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Chester, Clinton, Cromwell,
Deep River, Durham, East Haddam,
East Hampton, Essex, Haddam,
Killingworth, Lyme, Middlefield,
Middletown, Old Lyme,
Old Saybrook, Portland, Westbrook

Date: March 6, 2018

To: Interested Parties

Re: Independent Auditing Services RFP & RFQ

The Lower Connecticut River Valley Council of Governments (RiverCOG) is seeking an auditor for our next 3 to 4 fiscal year audits, including our fiscal year ending June 30, 2018. We hope that your firm might be interested in submitting a proposal for auditing services, along with your qualifications.

RiverCOG is a regional planning agency made up of 17 municipalities formed as a council of governments organized under the provisions of the Connecticut General Statutes Sections 4-124i to 4-124pa. In May of 2012, the Connecticut Office of Policy and Management Secretary, Benjamin Barnes, notified the 17 municipalities that their request to merge the nine towns served by the Connecticut River Estuary Regional Planning Agency (CRERPA) and the eight towns served by Midstate Regional Planning Agency (MRPA) had been approved. The newly formed agency started its business officially on July 16, 2012. The RiverCOG members also received recognition by Dannel P. Malloy, in April 2014, to merge the Connecticut River Estuary Metropolitan Planning Organization and the Midstate Metropolitan Planning Organization into one, known as Lower Connecticut River Valley Metropolitan Planning Organization (LCRVMPO), consisting of the same 17 municipalities.

RiverCOG's audits have been completed by the firm Michaud, Accavallo, Woodbridge & Cusano for the last four years, through our fiscal year ending June 30, 2017. The agency feels it necessary to go out to bid for a new audit firm every 3-4 years. If you would like further information on our agency, please take a look at our website at www.RiverCOG.org. Our last financial statement can be viewed through the OPM EARS database at <https://www.appsvcs.opm.ct.gov/Auditing/Public/Report.aspx>. The file ID# is 5295, listed under Lower CT River Valley Council of Governments.

As there is a short deadline for selection of an auditor, we look forward to receiving your proposal and qualifications to the attention of Samuel S. Gold, AICP, Executive Director, by 12pm, March 30th, 2018. If you have questions, please contact Paula Fernald, Financial Administrator, or Samuel S. Gold, AICP, Executive Director at 860-581-8554. The RFP can also be viewed on the State of Connecticut's BizNet site under Lower CT River Valley Council of Governments at https://biznet.ct.gov/SCP_Search/Default.aspx.

Thank for your consideration of this request,

A handwritten signature in blue ink, appearing to read "Samuel S. Gold".

Samuel S. Gold, AICP
Executive Director, RiverCOG

Request for Proposal for Auditing Services and Request for Qualifications

Scope of Work

The auditor shall perform the following for the Lower Connecticut River Valley Council of Governments (RiverCOG):

- Audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Lower Connecticut River Valley Council of Governments in accordance with government auditing standards issued by the Comptroller General of the United States and all relevant laws, regulations and standards of the State of Connecticut or its agencies with oversight over auditing standards.
- Preparation of a Management letter which will include findings, statements, observations, opinions, comments, or recommendations with regards to: Systems of internal control; Accounting systems, functions, procedures, and processes; and compliance with laws, rules, and regulations.
- Preparation of a single audit report.
- Attendance at the RiverCOG's meeting for the purpose of discussing the audit, management letter and conclusions.

Request for Qualifications

Describe your firm, discussing its audit philosophy, including the use of technology, and how it may differ from other firms.

Describe in particular, your firm's local office; that is, partners, staff, and clients served.

Describe your firm's governmental practice, including participation in professional, government, or other organizations related to government operations. Please also describe organizations similar to ours.

Provide a list of other government (regional or local) your firm audits, both locally and nationally. Additionally, please indicate those governmental organization clients your firm has obtained during the last three years.

Identify the partners and managers who might be assigned to the audit. Please provide bios. Also, please identify other professionals resident in your local office who are qualified to serve our organization and their experience serving similar organizations.

Describe your firm's capabilities and commitment to provide tax, information systems consulting and other management services to governmental organizations. Identify any that are unique in this field.

Please provide references from clients for whom you provide similar services.

Set forth your fee proposal for the audit, with whatever guarantees can be given regarding increases in future years. Your fee proposal should also delineate hours by level of staff.

Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our auditor is RiverCOG's best choice.

Deliverables: The draft audit report shall be submitted to the Financial Administrator by November 9, 2018. Presentation of the final statements by the auditor shall be at the December 6, 2018 council meeting. The auditor shall prepare 35-40 bound financial statements to bring to the meeting.

Evaluation of Proposals : The Lower Connecticut River Valley Council of Governments will evaluate proposals on a qualitative basis, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.