



Request For Qualifications

November 28, 2018

Pre Audit Assistance for Year-End Audit
For the period ending 12/31/18

**Due 3:00pm MST
Wednesday, December 12, 2018**

Solicitation# - RFQ – FY2018-2

Request for Qualifications
Town of Lyons, Colorado

For

Audit Preparation Assistance – Independent Financial Services
For the Period Ended December 31, 2018

Deadline to submit qualifications:
3:00 PM MST on Wednesday, December 12, 2018

Qualifications must be delivered to:

Town of Lyons
Finance Department
Attn: Ana Cañada
P.O. Box 49
432 5th Avenue
Lyons, CO 80540

For information concerning the RFQ process, required formats, and the schedule of activities, deadline for questions is Friday, December 7, 2018 at 2:00 p.m., please direct questions to:

Ana Cañada
Director of Finance/Treasurer, Town of Lyons, CO
acanada@townoflyons.com

TOWN OF LYONS, COLORADO
REQUEST FOR QUALIFICATIONS

DUE: December 12, 2018

PART ONE
INTRODUCTION AND GENERAL INFORMATION

1. **Introduction:** This document constitutes a request for competitive, sealed qualifications from qualified Contractors to provide audit preparation assistance, including pre-audit review of audit documents, and related accounting services as specified, for the Town of Lyons, Colorado in accordance with the terms and conditions set forth in this Request for Qualifications (RFQ).
2. **Organization:** This document, referred to as a Request for Qualifications, is divided into the following parts:
 - Part One: Introduction and General Information
 - Part Two: Scope of Work
 - Part Three: General Contractual Requirements
 - Part Four: Qualification Submission Information
3. **Background/ General Information:** The Town of Lyons is located 17 miles north of Boulder and serves a population of approximately 2,000. The Town operates under a Board-Town Administrator form of government and provides the following services: police (via the Boulder County Sheriff's department); street maintenance; parks; municipal court; planning and zoning. The Town also owns and operates enterprise activities including electric, water distribution, wastewater, storm water and property management.
4. **Timetable:** For information purposes only, individuals are advised the Town anticipates following the timetable set forth below with regard to this RFQ:

Deadline for RFQ response: December 12, 2018 at 3:00 pm, MST

Award Decision: December 17, 2018

5. All proposals submitted in response to this RFQ will be evaluated by an evaluation team, which will make a recommendation to the Board of Trustees for a final decision. The award will be made to the individual that best meets the needs of the Town and will not necessarily be the lowest cost proposal.

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PART TWO
SCOPE OF WORK

1. **Specific Requirements:** The Town of Lyons requests qualifications for the purpose of hiring a Contractor to assist the Town with review and analysis of Audit documents including, but not limited to the following duties:

- a. Review and adjust trial balance
- b. Review debt and financing agreements
- c. Review cash reconciliations and investments
- d. Review budget for year under audit
- e. Review grants receivable for year under audit and assist with preparation of SEFA schedule
- f. Assist with preparation of Audit Schedules as requested by Auditors
- g. Assist with year-end accruals and reconciliations
- h. Review Financial Statements from Caselle
- i. Review fixed asset schedules including additions, deletions, and depreciation
- j. Review inventory schedules
- k. Review payroll records and assist with preparation of payroll accrual and reconciliation of payroll liabilities
- l. Assist with preparation of revenue accruals
- m. Assist with preparation of HUTF Report

In addition to the duties stated, the Contractor chosen would also work closely with the Finance Director to identify any areas that require additional attention and clarification, pre-audit.

The Contractor must be currently licensed to practice as a CPA in the State of Colorado.

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PART THREE
GENERAL CONTRACTUAL REQUIREMENTS

1. Contract period: It is expected the term of the engagement will begin approximately January 14, 2019 and continue through approximately September 30, 2019.
2. Termination: The Town reserves the right to terminate the contract at any time, without penalty or recourse, by giving the Contractor written notice of such termination at least two weeks (14 calendar days) prior to the effective date of termination. The Contractor shall be entitled to receive just and equitable compensation for the services provided to and accepted by the Town pursuant to the contract prior to the effective date of the termination.
3. Pricing and Rates: Rates and pricing shall be stated in the contract. The Town shall neither pay nor be liable for any costs which are not specifically identified in the contract.

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PART FOUR
PROPOSAL SUBMISSION INFORMATION

1. **Submission of Qualifications:** Proposals must be completed, signed, sealed, and received by the Town by the closing date. Any qualification proposals received by the Town after that date and time noted will not be opened.
2. **Qualification Evaluation:** After determining that a proposal satisfies the mandatory requirements stated in the RFQ, the Town will use both objective analysis and subjective judgment in conducting an assessment of the qualifications. The Town will be the sole judge as to the acceptability of any and all qualifications.
3. **Qualification Format:** The RFQ must minimally address the following issues:
 - a. Description of the Contractor and how the business is legally organized.
 - b. The location of the office from which work is to be done, other than the Town offices.
 - c. Outline of how the Contractor envisions the process of completing the work requested.
 - d. The activities the Contractor has performed including experience with governmental entities in the areas of audit, accounting, and management services.
 - e. Description of experience with Single Audits and State and Federal grants.
 - f. A list showing all governmental auditing experience for the past three years.
 - g. A fee schedule, showing the hourly rate. This rate should be all inclusive, as payment of incidentals is not permitted.
4. **References:** Provide three references from firms or entities for which the Contractor has provided services within the past three years. Reference information should include:
 - a. Name of the entity
 - b. The dates when the service was provided
 - c. The name, address, and telephone number of a contact person for each
 - d. A brief description of what the project entailed.
5. **Interview:** To aid in the selection of a Contractor, the Town reserves the right to conduct a personal interview with the individual under consideration.