



Village of Blissfield

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Request for Proposals Village Auditor Services

June 20, 2018

The Village of Blissfield is now accepting sealed proposals for the following service contract:

Project Scope

The quote shall be divided into two services, each quoted and specified individually as well as shown as a total sum for the contract. An auditing firm's proposal shall include a price for both the actual audit as well as supplementary services necessary to prepare the accounts for auditing. Each of these services is further detailed below. Services shall be proposed for the following fiscal year audits (the Village's fiscal year begins October 1st):

- 2017-2018
- 2018-2019
- 2019-2020

Audit Services

The scope of the audit shall be for all funds and account groups of the Village of Blissfield. These currently include, but may not be limited to, the following funds:

1. General Fund
2. Major Street Fund
3. Local Street Fund
4. Municipal Street Fund
5. Building Inspection Fund
6. DDA Fund
7. Capital Improvement Fund – Bridge
8. Capital improvement Fund – Pool
9. Recreation Fund
10. Utility Fund
11. Motor Vehicle Fund
12. Library Fund
13. Garbage and Recycling Fund
14. 2 x debt service funds
15. 2 x agency funds
16. 3 x trust funds
17. Preparation of annual F-65 report.

Accounting Services

In addition to performing the required audit identified above in the scope of services and in accordance with the standards listed below, the auditing firm will be expected to assist with the year-end closings of accounts and the recording of journal entries as follows:

1. Capital asset annual depreciation computation.
2. Reconciling records, balancing receivables and any other additional assistance as may be necessary.
3. Prepare year end adjusting journal entries.

Audit Standard

The annual audit shall be performed and all required reports prepared in accordance with generally accepted auditing and accounting standards as contained in the Statements of Auditing Standards (S.A.S.) of the American Institute of Certified Public Accountants (A.I.C.P.A.). All services and reports shall also be in conformance with applicable federal statutes, including Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the U.S. Governmental Accounting Office, the Single Audit Act of 1984 (P.L. 98-502) and the provisions of the Office of Management and Budget's (O.M.B.) Circular A-133, Audits of State, Local and non-profit organizations, as well as all necessary State of Michigan rules and regulations rendered on financial statements prepared in accordance with the National Council of Government Accounting (N.C.G.A.) Statement 1 and Michigan Department of Treasury's Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan.

Time Schedule

Work should begin as necessary each fiscal year, but post-fiscal year activities shall occur no later than November 1st of each year. Final completion for the audit and all reports to be filed with the State of Michigan shall be done and presented to the Village by the January 21st following the completion of the audited fiscal year.

The proposal shall include a proposed project schedule to include estimated time for pre-audit and audit fieldwork, post-audit conference, issuance of final report and presentation to the Village Council.

Proposal Information

Submitted proposals should include a brief summary of the firm and its municipal auditing and accounting experience; a summary total cost for each of the three fiscal years in question, and a detailed budget of fees to be charged for each of the three fiscal years in question, including the number of personnel, estimated hours of labor and billable rate schedule.

Village Assistance

The Village shall provide a workspace and copying equipment for the auditing firm's staff. In addition, the Village shall provide copies and the assistance in locating all required work papers, investment statements, financial statements, budget accounts, debt schedules, accounts payable, checks, payroll, invoices and other information requested by the auditing firm.

Right to Reject

The Village reserves the right to reject any and all proposals submitted and to request additional information from all bidders. Any contract awarded will be made to the independent auditor who, based on evaluation of all responses, applying any and all criteria and oral interviews if necessary, is determined to be the best qualified to do the audit.

Number of Audit Copies

The auditor shall furnish the Village with twenty-five (25) paper copies of all required reports and review letters for Village distribution, as well as one electronic copy in pdf format. In addition, the auditor shall furnish the required number of copies to each state and federal reporting agency as applicable.

Fee and Payment

The proposed total fee, per fiscal year, shall be based on a not-to-exceed figure for completion of the annual audit and accounting services. Totals invoiced shall not exceed the amount of the bid unless expressly permitted and agreed upon in writing in advance by the Village. Payment shall be made on a lump sum basis upon completion of the audit and acceptance of the final report and management letter by the Village Council. Upon selection, the auditor shall enter into a contractual service agreement with the Village further setting out the terms and conditions of the proposed services to be rendered.

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Evaluation and Selection

Proposals will be evaluated by assessing the firm's municipal accounting experience, the technical ability of the firm's personnel, and the quoted total fees. The successful proposal will be the one which, based upon evaluation of all responses, is determined to be the best suited and qualified to perform the audit(s).

Interested firms are welcome and encouraged to meet with or contact Village staff to discuss and review the scope of the project prior to bid submittal to accurately gauge project requirements.

Submission Deadline

Proposals shall be submitted, clearly labeled "Blissfield 2018 Auditing Services" to James Wonacott, Village Administrator, 130 S. Lane St., PO Box 129, Blissfield, MI 49228, or administrator@blissfieldmichigan.gov, no later than 4:00 PM on Wednesday, July 11, 2018. Award of the contract covered by this Request for Proposals could occur as early as the July 23 Village Council meeting.



James A. Wonacott
Village Administrator