



## **TOWN OF CHESTER, NEW HAMPSHIRE**

### **INVITATION TO BID**

The Town of Chester is accepting proposals from qualified and responsible firms for the annual audit of the governmental activities, the major fund, and the aggregate financial statements of years ending June 30, 2022 through June 30, 2025, and the completion of the Town's required NH Department of Revenue Form MS-535, Annual Town Financial Report.

Three (3) hard copies and one (1) electronic copy on a USB flash drive of the response to this Request for Proposal shall be submitted in a sealed envelope clearly labeled with the Bidder's name and "Request for Proposal – Auditing Services" to the following address:

Auditing Services  
RFP 01-13-2022  
Town of Chester  
84 Chester Street  
Chester, NH 03036  
Attn: Board of Selectmen

Questions concerning this Request for Proposal shall be directed to Joanne Smith, Finance Director, at (603) 887-3636 x103 or [jsmith@chesternh.org](mailto:jsmith@chesternh.org).

All proposals must be received no later than Wednesday, February 2<sup>nd</sup>, 2022, at 3:00pm (time period may be extended at the discretion of the Board of Selectmen) to be considered. It is the sole responsibility of the Bidder to have the packet at the designated location prior to the deadline date and time. Faxed submittals will not be accepted.

Sealed proposals must be signed by a duly authorized official of the Bidder. Proposal terms shall be valid for a period of ninety (90) days from receipt by the Town of Chester. It is anticipated but not guaranteed that a contract will be awarded to a Bidder based upon the RFP response and evaluation prior to February 19<sup>th</sup>, 2022.

All responses are governmental records subject to public disclosure under the Right-to-Know Law. The Town will not accept responses marked confidential in whole or in part.



**Scope of Work  
Town of Chester  
1 Chester Street  
Chester, NH 03036**

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## **Section One: INSTRUCTIONS TO BIDDERS**

By submitting a signed proposal, the proposing company warrants that it is sufficiently informed in all matters affecting the performance of this work; furnishing service, knowledge, labor, supplies, material and components needed in performing the specifications; that it has obtained copies of all necessary documentation; that it has made itself aware of all site-specific peculiarities; and that it is familiar with all field conditions; that it has properly and completely executed the bid documents; and that the prices are complete and a correct statement of performing the work and furnishing the service, knowledge, labor, supplies, materials and components specified by the RFP documents.

### **Qualifications:**

Bidder must have experience in the municipal auditing and accounting field. Bidder must possess all applicable licenses and insurance coverage required to perform the work as required.

- Bidder shall have all permits to operate a business in the State of New Hampshire and/or the Town of Chester.
- Bidder labor must be direct employees of the Bidder or direct employees of a Sub-Bidder if working under the Bidder. Bidder shall be under direct contract with the Town of Chester and work must be closely coordinated with the Town of Chester Finance Director and Town Administrator.

This RFP is applicable to the Town of Chester Internal Control Policy and the Town reserves the right to accept or reject any or all bids and to accept the bid deemed to be in its best interest.

### **Proposal Postponement or Amendment:**

The Town of Chester reserves the right to amend any portion of the Request for Proposal. Copies of such amendments shall be furnished to all prospective Bidders. Where such amendments require changes in the scope of services, the final date for submission may be postponed.

### **Cost of Proposal Preparation:**

Any costs incurred by Bidders responding to this Request for Proposal in anticipation of receiving a contract award shall be the responsibility of the Bidder. The Town of Chester shall not reimburse the Bidder for any such expenses.

### **Contract Documentation:**

Any contract resulting from this solicitation shall contain the terms and conditions included in this RFP, the successful proposal, and any addenda issued pursuant thereto.



## **Section Two: GENERAL DESCRIPTION OF REQUIRED SERVICES**

Conduct an audit of the Town of Chester's financial statements for year ending June 30, 2022 through June 30, 2025 in accordance with auditing standards generally accepted in the United States. The sealed proposal should include the auditing of the governmental activities, the major fund, and the aggregate remaining fund information, and to express an opinion on these financial statements based on the audit. These services should include a consideration and opinion of the Town's internal controls over the financial reporting.

Complete the required New Hampshire Department of Revenue Form MS535 Annual Town Financial Report.

## **Section Three: ORGANIZATION AND CONTENT OF PROPOSAL**

Sealed proposals shall contain a straightforward, concise delineation of the Bidder's capability to satisfy the requirements of the Request for Proposal. Each proposal shall be submitted in the requested format and include all pertinent information necessary to evaluate the submission.

### **Proposal Contents:**

Bidders shall adhere to the following organization in the development and submission of the proposal:

1. Identification of the Submitting Entity - State the name of the firm, mailing address, telephone number, facsimile number, email address and authorized individual to negotiate on behalf of the firm.
2. Project Teams - Identify the project team members and their positions in the team. Outline the responsibilities of each member. Include any anticipated sub consultants within the project team. Identify the experience and qualifications of the individual team members.
3. References - Provide a list of past clients for which your firm has provided service of a similar nature. For each reference include a contact name, phone number and address. Briefly describe the service provided for each reference. Include a minimum of two references and no more than four.

### **Acceptance:**

Binding Offer - Each proposal shall be submitted with the understanding that the acceptance in writing of the Town of Chester of an offer to furnish the services described in the proposal shall constitute a contract between the Bidder and the Town of Chester which shall bind the Bidder to furnish and deliver the services in accordance with the conditions and specifications of said accepted proposal. This shall not negate the option of the Town of Chester to further negotiate with the selected Bidder.



Right to accept or reject - The Town of Chester reserves the right to accept the proposal deemed to be in its best interest, or to reject any and all proposals. The Town of Chester reserves the right to enter into a contract with any Bidder based solely upon the initial proposal or on the basis of the best and final offer without conducting interviews.

**Payment Schedule:**

When payment is due, the Bidder shall submit an invoice, clearly marked:

Auditing Services, RFP 01-13-2022  
Town of Chester  
84 Chester Street  
Chester, NH 03036  
Attn: Marianne Duffy, Finance Officer



<b><u>ACORD</u></b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>			DATE (MM/DD/YY) <b>01/01/14</b>	
PRODUCER <b>Some Insurance Agency Name</b> <b>100 Main Street</b> <b>City or Town, NH Zip</b>		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  INSUREERS AFFORDING COVERAGE				
INSURED <b>Name of Contractor or Vendor</b> <b>111 Some Street or Drive</b> <b>City or Town, NH Zip</b>		INSURER A: <b>USA INSURANCE COMPANY</b> INSURER B: <b>AMERICAN INSURANCE INCORPORATED</b> INSURER C: <b>NH WORKERS' COMPENSATION INSURANCE CO.</b> INSURER D: INSURER E:				
COVERAGES						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSURER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS	
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <u>Additional Insured</u> <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-A11</b> <b>(Example #)</b>	<b>12/01/16</b>	<b>12/01/17</b>	EACH OCCURENCE	<b>\$1,000,000</b>
					FIRE DAMAGE (Any one person)	\$
					MED EXP (Any one person)	\$
					PERSONAL & ADV INJURY	\$
					GENERAL AGGRREGATE	<b>\$2,000,000</b>
	PRODUCTS-COMP/OP AGG	\$				
<b>B</b>	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> <u>Additional Insured</u> <input type="checkbox"/> _____	<b>SKLS-029499S</b> <b>(Example #)</b>	<b>12/01/16</b>	<b>12/01/17</b>	COMBINED SINGLE LIMIT (Ea accident)	<b>\$1,000,000</b>
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
					AUTO ACCIDENT ONLY-EA	\$
	OTHER THAN EA ACC	\$				
	AUTO ONLY: AGG	\$				
<b>C</b>	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>A4145-SS-PJ37</b> <b>(Example #)</b>	<b>12/01/16</b>	<b>12/01/17</b>	EACH OCCURENCE	\$
					AGGREGATE	\$
						\$
						\$
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<b>A4145-SS-PJ37</b> <b>(Example #)</b>	<b>12/01/16</b>	<b>12/01/17</b>	<input type="checkbox"/> WC <input type="checkbox"/> OTH-ER	
					E.L. EACH ACCIDENT	<b>\$100,000</b>
					E.L. DISEASE-EA EMPLOYEE	<b>\$500,000</b>
	E.L. DISEASE - POLICY LIMIT	<b>\$100,000</b>				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS <b>TOWN OF CHESTER LISTED AS ADDITIONAL INSURED, WAIVER OF SUBROGATION APPLICABLE TO POLICIES LISTED ABOVE</b>						
CERTIFICATE HOLDER		<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER: <b>A &amp; B</b>		CANCELLATION		
<b>Town of Chester</b> <b>ATTN: Board of Selectmen</b> <b>84 Chester Street</b> <b>Chester, NH 03036</b>		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <b>30</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE <b>John Smith, CIC (EXAMPLE)</b>				