



# Park Township

## Request for Proposals for Audit Services

Park Township (“The Township”) is issuing a Request for Proposals (the “RFP”) to solicit proposals from qualified, licensed and insured Certified Public Accounting Firms for the provision of specific financial audit services.

The selected independent auditor will be required to perform an audit of all funds of the Township in accordance with auditing standards generally accepted in the United States as well as Government Auditing Standards. The Township’s Annual Report will be in full compliance with all current GASB pronouncements. The audit firm will render its auditors’ report on the financial statements which will include both government-wide financial statements and fund financial statements. The audit firm will also apply limited audit procedures to Management’s Discussion and Analysis (MD&A) and required supplementary information pertaining to the General Fund and each major fund of the Township.

The Township intends to enter a three-year contract (with an option to extend for two additional years) with the chosen firm. A separate Single Audit engagement may or may not be needed in each of the five years under consideration.

All questions regarding the development of a proposal should be directed to Connie Vander Schaaf, Finance Director, by email at [cvanderschaaf@parktownship.org](mailto:cvanderschaaf@parktownship.org). Previous years audited financial statements and operating budgets are available for review at [www.parktownship.org/departments/clerk/financial/](http://www.parktownship.org/departments/clerk/financial/).

### 1. BACKGROUND INFORMATION

Park Township was organized as a General Law Township in 1915, has a population of 18,855 and encompasses approximately 20 square miles. The Township operates on an April 1 through March 31 fiscal year and has an approved budget of \$8.1 million.

The Township is governed by a seven-member board elected at large, consisting of the Supervisor, Clerk, Treasurer and four Trustees that govern the Township. Land use is primarily residential and agricultural with a small amount of commercial. The Township has no industrial zoning district.

The Township provides a variety of services to its residents including assessing, parks and recreation, property tax administration, fire and emergency rescue, zoning and permitting, code enforcement, general administration and services of the Township Clerk. The Township contracts for police and emergency services with the County of Ottawa. Water and Sewer services are provided by the Consolidated Water and Sewer system (managed by Holland



# Park Township

## Request for Proposals for Audit Services

Charter Township) and the Holland Board of Public Works. Prior to July 1, 2020, the Township did manage a portion of the water system (now divested to the Holland Board of Public Works). The Township retains control over any expansion within its service area.

### 2. FINANCE AND GENERAL ACCOUNTING INFORMATION

The Township Clerk has statutory authority over accounts payable, payroll, and detailed accounting records. The Township Treasurer has statutory authority over cash receipting, investments of funds, and property tax administration. The Township employs a finance director who is responsible for the overall financial management of the Township and serves as the chief financial officer.

#### Fund Structure

The Township uses the following fund types in its financial management:

- General Fund
- Special Revenue (5)
- Capital Projects (4)
- Fiduciary (1)

Currently, the Township has no debt, pension liability, or OPEB liability.

Park Township uses BS&A software including general ledger, accounts payable, payroll, cash receipting, tax, special assessments, assessing, building, cemetery management, and utility billing (to be discontinued after 12/31/21).

#### Audit Support

Financial data from BS&A will be available as a download in PDF or Excel format (when available). The funds are closed and workpapers are prepared by the Finance Director and are generally provided in PDF format. Auditor assistance is not needed for the State of Michigan F-65, Continuing Disclosure Filing via EMMA, nor Municipal Finance Qualifying Statement filings.

Workspace will be provided for up to four audit personnel for on-site fieldwork. Financial statements are expected to be available for the August Board of Trustees meeting, though it is understood that completion may take longer in the first year of engagement. The Township requires 12 bound copies of the financial statement and will publish the report on its website.

It is expected that the Auditor will perform their duties in accordance with the directives given by the American Institute of Certified Public Accountants, the U.S. GAO Governmental



# Park Township

## Request for Proposals for Audit Services

Auditing Standards, the Governmental Accounting Standards Board and the State of Michigan Department of Treasury, among others. Failure of the Township to list a task that should have been known to the Auditor will not excuse the Auditor from performing that task.

### 3. SCOPE OF SERVICES

- A. Prepare an Annual Financial Report in conformity with Generally Accepted Accounting Principles.
- B. Express an opinion on the fair presentation of the Township's basic financial statements in conformity with Generally Accepted Accounting Principles.
- C. Prepare a report on compliance and internal control over financial reporting, based on an audit of the financial statements.
- D. If needed, express an opinion and prepare a report on compliance and internal control over compliance applicable to each major federal program (Single Audit).
- E. Meet with the Township's Board at the conclusion of the audit engagement to discuss the results of the Auditor's work.
- F. Report the results of the audit to all necessary parties (including the State of Michigan), as professional standards dictate.
- G. Audit programs, work papers and reports must be retained for a period of three years after the completion of the audit and made available for inspection by Park Township or government auditors if requested by them.

### 4. TERMS AND CONDITIONS OF THE SERVICES

- A. Schedule of the Services: A mutually agreeable time schedule for completion of the services shall be as determined by the Auditor and the Township's Finance Director prior to commencement of the services by the Auditor. Subsequent changes will be considered and may be mutually agreed upon between the Auditor and the Township's Finance Director. Historically the audit has been scheduled in June.
- B. Contract Amount: It is agreed between the Township and the Auditor that in consideration for Auditor's full and complete performance hereunder, the Township shall pay the Auditor rates as detailed in Auditor's submittal for the services, as



# Park Township

## Request for Proposals for Audit Services

proposed by Auditor and as accepted by the Township. The final amount shall be based upon actual services performed as approved by the Township's Finance Director.

- C. Term: This Agreement shall run for a three-year term beginning with the audit for fiscal year ending 3/31/22, with the option for two additional years based on mutual agreement between the auditor and Park Township. This contract may be terminated by either party at any time provided that 90 days advance notice is given.
- D. Performance Requirements: Auditor will perform all services under this Agreement in a timely and professional manner, using the customary level of care suitable for the services performed and in compliance with all applicable laws, rules and regulations. All services performed under this agreement are subject to the Township's continuing rights of review, inspection, and approval.
- E. Severability: It is the intent of the parties to this agreement that this agreement be enforceable to the fullest extent permitted by law. If, however, any provision or portion thereof of this agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the balance of this agreement and/or the surviving portion(s) of any provisions hereof will remain binding and enforceable in accordance with its terms and conditions and any provision held invalid or unenforceable will immediately be revised and amended to the minimum extent necessary in order for it to be valid and legally enforceable, consistent with the original intent of this agreement.
- F. The Township reserves the right, at its sole discretion, to include other relevant terms, conditions and specifications in any agreement resulting from this RFP.
- G. Submission of a proposal will be construed as a conclusive presumption that the Auditor is thoroughly familiar with the qualification requirements and specifications and understands and agrees to abide by each and all of the stipulations and requirements contained therein.
- H. The Township reserves the right to alter, amend, or modify any provision of this RFP, or to withdraw the RFP at any time prior to the award of a contract pursuant thereto, if it is in the best interest of the Township to do so.
- I. In the event the selected Auditor does not enter into the required agreement to carry out the purposes described in this RFP, the Township may commence negotiations with another Auditor, without reopening the RFP process.

### 5. TERMS AND CONDITIONS OF THE PROPOSAL



# Park Township

## Request for Proposals for Audit Services

- A. Proposals must be clearly marked, "Proposal for Financial Audit Services" and must also clearly state the name of the Bidder.
- B. 4 copies of the completed RFP must be delivered to: Connie Vander Schaaf, Finance Director, 52 152<sup>nd</sup> Avenue, Holland, Michigan. In addition, please provide your proposal via email to [cvanderschaaf@parktownship.org](mailto:cvanderschaaf@parktownship.org).
- C. Proposals must reach Connie Vander Schaaf, Finance Director not later than Monday, November 8, 2021 at 5:00 PM. Bids received after that date and time may not be considered.
- D. Bid packages must include:
  - a. A cover letter describing the Auditor, including the name and address of the firm submitting the proposal, and the name, address, telephone number and email address of the person who will serve as the firm's principal contact with the Township and who is authorized to make representations on behalf of the firm.
  - b. A brief description of the history of the firm, including the proportion of revenue that is derived from governmental engagements, the size of the staff that is devoted to governmental engagements and the location of the office that would serve the Township.
  - c. Proposed project team and qualifications, including the staff level, licensure status of each staff member and their experience in audits of similar governments. Resumes including relevant experience and continuing education for the staff auditors up to the individual with final responsibility for the engagement should be included.
  - d. Describe the audit firm's participation in AICPA-sponsored or comparable quality control programs (peer review). Provide a copy of the firm's current peer review as required by Government Auditing Standards.
  - e. Information on the results of any federal or state desk reviews or field reviews of audits during the past three years. Include information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years.
  - f. A minimum of three (3) client references (names and contact information) who have utilized the firm for audits of similar scope and nature.



# Park Township

## Request for Proposals for Audit Services

- g. A document that discusses the Auditor's specific audit approach. The plan should detail the expected number of audit hours by staff level. The planned use of specialists should also be specified.
  - h. A completed Certification Regarding Suspension and Debarment
  - i. Any other information believed to be pertinent.
- E. Prices should be outlined separately for the Townships basic financial statements and the Single Audit (if necessary) for each of the five years. The price should be inclusive of travel, per diem and all other out-of-pocket expenses. Any charges in excess of the agreed upon annual fee must be negotiated with Park Township in advance of their accrual.
- F. If there will be additional charges for upcoming standards or regulatory changes, those prices should also be identified separately. Changes to pricing for subsequent years should be clearly indicated. Prices quoted by bidders must remain open to acceptance by the Township without change for not less than 90 calendar days from the due date of proposals.

Bidders are hereby notified that their bid, once opened, becomes a public document that is the property of the Park Township and, as such, may be subject to public disclosure under the Freedom of Information Act. The Township reserves the right to accept or reject any or all proposals, and also the right to waive any formal defects in proposals when deemed in the best interest of the Township. Further, the Township reserves the right to accept a proposal higher in price than the lowest proposal, and to negotiate with any respondent concerning matters which the Township determines require clarification or changes not in conformity with the specific requirements set forth herein.

### 6. EVALUATION OF PROPOSALS

The Auditor will be selected on the basis of qualifications such as technical competence, staff expertise and longevity, experience with similar projects, demonstrated timeliness in meeting deadlines, responsiveness to client needs, and competitiveness of proposed fees, as determined to be in the best interests of the Township. The Township's selection process will rely on evaluations of the written responses to this Request for Proposal and any subsequent supplemental evaluation processes, such as requests for additional information, as may be undertaken by the Township at its sole discretion.



# Park Township

52 S. 152<sup>nd</sup> Avenue, Holland, Michigan 49424-6201

Phone (616) 399-4520 • Fax: (616) 399-8540

Website: [www.parktownship.org](http://www.parktownship.org) • E-mail: [Info@parktownship.org](mailto:Info@parktownship.org)

## Certification Regarding Suspension and Debarment

By signing below, I agree that my company/organization of any of its principals, personnel, division or affiliates presently or in the past have not been debarred or suspended from entering into contracts with any federal, state or local governmental entity.

The company/organization has not been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under public transaction; violation of Federal or State anti-trust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

The company/organization is not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local).

The company/organization has not had one or more public transactions (Federal, State or local) terminated for cause or default.

The certifications made in this statement are deemed to be valid as long as the company/organization continues to conduct business transactions with the Township unless notification is made in writing to the Township. The company/organization will notify the Township immediately if any of the certifications made in this statement become invalid.

Company/Organization Name: \_\_\_\_\_

Certification Made by (Name and Title): \_\_\_\_\_

Date: \_\_\_\_\_