

TOWN OF BRASELTON
AUDITING SERVICES
REQUEST FOR PROPOSALS
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TOWN OF BRASELTON
REQUEST FOR AUDIT PROPOSAL

1. INTRODUCTION

A. General Information

The Town of Braselton is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2017, 2018 and 2019 as well as statements of the Braselton Visitors Bureau, the Town of Braselton Urban Redevelopment Authority, the Braselton Downtown Development Authority, and all enterprise funds, with the option of auditing its financial statements for each of (2) subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards (1994), the provisions of the federal Single Audit Act of 1984 (as amended in 1996) and U. S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations as well as all applicable requirements of audits for local government in the Official Code of Georgia Annotated, regulations of the Georgia Department of Audits, and applicable requirements of federal and state grantor agencies. The selected firm shall also assist the Town and related bureaus and authorities in the preparation of its final financial statements, including depreciation schedules and other duties as required.

There is no expressed or implied obligation for the Town of Braselton to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, the proposer shall submit a proposal in a sealed envelope to Jennifer Scott, Town Manager at 4982 Highway 53, P. O. Box 306, Braselton, Georgia 30517 by 5:00 p.m. on September 1, 2017.

Proposals submitted will be evaluated by an Audit Selection Committee consisting of:

- Town Manager
- Finance Director
- Other persons as appointed by the Town Manager

During the evaluation process, the Audit Selection Committee and the Town of Braselton reserves the right, where it may serve the Town of Braselton's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Town of Braselton or the Audit Selection Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town of Braselton reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Braselton and the firm selected. All proposals are

deemed public records and must be released to the public upon request, less any portions excluded by law. Any questions should be directed to Jennifer Scott, Town Manager, at jscott@braselton.net. The final deadline for submission of questions is Noon, August 22, 2017. All questions should be conveyed by email only.

Right of Rejection: The Town reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Respondents at the same time, if such action is in the best interest of the Town of Braselton. Further, the Town of Braselton may consider alternatives, waive any informalities or irregularities, and re-solicit proposals. The Town shall have the right, in its sole and absolute discretion, to select the proposal that the Town determines to best meet its needs and interests. The Town reserves the right to accept or reject any or all proposals, to solicit additional proposals to amend or revise proposals, or to correct or amend specifications. The Town also reserves the right to answer questions, clarify and/or amend this RFP at any time. **Note: All potential responders should advise the Town of their interest (via the email address in the above paragraph) and provide their preferred email address to receive any answers to questions and/or amendments to the RFP.**

B. Term of Engagement

A three year contract is contemplated with option to renew for up to two additional years, subject to the annual review and recommendation of the Audit Selection Committee, the satisfactory negotiation of terms (including a price acceptable to both the Town of Braselton and the selected firm), the concurrence of the Town Council and the annual availability of an appropriation.

II. NATURE OF SERVICES REQUIRED

A. General

The Town of Braselton is soliciting the services of qualified firms of certified public accountants to audit its financial statements as well as those of the Braselton Visitors Bureau, Town of Braselton Urban Redevelopment Authority, the Braselton Downtown Development Authority, and all enterprise funds, for the fiscal year ending June 30, 2017, 2018 and 2019, with the option to audit the Town of Braselton's financial statements for up to two additional fiscal years. The audits are to be performed in accordance with the provisions contained in this request for proposals, all applicable state and federal laws and regulations, all applicable accounting standards as well as any future changes that may occur, in particular those required by GASB including, but not limited to GASB-34.

B. Scope of Work to be performed

The Town of Braselton desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles. The Town of Braselton also desires the auditor to express an opinion on the fair presentation of its combining and individual fund and account group financial statements and schedules in conformity with generally accepted accounting principles.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards. The selected firm shall also assist the Town and related bureaus and authorities in the preparation of its final financial statements, including depreciation schedules and other duties as required.

C. Auditing Standards to be followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepting auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards (1994), the provisions of the Single Audit Act of 1984 (as amended in 1996) and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Audits of State and Local Governments. The auditor is also expected to comply with all applicable State of Georgia Statutes and federal and state agency regulations as exist now or may be changed in the future.

D. Reports to be issued:

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
3. A report on compliance with applicable laws and regulations.
4. An "in-relation-to" report on the schedule of federal financial assistance.
5. A report on the internal control structure used in administering federal financial assistance programs (this report may be combined with report number 2).
6. A report on compliance with specific requirements applicable to major federal financial assistance programs.
7. A report on compliance with specific requirements applicable to non-major federal financial assistance programs (this report may be combined with report number 6).
8. A report for Single Audit requirements of Federal Grants awarded, if required.
9. A report on compliance with general requirements for both major and non-major federal financial assistance programs.

10. Compile any financial or accounting information for special projects.
11. All adjusting entries and closing balances for FY audited on or before December 31
12. Assist with the conversion to GASB 34 requirements as needed.
13. To ensure that the Town meets all Federal and State filing requirements

The auditor shall communicate in a letter to management any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

In the required report(s) on compliance and internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report.

Non-reportable conditions that are also material weaknesses shall be identified as such in the report.

The reports on compliance shall include all instances of noncompliance.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:

Town Manager of Braselton

E. Special Considerations

1. If the TOWN OF BRASELTON prepares one or more official statements in connection with the sale of debt securities, which will contain the general-purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."
2. The Schedule of Expenditures of Federal Awards and related auditor's report, as well as the reports on compliance and internal controls are not to be included in the comprehensive annual financial report but are to be issued separately.

3. The audit firm is expected to be available for consultation periodically during the year to agree upon accounting treatment and to provide advice relative to accounting questions that come up during the year.
 - a. Keep oversight on all Town accounting procedures as needed
 - b. Set up accounting guidelines for Town to follow as needed
 - c. Be available to answer questions by phone without charge
 - d. Assist in other matters as required

4. The audit firm is expected to be proficient in its understanding of GASB34. The TOWN OF BRASELTON may require the auditor's assistance with any difficulties in implementing and complying with any new reporting requirements recently mandated by the GASB.

F. Working Paper Retention and Access to Working Papers

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 BRASELTON of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

TOWN OF BRASELTON
U.S. General Accounting Office (GAO)
State of Georgia Department of Audits

Auditors of entities of which the TOWN OF BRASELTON is a sub-recipient of grant funds, including the appropriate agency, or parties designated by the federal or state governments or by the TOWN OF BRASELTON as part of an audit quality review process.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Name of contact person.

The auditor's principal contact with the TOWN OF BRASELTON will be Nan Edwards, Finance Director whose email is nedwards@braselton.net or a designated representative, who will coordinate the assistance to be provided by the TOWN OF BRASELTON to the auditor.

B. Background Information:

The Town of Braselton is a rapidly growing town of approximately 12,000 located in Northeast Georgia near Atlanta and I-85. The governing body of the Council consists of local 5 elected officials. Administrative offices are located at 4982 Highway 53, P. O. Box 306, Braselton, Georgia 30517. The Town services provided include water, sewer,

police, court system, library, street, recreation, economic development as well as planning and development.

The TOWN OF BRASELTON has a total payroll of approximately 2 million dollars covering approximately 50 employees.

The TOWN OF BRASELTON is organized into eight departments and agencies. The accounting and financial reporting functions of the TOWN OF BRASELTON are centralized.

During the fiscal year ended June 30, 2017, the TOWN OF BRASELTON has received financial assistance from state and federal agencies.

The TOWN OF BRASELTON participates in an eligible deferred compensation plan - 457

The TOWN OF BRASELTON does participate in joint ventures with other governments.

The Town's has a computerized financial system (FUNDWARE)

More detailed information on the government and its finances can be found in the Town's audited financial statements for 2016 and well as the most recent audit review letter from the Georgia Department of Audits.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Due date for proposals	September 1, 2017
Recommendation to Town Council	September 6, 2017

B. Date Audit May Commence

The TOWN OF BRASELTON will have all records ready for audit and all management personnel available to meet with the firm's personnel at a mutually agreeable date that meets the needs of the audit firm.

C. Schedule for the 2017 Fiscal Year Audit (A similar time schedule will be developed for audits of future fiscal years if the TOWN OF BRASELTON exercises its option for additional audits).

The auditor should complete each of the following no later than the dates indicated:

1. Interim Work -The auditor shall complete interim work by Sept 30.
2. Entrance Conference with Finance Director and Work Plan by October 6

The auditor shall provide the TOWN OF BRASELTON by October 10 both a detailed audit plan.

3. Fieldwork

The auditor shall complete all fieldwork by November 15.

4. Draft Reports

The auditor shall have drafts of the audit reports and recommendations to management available for review by the Audit Committee on December 1, 2017. This deadline is a must.

D. Entrance Conferences, Progress Reporting and Exit Conferences (A similar time schedule will be developed for audits of future fiscal years if the TOWN OF BRASELTON exercises its option for additional audits).

At a minimum, the following conferences should be held by the dates indicated on the schedule:

Entrance conference with Finance Director and staff

- The purpose of this meeting will be to discuss the audit plan and audit calendar, prior audit problems and the interim work to be performed. This meeting will also be used to establish overall liaison for the audit and to make arrangements for workspace and other needs of the auditor.

Progress reporting and exit conferences with Finance Director and Town Manager and staff.

- Progress reporting and exit conferences shall be conducted as major milestones or significant events occur during the course of the audit. It shall be the prime responsibility of the audit firm to assure timely communication of any events, which would have an impact on the performance or timeliness of the audit. An exit conference shall be held to summarize the results of the fieldwork and to review significant findings.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Clerical Assistance

The Town Manager's responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the auditor.

Information Technologies staff will also be available to provide systems documentation and explanations. The auditor will be provided computer time and the use of the TOWN OF BRASELTON'S computer hardware and software.

B. Work Area, Telephones, Photocopying, FAX Machines and Internet Access.

The TOWN OF BRASELTON will provide the auditor with reasonable workspace, desks, and chairs. The auditor will also be provided with access to telephone lines, photocopying facilities, internet access and FAX machines as needed to facilitate completion of the engagement.

C. Report Preparation

Report preparation, editing and printing shall be the responsibility of the auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to the following party by email:

Jennifer Scott, Town Manager
jscott@braselton.net

2. Submission of Proposals

Proposals must be received by 5:00 pm on September 1, 2017 to be considered:

3. An original Qualifications Statement and three copies to include the following:

a. Title Page

Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

b. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.

The Statement should follow the order set forth in Section VI.B. of this request for proposals.

c. Price

Proposal as set forth in Section VI.C of this request for proposals.

d. Proposals

Proposers should send the completed proposal consisting of the Qualifications Statement and Price Proposal (sealed separately) in one, sealed envelope to the following address:

Jennifer Scott, Town Manager
4982 Highway 53, P. O. Box 306,
Braselton, Georgia 30517

B. Qualifications Statement

1. General Requirements

The purpose of the Qualifications Statement is to demonstrate the qualifications, competence and capacities of the firms seeking to undertake an impendent audit of the TOWN OF BRASELTON in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Qualifications Statement should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Qualifications Statement should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Numbers 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the TOWN OF BRASELTON as currently defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards.

The firm also should provide an affirmative statement that it is independent of all of the component units of the TOWN OF BRASELTON as defined by those same standards.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the TOWN OF BRASELTON or any of its agencies, component units or primary government for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the TOWN OF BRASELTON written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Georgia

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Georgia.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve, as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is licensed to practice as a certified public accountant in Georgia. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the

specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the TOWN OF BRASELTON. However, in either case, the TOWN OF BRASELTON retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the TOWN OF BRASELTON, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Prior Engagements with the TOWN OF BRASELTON

List separately all engagements within the last five years, ranked on the basis of total staff hours, for the TOWN OF BRASELTON by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

7. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the TOWN OF BRASELTON'S budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

9. Disclosure

Please provide the name and the official position of any Town of Braselton elected official to whom a contribution has been made in the past two years. Please list any family member that is currently employed by the Town of Braselton. Please list any family member that is an elected official for the Town of Braselton.

Proposers will be required to provide the following information on their audit approach:

a. Proposed segmentation of the engagement

b. Level of staff and number of hours to be assigned to each proposed segment of the engagement

NO DOLLARS SHOULD BE INCLUDED IN THE QUALIFICATIONS STATEMENT.
PRICE SHEET SHOULD BE INCLUDED IN A SEPARATE SEALED ENVELOPE.

c. Sample size and the extent to which statistical sampling is to be used in the engagement

d. Type and extent of analytical procedures to be used in the engagement

e. Approach to be taken to gain and document an understanding of the TOWN OF BRASELTON'S internal control structure

f. Approach to be taken in determining laws and regulations that will be subject to audit test work

g. Approach to be taken in drawing audit samples for purposes of tests of compliance

10. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, including but not limited to GASB 34, the firm's approach to resolving these problem and any special assistance that will be requested from the TOWN OF BRASELTON.

11. Report Format

The proposal should include sample formats for required reports.

C. Price Proposal (Include Separately in a sealed envelope)

1. Total All-Inclusive Maximum Price

The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The TOWN OF BRASELTON will not be responsible for expenses incurred in preparing and submitting the Qualifications Statement or the sealed dollar cost bid. Such costs should not be included in the proposal.

The first page of the sealed dollar cost bid should include the following information:

a. Name of Firm

b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the TOWN OF BRASELTON.

c. A total all-inclusive maximum price for the 2017 engagement.

2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours anticipated for each.

The second page of the sealed dollar cost bid should include a schedule of professional fees and expenses that supports the total all-inclusive maximum price. Please set forth the hourly rate for any special services described in Section I E3, not included in the all-maximum price.

3. Out-of-pocket Expenses Included in the Total All-inclusive Maximum Price and Reimbursement Rates

Out-of-pocket expenses for firm personnel (e.g., travel, lodging, and subsistence) will be reimbursed at the rates used by the TOWN OF BRASELTON for its employees. An estimated out-of-pocket expenses to be reimbursed should be presented on the same page as the sealed dollar cost bid. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

In addition, a statement must be included in the sealed dollar cost bid stating the firm will accept reimbursement for travel, lodging and subsistence at the prevailing TOWN OF BRASELTON rates for its employees.

4. Rates for Additional Professional Services

If it should become necessary for TOWN OF BRASELTON to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the TOWN OF BRASELTON and the firm. Any such additional work agreed to between the TOWN OF BRASELTON and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

5. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month. The Town reserves the right to withhold ten percent (10% from each billing pending delivery of the firm's final reports.

VII. EVALUATION PROCEDURES

A. Audit Committee and Proposal Evaluation

Proposals submitted will be evaluated by an Audit Selection Committee consisting of: Town Manager, Finance Director, and other persons selected by the Town Manager.

The TOWN OF BRASELTON reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Georgia
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the TOWN OF BRASELTON
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

2. Technical Qualifications

a. Expertise and Experience

- (1) The firm's past experience and performance on comparable government engagements
- (2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation

b. Audit Approach

- (1) Adequacy of proposed staffing plan for various segments of the engagement
- (2) Adequacy of sampling techniques
- (3) Adequacy of analytical procedures

3. Price:

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM BUT WILL BE IMPORTANT.

C. Oral Presentations

During the evaluation process, the Audit Committee may, at its discretion, request any one or all firms to make oral presentations or be interviewed by phone or email. Such presentations will provide firms with an opportunity to answer any questions the Audit Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

D. Final Selection

The Audit Selection Committee will make a recommendation to the Town Council. It is anticipated that a recommendation to the Town Council will be made by September 6, 2017.

The Town Council will make the final selection of an auditing firm.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the TOWN OF BRASELTON and the firm selected.

The TOWN OF BRASELTON reserves the right without prejudice to reject any or all proposals.