

**REQUEST FOR PROPOSALS  
AUDIT SERVICES**

**March 25, 2016**

Dear Auditor,

We invite you to submit a proposal for furnishing Audit and Financial Statements services for the Two Rivers-Ottauquechee Regional Commission (TRORC) **for a three year period**. TRORC is one of eleven regional planning commissions in the State of Vermont, and is a political subdivision of the State. Our current overall budget, composed of federal, state and local funds, is approximately \$5,128,000, however we anticipate actual 2016 revenues of approximately \$1,987,875 and similar figures for the next two years. Our fiscal year runs July 1 through June 30. A Single Audit was performed in FY 15 and we anticipate that one may need to be performed during this contract period as well. An Audit (and potentially a Single Audit) of the financial records and tests for internal control and compliance must be made in accordance with:

1. Title 2 Part 200 of the Code of Federal Regulations;
2. Government Auditing Standards, by the Comptroller General of the United States, most recent revision. ("Yellow Book");
3. AICPA's Audits of State and Local Governmental Units;
4. Government auditing standards required by 2 CFR Subpart F, Audit Requirements.

Proposals must be submitted in duplicate and should provide the following:

1. Information on the firm's background and experience auditing governmental entities and specifically, regional planning commissions in Vermont.
2. Information on the firm's background and experience in auditing programs financed by Federal, State, and Local governments with a special emphasis on Single Audit experience.
3. Information on the size and organizational structure of your firm. Resumes indicating the qualifications of the staff members to be assigned to this audit, indicating at a minimum, their position in the firm, total years with the firm, and experience. Please also include a description of the audit team makeup and the planned supervision. A statement of your understanding of the work to be performed, including time and cost estimates to perform each step in the Audit Program, with clear break out of costs associated with a Single Audit.

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4. Commitment to conduct fieldwork by August 1<sup>st</sup> of each year with final, written Audit Report and Management Letter submitted by September 30th of each year.
5. The firm shall provide twelve (12) paper copies and one digital copy of the Audit Report and Management Letter.

We would appreciate receiving your proposal no later than 4:30 p.m. on **May 6, 2016**. Mail or email to:

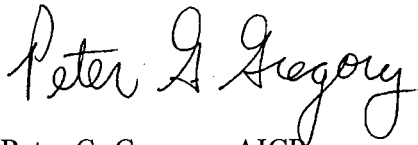
Dee Gish (dgish@trorc.org)  
Two Rivers-Ottauquechee Regional Commission  
128 King Farm Road  
Woodstock, VT 05091

Final selection will be made by **May 31, 2016** based on these factors and your proposed fee.

If you have any questions concerning this request for proposal or about the Two Rivers-Ottauquechee Regional Commission, please contact Peter Gregory at 802-457-3188. When submitting your proposal, be sure to include the name of the contact person at your firm.

This letter is not to be construed as a contract or commitment of any kind.

Sincerely,



Peter G. Gregory, AICP  
Executive Director