



TOWN OF WILLIAMSPORT

REQUEST FOR PROPOSALS 2025 – 01

Municipal Auditing Services

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing auditing services including planning, performing testing, evaluating internal controls, review of Management Letter, review of budget adjustments, drafting and finalizing all aspects of a municipal Audit. Additional service would include providing guidance on accounting matters throughout the fiscal year. The Town intends to consider Firms and/or individuals who possess the professional and administrative capabilities to provide the scope of services detailed within the request for proposals package available on our website at www.williamsportmd.gov. This Request for Proposals is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's elected officials will participate in the process of selecting the appropriate firm per the Town Charter.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes or missed information, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, to reject any or all proposals, and waive informalities as may be deemed in the best interest of the Town.

DOCUMENTS REQUIRED FOR SUBMISSION AND CONSIDERATION

- Proposal Submission Form: Request for Proposals 2025-01 Municipal Auditing Services
- References
- If applicable; a signed copy of all advertised addenda

REQUEST FOR PROPOSALS
2025-01: MUNICIPAL AUDITING SERVICES

The Town of Williamsport (Town) invites the submittal of responses to this Request for Proposals from qualified individuals or firms (Contractor) interested in providing municipal auditing services for general areas and identified projects.

I. Project Overview

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing labor, materials, supplies, and other such necessities to properly audit the town at the end of each fiscal year. The Town intends to consider Firms and/or individuals who possess the professional and administrative capabilities to provide the scope of services detailed within the request for proposals package available on our website at www.williamsportmd.gov. This Request for Proposals is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's elected officials will participate in the process of selecting the appropriate firm per the Town Charter.

II. Project Schedule

Pre-Submittal Meeting: Thursday, April 17, 2025, at 10:00 AM in the Planning Office at Town Hall. Any potential firm not in attendance at the Pre-Submittal Meeting will be provided a copy of an addendum based on discussion at the Pre-Submittal meeting and may schedule a time to meet with the Town Manager and complete an on-site visit, if desired. Information is also available at www.williamsportmd.gov/request-for-proposals/.

Sealed Proposals: Due by Friday, May 2, 2025, by 3:30 PM. Envelopes must be delivered or mailed to Town Manager; Request for Proposals 2025-01; 2 North Conococheague Street; Williamsport, MD 21795. All sealed proposals must be delivered no later than 3:30pm on the due date. The Town reserves the right to reject any and all submissions.

ANY SEALED PROPOSAL RECEIVED AFTER 3:30PM ON THE DUE DATE WILL BE REJECTED OUTRIGHT AND SENT BACK TO THE SUBMITTING FIRM

Proposal Opening: All submitted proposals will be opened at the May 5, 2025, meeting of the Mayor & Town Council. The Town Manager will unseal and read aloud all required documents for each submitted proposal.

Proposal Award: The Mayor & Town Council will then consider each proposal and may make a formal decision at the April 12, 2025, meeting of the Mayor & Town Council or a meeting thereafter. The Town Manager will contact the awardee and provide a letter to unsuccessful submitters within seven days of the approval.

Completion of Project: It is the intention of the Mayor and Town Council to begin services on or before July 1, 2025. The priority for the first year will be to begin and complete the financial audit within the State of Maryland's deadline of October 31, 2025. The Town understands an

extension may be necessary for the first year; however, the state mandate is to be adhered to in all subsequent years.

II. Scope of Work

The financial statements are prepared to conform fully to generally accepted accounting principles (GAAP) and to be in full compliance with the requirements of the Governmental Accounting Standards Board (GASB) and/or Financial Accounting Standards Board (FASB) as appropriate. The successful auditing firm's opinion will be directed toward the fairness of presentation of the financial statements in accordance with GAAP. The successful auditing firm will also provide compliance reports as required under Federal and State law, if applicable.

The audit of the financial statements will be in accordance with Generally Accepted Audit Standards issued by the Comptroller General of the United States. The successful auditing firm, as part of this engagement, will conduct the following activities utilizing the appropriate standards:

- Plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether caused by error or fraud and conformity with the GAAP;
- Perform tests of documentary evidence supporting the transactions recorded in the accounts, which may include tests of physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions;
- Perform tests of the Town's compliance with applicable laws and regulations and provisions of contracts and agreements;
- Prepare a report on compliance with specific requirements applicable to major federal and/or state financial assistance programs, if required;
- Review the internal accounting controls of the Town to the extent necessary to evaluate the system as required by applicable standards;
- Issue a Management Report making recommendations for improvement;
- Inform the Town Manager of any matters involving internal control and its operation the Auditor considers being reportable conditions under standards established by the American Institute of Certified Public Accountants;
- Provide the Town with adjusting entries and a final trial balance upon completion of the field work; Meetings and Progress Reports:
 - Pre-audit conferences with Town management and staff will be held to discuss audit schedules, working paper requirements, and report deadlines, as well as the audit program. A written list of information to be provided by Town staff to the auditors should be presented at this time.
 - Progress report meetings will be held with Town management and key audit firm personnel at regular intervals mutually agreed upon;
 - Post audit conference(s) with Town management and key audit firm personnel will be held at a mutually agreeable date and the Auditor will be asked to present the audit to the Town Council;

- The audit will be a single document which will contain Financial statements, Notes, and supplementary data, the Combined and Individual Fund and Account Group Statements, Financial Statements, and Schedules. An electronic copy of the audit will also be made available.
- As part of the overall audit contract, the Town expects to receive from the audit firm a variety of technical assistance throughout the fiscal year, including answers to accounting, reporting, and/or internal control questions;
- All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the Town of Williamsport of the need to extend the retention period;
- Additional Services: Proposals should contain provisions for dealing with extraordinary circumstances discovered during the audit that may require an expansion of audit work beyond that which was originally planned. In addition, the audit firm may be requested to perform special projects for the Town during the year. Because of variations in demand for additional services, such work will be contracted for, provided, and billed separately to the Town on an hourly basis. Proposals should describe the types of services available from the firm, the professionals who would provide the service, and the standard hourly fees to be charged for such service.

VI. PROPOSAL SUBMITTAL

Please check the contents of your Request for Proposals package carefully to ensure that you have in your possession all the necessary documents, as referenced within this Request for Proposals, including any addenda. If you are missing any items, please contact Chad Rooney, Town Manager, at (301) 223-7711 or crooney@williamsportmd.org.

Submission of a proposal pursuant to this Request for Proposals shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. Portions of this Request for Proposals and the contents of the proposal submitted by the successful proposer may become contractual obligations if an Agreement is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the award of contract.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes or missing information, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, to reject any or all proposals for any reason, and waive informalities as may be deemed in the best interest of the Town.

The Town also reserves the right to:

- Conduct pre-award discussion and/or pre-award negotiations with any or all responsive and responsible Proposer(s) who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Proposer(s) prior to selection.

- Request that Proposer(s) furnish additional information as the Town may reasonably require.
- Process the selection of the successful Proposer without further discussion.
- Accept or reject qualifications or proposals in part or whole.
- Limit and/or determine the actual contract services to be included in a contract.
- Engage outside experts to assist staff in evaluating the merits and viability of each Proposer.
- Obtain information for use in evaluating submittals from any source.
- Verify the information received in the proposal. If a proposer knowingly and willfully submits false information or data, the Town of Williamsport reserves the right to reject that proposal. If it is determined that an Agreement was awarded because of false statements or other data submitted in response to this Request for Proposals, the Town of Williamsport reserves the right to terminate the Agreement.
- Waive any irregularity in any proposal, or reject any or all submittals, should it be deemed in the best interest of the Town of Williamsport to do so.
- The Town shall be the sole judge of the proposer's qualifications.

Inquiries: Technical questions may arise as firms are preparing their proposals. The Town will accept written inquiries regarding this Request for Proposals until seven (7) calendar days prior to the Request for Proposals due date. Questions received after that time will not be responded to. Answers to questions that warrant the attention of all the potential proposers will be distributed in the form of a written addendum.

**Please direct written inquiries to
Chad Rooney, Town Manager, by e-mail at crooney@williamsportmd.org.**

Rejection Rights: The Town of Williamsport reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this Request for Proposals including, but not limited to, the deadlines for submission and submission requirements. The Town further reserves the right to reject any or all submittals, to cancel or withdraw this Request for Proposals at any time and to negotiate with any party prior to or after submittal of proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.

Cost of Proposal Preparation: No reimbursement will be made by the Town of Williamsport for any costs incurred in the preparation of the proposal or presentation.

Proposals to be in Effect: Each proposal shall state that it is valid for a period of not less than 120 days from the date of receipt.

PROPOSAL SUBMISSION FORM
REQUEST FOR PROPOSALS 2025-01: MUNICIPAL AUDITING SERVICES

Proposal of _____ hereinafter called "CONTRACTOR", organized and existing under the laws of the State of _____ doing business as _____ for the Town of Williamsport, Maryland (hereinafter called "OWNER").

In compliance with the information contained in the Request For Proposals distributed by the Town of Williamsport, the CONTRACTOR hereby proposes to perform all WORK pertaining to the Town's annual financial audit as outlined in the **Municipal Auditing Services** Request For Proposals in strict accordance with the CONTRACT DOCUMENTS, and at the lump sum price stated below in the proposal submission form.

By submission of this PROPOSAL, the CONTRACTOR certifies, and in the case of a joint PROPOSAL each party thereto certifies as to its own organization, that this PROPOSAL has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this PROPOSAL with any other CONTRACTOR or with any competitor.

The CONTRACTOR hereby agrees to commence WORK under this Contract on the date specified in the NOTICE OF AWARD / NOTICE TO PROCEED and to fully complete the PROJECT within the time set forth on an annual basis until the contract is completed.

The CONTRACTOR agrees to execute a Contract for the work as awarded at the lump sum amount quoted on this Proposal Submission Form and further guarantees completion within the time stipulated with allowances for any extensions of time that may be approved.

The CONTRACTOR hereby states that they have available an adequate work force, equipment, materials and supplies, and finances to execute the work properly and expeditiously and is prepared to present further information to substantiate this statement.

The CONTRACTOR further covenants and warrants that they have examined complexities of the tasks required for a municipal financial audit; that they have had sufficient time to examine the task and to receive answers for any and all questions prior to this submission, and that the figures submitted are based on their own independent examination and investigation of the project.

The CONTRACTOR agrees to do everything required to perform all work necessary to properly and completely audit the Town's finances each year until this contract is terminated by either party, and to perform all other obligations imposed by this Agreement for the full and just Lump sum of _____ dollars (_____) reflecting the expected costs for one fiscal year's audit, of lawful money of the United States of America in strict accordance with the Contract Documents for Proposal 2025-01: Municipal Auditing Services as prepared by the Town of Williamsport.

Respectfully submitted by:

_____		_____	
Contractor Printed Name		Date	
_____		_____	
E-Mail Address		Title	
_____		_____	
Street Address	City	State	Zip
_____		_____	
License # (if applicable)		Phone Number	

SEAL IF A
CORPORATION

AUTHORIZED SIGNATURE: I, _____ do hereby
(Print Name)

declare that I have read and fully understand the Request for Proposals documents, including the General Conditions and the Scope of Work, and that I am duly authorized to sign and submit this Proposal.

I further understand the Town reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof, in its sole discretion as it determines what is in the best interest of the Town.

_____	_____
Signature	Date

**ALL SUBMISSIONS MUST BE ACCOMPANIED BY A SIGNED COPY OF ALL
ADVERTISED ADDENDUMS IF ANY WERE ADVERTISED.**

**FAILURE TO INCLUDE A SIGNED COPY OF EACH ADVERTISED ADDENDA
WILL RESULT IN THE REJECTION OF THE SUBMITTED PROPOSAL.**