposal, RFP #19-0041-7 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. I agree to furnish the services as described below for the following fees:

YEAR 1 - FY2019: _____ /TOTAL*

YEAR 2 - FY2020: _____ /TOTAL*

YEAR 3 - FY2021: _____ /TOTAL*

YEAR 4 - FY2022: _____ /TOTAL*

YEAR 5 - FY2023: _____ /TOTAL*

FIVE YEAR TOTAL: _____

**Price is all inclusive (labor, supplies, travel, per diem, insurance, etc.) based on the delivery schedule and services proposed.

FIRM NAME: _____

PROPOSER: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

FAX NUMBER: _____

E-MAIL: _____

ATTACHMENT A

DRUG - FREE WORKPLACE CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE ****DRUG-FREE WORKPLACE****, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (CONTRACTOR)
certifies to Chatham County that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as **ANNUAL CONTRACT TO PROVIDE PROFESSIONAL AUDIT SERVICES FOR CHATHAM COUNTY** (PROJECT) pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR

DATE

NOTARY

DATE

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presents, 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 **ANNUAL CONTRACT TO PROVIDE PROFESSIONAL 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.

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: _____

DPC Form #45

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:

SUBCONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor 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 under a contract with _____ (name of contractor) 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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91 (b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five (5) business days of receipt, a copy of such notice to the contractor. Subcontractor 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 Subcontractor

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

END OF DOCUMENT Mod. CC P & C 6/2005

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
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens.

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 _____, 20____

Notary Public
My Commission Expires:

My Commission expires:

Resident State: _____

LEGAL NOTICE

CC NO. 167493

REQUEST FOR PROPOSALS

Sealed proposals will be received until **5:00 P.M. on MAY 30, 2019** in Chatham County Purchasing and Contracting Department, **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GA. RFP NO. 19-0041-7 ANNUAL CONTRACT TO PROVIDE PROFESSIONAL AUDIT SERVICES FOR CHATHAM COUNTY.**

A PRE-PROPOSAL CONFERENCE will be held at **2:00 P.M., on MAY 14, 2019, AT THE CHATHAM COUNTY ADMINISTRATIVE/LEGISLATIVE COURTHOUSE, 124 BULL STREET, 3RD FLOOR CONFERENCE ROOM, SAVANNAH, GEORGIA.** You are encouraged to attend.

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 Robin Maurer, Asst. Purchasing Director, at (912) 790-1623. 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 DIRECTOR

SAVANNAH N/P INSERT: April 30, 2019