

TOWN OF LISBON, CT
1 NEWENT ROAD, LISBON, CT
RE-REQUEST FOR PROPOSALS FOR
AUDITING SERVICES

February 5, 2024

Town of Lisbon, CT
1 Newent Road, Lisbon CT 06351
REQUEST FOR PROPOSALS FOR AUDITING SERVICES

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INTRODUCTION

A. General Information

The Town of Lisbon CT 1 Newent Road, Lisbon CT 06351 is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2024, with the option of auditing its financial statements for each of the Two (2) subsequent fiscal years and with a second option to renew for an additional Two (2) years for a total of 5 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, the provisions of Sections 4-230 through 4-236 of the Connecticut General Statutes concerning the State Single Audit Act, and the U.S. Office of Management and Budget (OMB) Circular A-133, as necessary. It will be understood that during the term of the audit contract there may be changes in the accounting standards. The successful firm acknowledges that it will perform the audit using the most current recognized standards at no additional costs to the town.

The auditor(s) shall state that the primary purpose of the audit is to express an opinion on the general-purpose financial statements taken as a whole and that the audit is subject to the inherent risk that errors or irregularities may occur and not be detected.

There is no expressed or implied obligation for the Town of Lisbon CT, 1 Newent Road, Lisbon CT 06351 to reimburse firms for any expenses incurred in preparing proposals in response to this request.

To be considered, we must receive copies of a proposal by 11 am on December 20, 2023. The Town of Lisbon CT, 1 Newent Road, Lisbon CT 06351 reserves the right to reject any or all proposals submitted. The Town of Lisbon Board of Finance will evaluate proposals submitted.

During the evaluation process, the Town of Lisbon Board of Finance and the Town of Lisbon CT, 1 Newent Road, Lisbon CT 06351 reserve the right, where it may serve the Government'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 Lisbon CT, 1 Newent Road, Lisbon CT 06351 or the Town of Lisbon Board of Finance, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

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Town of Lisbon CT, 1 Newent Road, Lisbon CT 06351 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 Lisbon CT, 1 Newent Road, Lisbon CT 06351 and the firm selected.

It is anticipated the selection of a firm will be completed by March 20, 2024. Following the notification of the selected firm it is expected an engagement letter will be executed between both parties within 30 days of approval.

B. Terms of Engagement

A five-year contract is contemplated, subject to the annual review and recommendation of the Town of Lisbon Board of Finance, the satisfactory negotiation of terms (including a price acceptable to both the Town of Lisbon CT, 1 Newent Road, Lisbon CT 06351 and the selected firm), and the annual availability of an appropriation.

II. DESCRIPTION OF THE GOVERNMENT

A. General

The auditor's principal contact with the Town of Lisbon CT, 1 Newent Road, Lisbon CT 06351 will be Chris Maynard, Town of Lisbon Treasurer, who will coordinate the assistance to be provided by the Town of Lisbon CT, 1 Newent Road, Lisbon CT 06351 to the auditor, as directed by the Town Treasurer.

B. Background Information

Detailed information on the government and its finances can be found in the following documents provided with this Request for Proposal:

1. General Purpose Financial Statements for last year, and
2. Government Auditing Standards and Single Audit Reports for last year, and
3. This year's general fund budget

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

A. Statements and Schedules to be prepared by the Government

The staff of the Town of Lisbon CT, 1 Newent Road, Lisbon CT 06351 will prepare or provide the following statements and schedules for the auditor:

1. Adjusted, balanced trial balance for all funds including:
 - Due to/from accounts balanced
 - Transfers in/out balanced
2. Bank reconciliations for all accounts.
3. Check registers for all accounts.
4. Investment activity schedules.
5. Detailed schedules of revenues and expenditures, expenses, accounts payable and receivable, accrued payroll and encumbrances balanced to the trial balance.
6. Detail of other balance sheet and subsidiary account activity balanced to the trial balance.
7. Analysis of other accounts as requested.
8. Payroll records.
9. Tax Collection Schedules including:
 - The Grand Rate Book Balance Report (GRBBR)
 - Details supporting entries in the GRBBR
 - GASB 34 Reports supporting interest and lien fees outstanding at the beginning and end of the year.
10. Allowance for doubtful accounts calculations.
11. Reconciliation of each original budget to final budget.
12. Final budget vs. actual reports for all funds that have legally approved budgets.
13. Debt schedules including:
 - Debt amortization schedules
 - Premium amortization schedules
 - Debt cost amortization schedules
14. Schedules of Compensated Absences, Special Termination Benefits, Landfill Closure costs and other long-term debt.
15. Depreciation Schedules including accumulated depreciation for the year.
16. Payroll records.
17. Completed ED-OOI and supporting Documents.
18. Standard representation letters.
19. Other records or documents as requested.

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B. General

Office space will be provided in close proximity to the financial records. Telephones will be made available as well as the use of a copy machine during the engagement. The audit firm will be required to provide its own equipment and other office materials.

III. NATURE OF SERVICES REQUIRED

A. General

The Town of Lisbon CT 1 Newent Rd. Lisbon CT 06351 is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June, 30 2024, with the option of auditing its financial statements for each of the Two (2) subsequent fiscal years and with a second option to renew for an additional Two (2) years for a total of 5 years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Qualifying Requirements

1. Qualified Firm

Firms submitting proposals must be qualified to perform independent audits of municipalities of the State of Connecticut. The firm must have been engaged last fiscal year, as independent Auditors for the purpose of rendering an opinion on the annual financial statements of a Connecticut municipality,

2. Location

The auditors must have an office located within the State of Connecticut, and resident staff must be able to offer the full range of auditing services required by this Request for Proposal.

3. Non-Discrimination

No person shall be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provision), marital status or the presence of any sensory, mental or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by the Government and may result in ineligibility for further Government contracts. The Proposer shall at all times in the proposal and contract process comply with all applicable Government, state, and federal anti-discrimination laws, rules,

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regulations and requirements thereof. The auditor must comply with all regulations including Executive Orders number 3 and 17.

4. Other

Supervisory members of the audit team, including the "in-charge" field auditor, should be Certified Public Accountants and have a minimum of two (2) years of municipal audit experience in the State of Connecticut. The Town of Lisbon Board of Finance intends to strongly consider municipal audit experience and certification in evaluating the proposer's audit team.

C. Scope of Work to be Performed

The Town of Lisbon CT, 1 Newent Road, Lisbon CT 06351 desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles.

The auditor is to provide certain limited procedures on the required supplemental information. The auditor is to provide an "in-relation-to" report on the combining and individual fund financial statements based on the auditing procedures applied during the audit of the financial statements and the combining and individual fund financial statements and schedules.

The auditor is required to perform the procedures on the Form EDOOI as enumerated by the State Board of Education.

The auditor is required to complete a municipal questionnaire.

The auditor is required to conduct a State Single Audit and a Federal Single audit as necessary.

D. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. Comptroller General's Government Auditing Standards, in conjunction and conformity with sections 4-230 through 4-236 of the Connecticut General Statutes (the State Single Audit Act) and OMB Circular A-133 (the Federal Single Audit Act) when applicable.

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E. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue, as required by generally accepted auditing standards, and Government Auditing Standards, the Connecticut General Statutes and OMB Circular A-133 including but not limited to the following:

Governmental Auditing Standards:

- A report on the internal control structure based on the auditors' understanding of the control structure and assessment of control risk.
- A report on compliance with applicable laws and regulations.

State Single Audit:

- Reports on the supplementary schedules of state financial assistance.
- Reports on the internal control structure used in administering state financial assistance programs.
- Reports on compliance with laws and regulations related to major state financial assistance programs. This report should include an opinion on compliance with specific requirements applicable to major state financial assistance programs.

Federal Single Audit:

- Reports on the supplementary schedules of Federal financial assistance.
- Reports on the internal control structure used in administering federal financial assistance programs.
- Reports on compliance with laws and regulations related to major federal financial assistance programs. This report should include an opinion on compliance with specific requirements applicable to major federal financial assistance programs.

The auditor shall communicate in a letter to the Town of Lisbon Board of Finance 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.

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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 three (3) years, unless the firm is notified in writing by the Town of Lisbon CT, 1 Newent Road, Lisbon CT 06351 of the need to extend the retention period. The auditor will be required to make working papers available, upon request by the Town of Lisbon CT, 1 Newent Road, Lisbon CT 06351.

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.

G. Other Audit Services

Periodically the Government is required to have other accounting work performed. The Auditor will be expected to perform these engagements and any other audit services requested by the Government outside of the standard audit at the hourly rate or a negotiated price stated in Appendix D.

H. Implied Requirements

All services not specifically mentioned in this request for proposals that are necessary to provide the functional capabilities described by the auditor shall be included in the Scope of Services.

It is understood that the normal course of business for the Town of Lisbon, the Town of Lisbon Board of Finance and the Town of Lisbon Board of Education will require information and consultation on issues related to the audit or financial accountability. These services shall be covered under the scope and pricing of the audit agreement.

V. 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:

Request for proposal issued	February 5, 2024
Due date for proposals	March 15, 2024
Oral presentation, if necessary, by selected proposers	March 20, 2024
Appointment	March 20, 2024
Contract date	30 days after selection

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B. Schedule for the Annual Audit

The following is a list of key dates for the performance and completion of the audit:

Entrance conference with management	By July 31 st
Preliminary fieldwork begins	By July 31 st
Final audit work begins	By September 30 th
Exit conference to review draft and significant findings	By November 15 th
In-Person Presentation of draft audit and findings to Board of Finance	by 3 rd Wednesday of November

C. Report Submissions

Copies of all reports shall be addressed to the Town of Lisbon Board of Finance. The successful proposer will also submit copies of reports as required by state and federal audit requirements.

The submission dates for the various reports to the Government and the appropriate cognizant agencies by December 31st.

Where an extension of time may be required, it will be the responsibility of the Auditor to promptly notify the Government, in writing. It is the Government's responsibility to secure all necessary approvals in a timely manner. The Auditor shall promptly notify the Town of Lisbon Board of Finance of any suspicion of fraud, defalcation or misapplication of funds. Such notice shall be in addition to any notice to grantors required by single audit legislation.

The final report and 25 signed copies, PDF CD or electronic copy and PDF via email should be delivered to the Town of Lisbon Board of Finance.

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 in writing (email) to Wayne Donaldson, Chairman, Lisbon Town of Lisbon Board of Finance of Finance (Lisbon.BOF.Chairman@hotmail.com). Depending on the nature of the inquiry, the question and answer may be distributed to all parties actively preparing a proposal for this RFP, if they had left contact information.

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2. Submission of Proposals

The following material is required by March 15, 2023 for a proposing firm to be considered:

a. The Proposal and 12 copies are to include the following:

- Title Page - Title page showing the request for proposal's subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.
- Table of Contents
- 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 itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period covered. We have included a sample of this letter in Appendix E
- Detailed Proposal - The detailed proposal should follow the order set forth in Section VI B of this request for proposals.
- Guarantees and Warranties - Executed copies of Proposer Guarantees and Proposer Warranties attached to this request for proposals (Appendix B).
- The Proposer shall submit an original and 11 copies of a dollar cost bid attached to this request for proposals (Appendix D).

b. Proposers should send the completed proposal consisting of the two (2) separate envelopes to the following address:

Town of Lisbon Board of Finance
Town of Lisbon, CT 1 Newent Road, Lisbon, CT 06351
Envelope #1: Technical Proposal
Envelope #2: Sealed Dollar Cost Bid

B. Technical Proposal

1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Town of Lisbon CT 1 Newent Road, Lisbon, CT 06351 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 technical proposal should demonstrate the qualifications of the firm and of the particular

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staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements.

The technical proposal should address all the points outlined in the request for proposals (excluding any cost information, which should only be included in Appendix D). 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 items may be presented, the following subjects, items numbered 2 through 9, 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 Lisbon CT 1 Newent Road, Lisbon, CT 06351 as defined by generally accepted accounting standards and the U.S. Comptroller General's Government Auditing Standards.

The firm should also list and describe the firm's professional relationships involving the Town of Lisbon CT 1 Newent Road, Lisbon, CT 06351 or any of its agencies for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

3. License to Practice in Connecticut

An affirmative statement should be included indicating that the firm and its municipal partner are qualified to practice in Connecticut.

4. Firm Qualifications and Experience

The proposal 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 and the number and nature of the staff to be so employed on a part-time basis.

The firm shall also provide a copy of the firm's last peer review. Only firms with a rating of pass on their peer review will be considered. 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 (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who

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would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Connecticut. The firm also should indicate how the quality of staff over the term of the agreement would 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 Town of Lisbon CT 1 Newent Road, Lisbon, CT 06351. However, in either case, the Town of Lisbon CT 1 Newent Road, Lisbon, CT 06351 retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the Town of Lisbon CT 1 Newent Road, Lisbon, CT 06351, 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. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the significant engagements performed in the last five years that are similar to the engagement described in this request for proposals. The listing should provide the name and telephone number of the principal client contact.

7. 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 IV of this request for proposal. In developing the work plan, reference should be made to such sources of information as the Government's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

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

- a. Proposed segmentation of the engagement.

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

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Town of Lisbon CT 1 Newent Road, Lisbon, CT 06351.

C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposals. 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 Lisbon CT 1 Newent Road, Lisbon, CT 06351 will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.

2. Fixed Fees by Category

The dollar cost bid should include a schedule of professional fees and expenses; presented in the format provided in the attachment (Appendix D) that supports the total all-inclusive price.

3. Rates for Additional Professional Services

If it should become necessary for the Town of Lisbon CT, 1 Newent Road, Lisbon, CT 06351 to request the auditor to render any additional services not requested in this request for proposals 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 Lisbon CT 1 Newent Rd. Lisbon, CT 06351 any such additional work agreed to between the Town of Lisbon CT, 1 Newent Road, Lisbon, CT 06351 and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid in Appendix D.

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4. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm's dollar cost bid proposal. Interim billings shall cover a period of not less than a calendar month.

VII. EVALUATION PROCEDURES

A. Town of Lisbon Board of Finance

The Town of Lisbon Board of Finance will evaluate proposals submitted.

B. Evaluation Criteria

The following represent the principal selection criteria, which will be considered during the evaluation process of proposals:

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Connecticut.
- b. The audit firm's professional personnel have received adequate continuing professional education within the preceding three years.
- c. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of Lisbon CT, 1 Newent Road, Lisbon, CT 06351.
- d. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.
- e. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.

2. Technical Qualifications

- a. Expertise and Experience
- b. The firm's past experience and performance on comparable government engagements.
- c. 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.
- d. Experience with the preparation of federal and state financial assistance and related reports.
- e. Audit Approach/Service Delivery Plan: Describe how the firm intends to conduct the audit. Describe the service delivery system including who will do what, how and where. Provide detail on staffing requirements.

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Describe how the services will be coordinated and monitored and how access to them will be ensured through entrance conferences, progress reporting, and exit conferences.

3. Price

- a. Cost will not be the primary factor in the selection of an audit firm.

C. Oral Presentations

During the evaluation process, the Town of Lisbon Board of Finance may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Town of Lisbon Board of Finance may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

D. Final Selection

It is anticipated that a firm will be selected by March 20, 2024. Following notification of the firm selected, it is expected a contract will be executed between both parties within thirty-days of approval.

E. Right to Reject Proposals

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 Lisbon CT, 1 Newent Road, Lisbon, CT 06351 and the firm selected.

The Town of Lisbon CT, 1 Newent Road, Lisbon, CT 06351 reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms and to waive minor inconsistencies with the request for proposal.

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APPENDIX A

LIST OF KEY PERSONNEL AND TELEPHONE NUMBERS

<u>Name</u>	<u>Position</u>	<u>Phone Number</u>
Wayne Donaldson	Chairman Board of Finance*	203-627-3817
Chris Maynard	Treasurer	860-376-7856
Holly Smelser	Bookkeeper	860-376-7856
Kenneth Bomba	Tax Collector	860-376-4188
	LCS Business Manager	860-376-2403
Sally Keating	LCS Superintendent	860-376-5565
Tom W. Sparkman	First Selectman	860-376-3400

* Note: all inquiries must be made in writing to the Chairman of the Board of Finance first: LisbonBOF.Chairman@hotmail.com. If other personnel are needed to answer the question the Chairman will include them in the response or will let you contact them directly.

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APPENDIX B

PROPOSER GUARANTEES AND WARRANTIES

Proposer Guarantees

The Proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section IV, Nature of Services Required.

Proposer Warranties

1. Proposer warrants that it is willing and able to comply with State of Connecticut laws with respect to foreign (non-state of Connecticut) corporations.
2. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Town of Lisbon CT, 1 Newent Road, Lisbon, CT 06351.
4. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm : _____

Date: _____

APPENDIX C

INSURANCE

The professional individual or firm shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the work hereunder by the individual or the firm, his agents, representatives, or employees. The cost of such insurance shall be included in the proposal.

For the purpose of this clause, the term "professional individual or firm" shall also include the individual's or firm's respective officers, agents, officials, employees, volunteers, Town of Lisbon Board of Finances and commissions.

Minimum Scope and Limits of Insurance

- 1) Broad Form Comprehensive General Liability - \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, and products / completed operations.
 - 2) Automobile Liability - \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
 - 3) Umbrella Liability - 1,000,000 per occurrence, following form.
 - 4) Workers' Compensation - Limits as required by State of Connecticut Labor Code.
 - 5) Employers' Liability - \$100,000 each accident with \$500,000 disease/policy limit and \$100,000 disease/each employee.
 - 6) Professional Liability (if used on a claims-made basis, insurance coverage shall be maintained for the duration of the contract and for two (2) years following contract completion.) - \$1,000,000 per occurrence and \$1,000,000 aggregate.
 - 7) Personal Property Coverage - Adequate insurance to cover the value of personal property (including but not limited to, personal computers) belonging to the Auditor while located on Government property, while in use or in storage, for the duration of the contract.
 - 8) Aggregate Limits - -Any aggregate limits must be declared to and be approved by the Government. At the option of the Government, the insurer shall increase or eliminate the aggregate limit and notify the Government of any erosion of aggregate limits.
- A. Deductibles and Self-Insured Retentions - Any deductibles or self-insured retentions must be declared to and be approved by the Government. At the option of the Government, the

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insurer shall reduce or eliminate such deductibles or self-insured retentions as regards the Government or the Auditors shall procure a bond, which guarantees payment of the losses and related investigations, claims administration and defense expenses. At no time will the Government be responsible for the payment of deductibles or self-insured retentions.

- B. Notice of Cancellation or Non-renewal - Each insurance policy required by this Exhibit shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced, either in coverage or in limits, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Government.
- C. Other Insurance Provisions - The policies are to contain, or be endorsed to contain, the following provisions;
 - 1) Liability, (General, Automobile, Professional) Coverage;
 - a. "The Government and its respective officers, agents, officials, employees, volunteers, Town of Lisbon Board of Finances and commissions" are to be named as additional insured with regards to liability arising out of activities performed by or on behalf of the Auditor; products and completed operations of the Auditor; premises owned, leased or used by the Auditor. The coverage shall contain no special limitations on the scope of protection afforded to the Government.
 - b. The Auditor's insurance coverage shall be the primary insurance as regards the Government. Any insurance or self-insurance maintained by the Government shall be in excess of the Auditor's insurance and shall not contribute with it.
 - c. Any failure to comply with the reporting provisions of the policies shall not affect coverages provided to the Government.
 - d. Coverage shall state that the Auditor's insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.
 - 2) Workers' Compensation and Employer's Liability Coverage
 - a. The insurer shall agree to waive all rights of subrogation against the Government for losses arising from the work performed by the Auditor for the Government.
 - b. If State statute does not require the Auditor to obtain Workers' Compensation insurance, then the Auditor shall furnish the Government with adequate proof of the self-employment status/ The Auditor agrees to waive all rights of claims against the Government for losses arising from the work performed by the Auditor. In the event that during the contract this self-employment status should change, the Auditor shall

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immediately furnish proper notice to the Government and a certificate of insurance indicating that Workers' Compensation insurance and the Auditor as has obtained Employer's Liability coverage required by this Exhibit.

D. Acceptability of Insurers

- 1) Insurance is to be placed with insurers which have a Best's rating of at least A.
- 2) Insurance companies must either be licensed to do business in the State of Connecticut or be deemed to be acceptable by the Government's Attorney.

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APPENDIX D

FIXED FEES

To be submitted on your firm's letterhead in a separate envelope.

Firm's Name: _____

Location of office staffing the audit: _____

Number of Municipal professional audit staff: _____

Number of Municipal audit staff to be assigned: _____

FIXED FEES

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
GENERAL GOVERNMENT					
Financial Audit	_____	_____	_____	_____	_____
BOARD OF EDUCATION					
Financial Audit	_____	_____	_____	_____	_____
- Cafeteria					
Financial Audit	_____	_____	_____	_____	_____
- Grants					
- EDOOI					
and related					
- Special Revenue					
Accounts					
STATE SINGLE AUDIT	_____	_____	_____	_____	_____
FEDERAL SINGLE AUDIT	_____	_____	_____	_____	_____
(if needed)					
TOTAL:	_____	_____	_____	_____	_____

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Total hours included in total fees and hourly rate used for each level for services outside the specified scope:

	<u>No. of Hours</u>	<u>Hourly Rate</u>
Partner	_____	_____
Manager	_____	_____
Senior	_____	_____
Staff	_____	_____
Support	_____	_____

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

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APPENDIX E

SAMPLE AUDIT SERVICES PROPOSAL LETTER
(To be submitted on your firm's letterhead)

Town of Lisbon
Board of Finance
1 Newent Road
Lisbon, CT 06351

Date: _____

Dear: _____

We have read the Request for Proposal and fully understand its intent and contents. We certify that we have adequate personnel, insurance, equipment, and facilities to fulfill the specified requirements. We understand that our ability to meet the criteria and provide the required services shall be judged solely by the Town of Lisbon Board of Finance.

We have attached the following:

1. Proposal as outlined in Section VI
2. Appendix B: Proposer Guarantees and Warranties
3. Appendix C: Insurance
4. Appendix D: Fixed Fees (separate envelope).

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the Government.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

