

**TOWN OF BRAINTREE, MASSACHUSETTS
REQUEST FOR PROPOSAL
AUDIT SERVICES**

In accordance with Section 6-11 of the Town of Braintree Charter the Town Council is seeking to engage a qualified certified public accounting firm to perform an annual audit of the books and records of the Town for the fiscal years ending June 30, 2012, 2013 and 2014, in order to comply with the Single Audit Act, as amended, and to comply with the requirements of the Commonwealth of Massachusetts. Additionally, a Comprehensive Annual Financial Report (CAFR) shall be prepared for submission to the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Award. Lastly, a separate audit of the School Department's end-of-year report will be required for the Massachusetts Department of Education.

The Town of Braintree is a suburban community with a strong residential character located ten miles south of Boston. Incorporated in 1640, Braintree has a rich history and a promising future. The town is ideally situated at the crossroads of Route I-93 (128) and Route 3 for easy access to the Greater Boston area and Cape Cod as well as having excellent public transportation to Boston and Logan International Airport. The community has a good mix of established neighborhoods, small clusters of new homes and several condominium complexes.

In terms of the audit, the Town is a Tier 1 community. The Town's audited financial statements are posted on its website. The selected audit firm will be working with the audit committee of the Town Council. The Town Auditor, a CPA, is appointed by the Town Council and coordinates its internal audit function. The Town also employs a Director of Municipal Finance, a CPA, who will be working with the selected audit firm to provide information necessary to perform the audit. The Town has two enterprise funds, an electric light plant, and its own contributory retirement system. The Town uses Data National software for its payroll, and tax collections, and Fundware for its accounting system.

SECTION 6-11: INDEPENDENT AUDIT (Braintree Charter)

The town council shall annually provide for an outside audit of the books and accounts of the town to be made by a certified public accountant, or a firm of certified public accountants, who have no personal interest, direct or indirect, in the fiscal affairs of the town or any of its officers. The mayor shall annually provide to the town council a sum of money sufficient to satisfy the estimated cost of conducting the audit as presented to the mayor, in writing, by the town council. The award of a contract to audit shall be made by the town council, on the recommendation of its budget/management committee on or before September fifteenth of each year. The budget/management committee shall coordinate the work of the individual or firm selected with the municipal officials. The report of the audit shall be filed in final form with the town council and the budget/management committee not later than March first in the year following its award.

Preliminary audit work may be undertaken at any time. The Town expects to close its Fiscal Year 2012 books by September 30, 2012. Draft reports must be issued by December 31, 2012. The Town will require similar deadlines for Fiscal Year 2013 and Fiscal Year 2014.

1. Please submit an outline of your firm and its participants. Describe the education, certifications and experience of the audit manager and those who will be participating in the audit.
2. Submit a sample checklist of items that are normally required to be provided by Town personnel.
3. Provide a complete listing of all Massachusetts municipalities audited for fiscal 2011.
4. Provide names and telephone numbers of five contact persons in item 3.
5. Complete the "Evaluation Summary Form" (Attachment A); inserting information as the last pages of your Technical Proposal.
6. Eleven (11) copies of items 1 thru 5 above should be mailed in its own sealed envelope with the words "Technical Proposal" noted in the lower left hand corner.
7. In a separate sealed envelope that is to be marked with the words "Price Proposal" noted in the lower left hand corner, please provide eleven (11) copies of a fixed fee for services for fiscal years 2012, 2013 and 2014 along with an estimate of the number of hours to complete audit. Please list the Comprehensive Annual Financial Report and the School Department agreed-upon-procedures fees separately.
8. Proposals that are not submitted as noted in items 6 and 7 above will be rejected.

The most recent Town's Fiscal Year audited financial statements are located on the town's website. <http://www.braintree.ma.gov/towncouncil/documents.html>

Minimum Evaluation Criteria

Please respond in writing to each of the following minimum evaluation criteria. Proposers who do not meet all the minimum evaluation criteria may have their proposals rejected.

- The successful firm shall have audited at least 5 municipalities in FY2011.
- The Manager in charge of the engagement shall have 5 years experience and the Partner assigned to the job must have 10 years experience.
- Firms must submit their most recent Peer Review report.

Comparative Evaluation Criteria

The Town of Braintree shall apply the criteria, which follows in its evaluation of the proposals. The purpose of the information requested in this section is to assist the evaluation committee in making decisions about the proposers overall qualifications, including technical abilities and previous experience. Proposers should respond in writing to each criterion, responses to the following areas shall be complete and full.

A. Managerial Level experience

Highly advantageous – Firms who have greater than 5 CPA's with managerial responsibility, who have more than 10 years of municipal auditing experience

Advantageous – Firms who have 2-5 CPA's with managerial responsibility, who have more than 10 years of municipal auditing experience

Not advantageous – Firms who less than 2 CPA's with managerial responsibility, who have more than 10 years of municipal auditing experience

B. Firm Municipal Audit experience

Highly advantageous – Firms who have completed more than 20 municipal audits each year for the past 5 years

Advantageous – Firms who have completed more than 10 municipal audits each year for the past 5 years

Not advantageous – Firms who have completed less than 10 municipal audits each year for the past 5 years

C. Size of Municipalities audited

Highly advantageous – Firms who have experience auditing more than 5 municipalities with greater than \$100 million in revenues

Advantageous – Firms who have experience auditing at least one municipality with greater than \$100 million in revenues

Not advantageous – Firms who have no experience auditing municipalities with greater than \$100 million in revenues

Responses must be submitted to this office no later than noon on October 25, 2011. The Town Council expects to award the contract at a meeting scheduled in December of 2011. The Town reserves the right to waive informalities and to reject any and all proposals if deemed in the best interest of the Town.

ATTACHMENT A

EVALUATION SUMMARY FORM

FIRM PARTICIPANTS

<u>NAME/TITLE</u>	<u>CPA</u>	<u>YEARS EXPERIENCE</u>		
		<u>As CPA</u>	<u>MUNICIPAL AUDIT</u>	<u>MANAGERIAL</u>
Partner:				

Manager:

Others:

MUNICIPAL AUDITS COMPLETED

YEAR
2011:
2010:
2009:
2008:
2007:

MASSACHUSETTS MUNICIPAL AUDIT ENGAGEMENTS

<u>MUNICIPALITY</u>	<u>FY2011 REVENUES</u>	<u>INCLUDING AUDIT OF</u>		
		<u>ELECTRIC</u>	<u>RETIREMENT</u>	<u>CAFR</u>

List municipalities by FY2011 revenues, highest to lowest.
Note if municipality audit of electric light plant and/or contributory retirement system.
Note if audit of Comprehensive Annual Financial Report (CAFR)