

REQUEST FOR PROPOSALS (RFP)

FINANCIAL AND COMPLIANCE AUDIT

ISSUE DATE
May 20, 2025

SUBMISSION DEADLINE
July 14, 2025, 4:30 PM

Contact:
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BACKGROUND AND PROCUREMENT OBJECTIVES

Strafford Regional Planning Commission (SRPC) is requesting proposals for Financial and Compliance Audit services for the fiscal year ending June 30, 2025, with the option to annually renew for the four subsequent fiscal years (2026-2029).

The SRPC was established by the New Hampshire legislature through RSA 36:46. It is comprised of 18 communities that include all municipalities in Strafford County, three communities in Rockingham County, and two communities in Carroll County. Operating as a political subdivision of the State of New Hampshire, SRPC serves in an advisory role to local governments to promote coordinated planning, orderly growth, efficient land use, and the protection of the natural environment. SRPC also facilitates the betterment of the region through reviews of issues of regional concern and coordination of local planning efforts. Commissioners are appointed from the 18 member communities. They are nominated by the planning board of each municipality and appointed by the municipal officers of each municipality respectively. Commissioners may be elected or appointed officials of the municipality or county.

SRPC receives federal funds both directly and as a pass-through entity and follows the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when they are billed. Governmental grant revenues are recognized based on expenditures incurred. Revenues not considered available are recorded as deferred revenues. Expenditures are recorded when the liability is incurred except for vacation and sick leave, which is recorded in the general long-term debt account group.

SCOPE OF SERVICES

A. The services required are financial statement audits and any applicable single program audits conducted in accordance with generally accepted auditing standards as defined by the American Institute of Certified Public Accountants (AICPA) "Statements on Auditing Standards," and "Standards for Audit of Organizations, Programs, Activities, and Functions," issued by the U.S. General Accounting Office. The audits will also be conducted in accordance with all requirements of the Single Audit Act of 1984 and will follow provisions of Uniform Guidance in 2 CFR 200, Subpart F, and all current supplements. The auditor should be familiar with all of these standards and comply with all pertinent provisions. The audits shall result in the preparation of financial statements from the audited records of the SRPC with the auditor's opinion thereon. The audit reports shall also include the auditor's findings and recommendations concerning the financial management practices of the SRPC and the handling of SRPC funds.

- B. The auditor's reports will contain the auditor's opinion on the fairness of the statement of financial position and results of operations in accordance with generally accepted accounting principles, as well as all required reports on internal control and compliance as mandated by 2 CFR 200, Subpart F. A separate management letter should be prepared to summarize all items which the auditor feels may improve or eliminate any financial or operating inefficiencies detected during the audit engagement.
- C. Should the circumstances disclosed by the audit call for more detailed investigation by the auditor than necessary under ordinary circumstances, the auditor shall inform the SRPC Executive Director in writing of the need for additional investigation and the additional compensation required. Upon approval, an additional agreement may be made for additional investigation. This agreement shall not ignore the routine portion of the examination to be performed as part of the normal examination. Any evidence of fraud, such as defalcation, misappropriation, misfeasance, malfeasance, embezzlement, or other illegal acts shall be immediately reported to the SRPC Executive Director, who shall under all circumstances have the preemptive authority to directly investigate such matters at their discretion.
- D. The auditor shall provide and present draft financial and compliance audit reports for the fiscal year ending June 30, 2025 to the SRPC staff for review by October 15th following the audited year-end. The final financial statement audits and any applicable single audits will be delivered by the first Friday in November following the audited year-end. Audit staff will present the audit reports and any findings to the SRPC Executive Committee on the third Friday of November. At this time, the findings and recommendations regarding compliance and internal control shall be discussed. The Executive Committee or its designees shall have the opportunity to respond, orally or in writing, to any findings. Any such written responses shall be included in the audit report.
- E. The auditor shall provide PDF documents of the final financial and any applicable single audit reports for distribution to the SRPC Executive Committee and various cognizant agencies.
- F. SRPC maintains general ledger and payroll records in QuickBooks software. Actual monthly processing and write-up services are provided by the Financial Manager, Kathy Foster. Audit team familiarity with QuickBooks is desired but not required.
- G. SRPC approves its budget annually, and the budget cycle is on a fiscal year that ends on June 30 of each year.

- H. SRPC's records are kept on an accrual basis. Therefore, all requested audits will be reported on using an accrual basis of accounting.
- I. SRPC recognizes any technical and/or clerical support it can provide the proposer may have a significant effect on the fee. Therefore, the SRPC Financial Manager will work specifically with the in-charge auditor to ensure that all necessary records and data are provided to the firm for the completion of the audit in a timely manner.
- J. SRPC will provide suitable office space for an individual working on the audit. It will be necessary for the firm to schedule their on-site work at least two weeks in advance.

PROPOSAL CONTENT REQUIREMENTS

The proposal shall, at a minimum, include the following items:

1) Firm's Experience

Provide a summary of the firm's experience including:

- Auditing regional agencies (e.g., planning district commissions) similar to SRPC.
- Performing required governmental audits according to specifications contained herein, evaluating automated financial management systems, and recommending internal control or reporting changes to improve the client's fiscal management capability.
- Auditing public agencies.

Identify the firm headquarters, nearest office and identify the office that will serve as the managing office of the audit. State the number of years the firm and local office have been in business.

Describe the firm's participation in AICPA-sponsored or comparable quality programs.

2) Staffing

Provide qualifications of personnel to be assigned to the audit and roles and responsibilities of the assigned personnel.

Describe the experience in government audits of each senior and higher-level person to be assigned to the audit, the particular branch office out of which this individual works, years in each job and position while on each audit. Indicate the percentage of time the senior or in-charge auditor will be on-site.

Describe the relevant educational background of each individual assigned to the audit. This should include seminars and courses attended within the past three years.

Describe in detail any additional resources that your firm would have available for review and consultation concerning specific technical matters involved in this audit.

Provide an estimate of the total hours you expect to be spent on this job by management, senior auditor, and staff auditors.

3) Audit Approach

An explanation of the audit approach and proposed schedule for project completion. Describe the approach to the audit as presented herein. This should include at least the following points:

- Time of each significant phase of audit work.
- Use of materiality and how it is calculated.
- Type of audit program used (tailored to specific engagement, standard government or standard commercial).
- Use of statistical sampling.
- Typical assistance expected from the SRPC staff, generally.
- Tentative schedule for completed audit within the deadlines specified herein.

4) References

A list of three references including the name, address, and telephone number of an appropriate contact person. References should be from the three preceding fiscal years and demonstrate relevant experience (another regional or local government agency). Indicate the type(s) of services performed and the number of years served for each.

5) Cost

A first year "not to exceed" fee that includes all costs broken out individually for audited financial statements and preparation of any required single audit reports. Each of the subsequent four years' fees will be identified for the year in which the services are requested. Note: prior to contract award, SRPC reserves the right to negotiate a fixed fee for each subsequent contract year.

6) Assurances

Affirm that the examination will be made in accordance with generally accepted auditing standards and that the primary purposes of the examinations are to express opinions on the financial statements and operations in accordance with GAAP, 2 CFR 200, Subpart F, and the Single Audit Act of 1984.

7) Contact Information

- Note whether the firm qualifies as a Disadvantaged Business Enterprise (DBE) under 49 CFR Part 23.
- Contact Information including name, telephone number, email address, mailing address and other contact information for the consultant's Project Manager.
- Proposals shall be signed by an authorized member of the firm/project team.

TIMELINE

- May 20, 2025 Request for Proposals release.
- June 10, 2025 Deadline for submittal of questions on this RFP (4:30 PM). Submit questions to mtaylorfetter@strafford.org
- June 16, 2025 Questions and answers posted to the SRPC website (www.strafford.org).
- July 14, 2025 Deadline for receipt of proposals. (4:30PM)**
- July 29, 2025 Interview of firms. SRPC reserves the right to conduct interviews with selected firms. The decision to conduct interviews may affect the specified timeline.
- August 11, 2025 Anticipated final selection of firm and notification to all firms.

SUBMISSION INSTRUCTIONS

Proposals are due by 4:30 PM EST on July 14, 2025. Proposals are to be submitted electronically to mtaylorfetter@straffordnh.gov and should include "Financial and Compliance Audit RFP" in the subject line. Any proposal received after that time will not be considered. Failure to comply with these requirements will cause a rejection of the proposal.

This document can be made available in alternative formats for persons with disabilities by emailing Megan Taylor-Fetter, Office Coordinator, via email at mtaylorfetter@straffordnh.gov.

SELECTION PROCESS

A proposal evaluation and selection committee (Selection Committee) consisting of SRPC Executive Committee members and staff will review and evaluate all proposals. The Selection Committee and will be responsible for screening proposals, conducting interviews with selected firms, and recommending a firm for hire. The Executive Director will make the final decision regarding selection of a firm.

SELECTION CRITERIA

In evaluating proposals, the SRPC considers:

- 1) Responsiveness and completeness of the proposal with respect to this RFP.
- 2) Experience of the Firm.
- 3) Project Staffing.
- 4) New Hampshire Local Government and Regional Agency References.
- 5) Audit and Management Approach.
- 6) Non-binding Cost Estimate.
- 7) Responsiveness to questions at interview (if competitive interviews are conducted).

AWARD OF CONTRACT

No contract will be awarded except to a responsible firm capable of performing the requested scope of services. Proposers must comply with all state, federal, and local (municipal) laws. Prior to the award of any contract, the firm may be required to demonstrate that they have the required experience, ability, resources, and facilities to perform the work outlined within the scope of services.

This RFP does not commit SRPC to award a contract or pay any costs incurred during the preparation of any submittal. The selected firm will be required to enter into a contract which stipulates that the firm is eligible to receive Federal funding and certifies compliance with State and Federal rules related to grant-funded projects.

The selected firm will be required to provide evidence that, at its sole expense, holds and will maintain in force the following insurance:

- Commercial or comprehensive general liability insurance including contractual coverage, for all claims of bodily injury, death or property damage, in policy amounts of not less than \$250,000 per occurrence and \$2,000,000 in the aggregate; and
- Workers' compensation and employer's liability insurance as required by law.

REJECTION

Stafford Regional Planning Commission reserves the right to reject any and all proposals received and to waive any informality, technical defect, or clerical error in any proposal as the interest of the Commission may require. Rejection of any proposal shall be construed as meaning simply that the Commission does not deem the proposal acceptable or that another proposal is deemed to be more advantageous to the Commission for the particular services proposed.

EQUAL OPPORTUNITY

Equal opportunity consideration will be taken throughout the selection process without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical or mental disability, genetic information, marital status, amnesty, status as a covered veteran, or any other classification protected by applicable federal, state, and local laws. Strafford Regional Planning Commission will exercise appropriate measures to ensure good faith efforts are made during firm selection.