

CITY OF BEAUFORT
STATE OF SOUTH CAROLINA
REQUEST FOR QUALIFICATIONS



RFQ NO. 2022-114
FINANCE AUDIT SERVICES
DUE: MARCH 17, 2022

CITY OF BEAUFORT, SC
REQUEST FOR QUALIFICATIONS
FINANCE AUDIT SERVICES
RFQ NO. 2022-114

SEALED QUALIFICATIONS will be received in the Finance Department, 2nd Floor, City Hall, 1911 Boundary Street, Beaufort, South Carolina until **2:00 P.M. ET Thursday, March 17, 2022**. All qualified contractors are invited to submit qualifications to the City of Beaufort for the following:

CITY OF BEAUFORT
FINANCE AUDIT SERVICES

SUBMIT:

One (1) portable document format (pdf) format file as an email attachment on or **before 2:00 P.M. ET Thursday, MARCH 17, 2022**.

(Depending upon file size limitations, a file sharing platform (i.e. Dropbox) may need to be used. After sending the qualification by email, proposers must send a separate email without an attachment to advise that a submission has been made. The Procurement Administrator will follow up to confirm receipt or to advise accordingly if a Dropbox submission is necessary.)

OR

One (1) unbound original and three (3) bound copies of all requested documentation must be received on or before **2:00 P.M. ET Thursday, MARCH 17, 2022**.

E-MAIL: procurement@cityofbeaufort.org

PROCUREMENT AGENT: John Robinson

EMAIL ADDRESS: jrobinson@cityofbeaufort.org **PHONE NUMBER:** 843-525-7035

MAIL or COURIER

MARK OUTSIDE ENVELOPE: "RFQ 2022– 114 FINANCIAL AUDIT SERVICES"

ADDRESS TO: City of Beaufort, City Hall, 2nd Floor Finance Department, Attention: John Robinson

MAILING ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

OFFICE ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

FAX NUMBER: 843-525-7031

A PUBLIC BID OPENING MEETING WILL BE HELD AT 2:01 P.M. ET Thursday, MARCH 17, 2022. ALL POTENTIAL OFFERORS ARE ENCOURAGED TO ATTEND.

DUE TO THE IMPACT OF THE COVID-19 VIRUS, THE BID OPENING MEETING WILL BE CONDUCTED VIA ZOOM VIDEO CONFERENCING. ZOOM MEETING DETAILS WILL BE ANNOUNCED BY ADDENDA.

DEADLINE ENFORCED

QUALIFICATIONS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF QUALIFICATIONS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE OFFEROR. IT IS THE OFFEROR'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR QUALIFICATIONS. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLIGENCE ARE RISKS ALLOCATED TO OFFERORS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. TELEPHONE, OR FACSIMILE QUALIFICATIONS WILL NOT BE ACCEPTED.

Any offer submitted as a result of this RFQ shall be binding on the offeror for **NINETY (90)** calendar days following the specified opening date. Any qualification for which the offeror specifies a shorter acceptance period may be rejected.

Proprietary and/or Confidential Information

Your qualification package is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your qualification.

All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. *All information not so denoted and identified shall be subject to disclosure by the City.*

This Request for Qualifications is being issued by the City of Beaufort. Direct all questions or request for clarification of this RFQ by email, mail, or fax to the procurement agent listed above.

Offerors are specifically directed not to contact any other City personnel for meetings, conferences, or technical discussions related to this request unless otherwise stated in this RFQ. Failure to adhere to this policy may be grounds for rejection of your qualification.

Offerors ARE CAUTIONED that any statement made by City staff persons that materially changes any portion of this RFQ shall not be relied upon unless they are subsequently ratified by a formal written amendment to this RFQ. Any revisions to this RFQ will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the Request for QUALIFICATION may be accessed on the City of Beaufort website under Quick Links – “Bid Opportunities” at www.cityofbeaufort.org.

All Offerors should consult this website for updates before submitting bids.

THE DEADLINE FOR QUESTIONS IS: 5:00 PM, MARCH 3, 2022. ANSWERS TO SUBMITTED QUESTIONS WILL BE POSTED ON THE CITY WEBSITE BY 5:00 PM ON MARCH 10, 2022.

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFQ, Offeror shall immediately notify the City of such error in writing and request modification or clarification of the document.

The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFQ or it shall be deemed waived.

The City of Beaufort reserves the right to reject any or all submissions, or any parts thereof, waive informalities, negotiate terms and conditions, and to select an Offeror that best meets the needs of the City of Beaufort and its employees.

Compliance with the South Carolina Illegal Immigration Reform Act

Any Contractor, entering into a service contract with the City of Beaufort must certify to the City of Beaufort that the Contractor intends to verify any new employees' status, and require any sub-consultants performing services under the service contract to verify their new employees' status, per the terms of the South Carolina Illegal Immigration Reform Act, and as set out in Title 41, Chapter 8 of the Code of Laws of South Carolina, 1976.

Policy Concerning Minority and Woman Owned Business Enterprises

Intent

Businesses owned and operated by women and minority persons, in general, have been historically restricted from full participation in the nation's free enterprise system to a degree disproportionate to other businesses.

The City believes it is in the community's best interest to assist minority and woman owned businesses to develop fully, in furtherance of City's policies and programs which are designed to promote balanced economic and community growth.

The City, therefore, wishes to ensure that minority and woman owned businesses (M/WBEs) are afforded the opportunity to fully participate in the City's overall procurement process and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

Goal for Participation

The City adopts the State of South Carolina's goal for participation of M/WBEs: ten percent (10%) of annual controllable procurement expenditures which are defined as agreements between the City and a Vendor to provide or procure labor, materials, equipment, supplies and services to, for or on behalf of the City. However, a specific expectation has not been set for this RFQ.

Required Forms

Contractors submitting qualifications are required to include completed forms that are found at the end of the General Terms & Conditions. The City's General Terms & Conditions, a required component of all competitive procurement qualifications, may be accessed on the City's website under Quick Links – Bid Opportunities – www.cityofbeaufort.org. All proposers are to certify that they have read the General Terms & Conditions and will adhere to them as a component of the contract documents.

Contractors should also be aware that, should a contract be awarded, the City will require reports of the utilization of any minority business enterprises to be filed along with requests for payment. The City reserves the right to audit accuracy of the utilization reports that are filed.

The City of Beaufort reserves the right to reject any or all bids; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the bids submitted; to award the contract according to the bid which best serves the interests of the City; or to not award the contract if the City determines that it is not in its best interest to do so.

Qualifications that are not signed will not be accepted as complete and shall not be considered. Qualifications must be signed in the appropriate space(s) by an authorized officer or employee of the offeror.

The words "Bidder", "Offeror", "Proposer", "Vendor", "Operator", "Contractor", and "Company" are used interchangeably throughout this RFQ, and are used in place of the person, vendor, or corporation submitting a bid.

FINANCE AUDIT SERVICES RFQ 2022-114

INTRODUCTION

The City of Beaufort, South Carolina (the "City") invites written qualification packages from qualified candidates willing to provide independent Finance Audit Services for the City of Beaufort.

The purpose of this Request for Qualifications is to establish a contract for professional services of a Certified Public Accountant (the "auditor") for financial and compliance audits. The contract will be for five consecutive fiscal years beginning with the fiscal year ending June 30, 2022, and completing with the fiscal year ending June 30, 2026, subject to annual review and the annual availability of an appropriation for audit services by the City. The City intends to issue an Annual Comprehensive Financial Report (ACFR) to the Government Finance Officers Association Certificate for Achievement and Excellence in Financial Reporting Program and expects to receive the award each year of the contract.

SCOPE OF WORK

This Scope of Work defines the minimal acceptable performance by the proposer in providing the defined services, documentation, and related information identified below. The proposer will demonstrate both qualifications and ability to perform these services for the City of Beaufort.

The intent of this Request for Qualification is to solicit submissions from various firms, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate which can best meet the needs of the City.

The City Finance Director shall be designated as the contact person with the auditor upon selection. Services shall include, but not be limited to the following:

1. AUDIT REQUIREMENTS

- a. As required by the Laws of the State of South Carolina, the audit shall be conducted in accordance with auditing standards generally accepted in the United States of America, promulgated by the American Institute of Certified Public Accountants (AICPA) and in accordance with the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. If a Single Audit is required as a part of the annual audit, the audit shall be performed in accordance with American Institute of Certified Public Accountants (AICPA) Standards, Government Auditing Standards, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) located in Title 2, Part 200 of the Code of Federal Regulations.

2. AUDIT ACTION ITEMS

- a. To determine whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information and the respective changes in financial position, and the respective budgetary comparison for each governmental fund in conformity with accounting principles generally accepted in the United States of America. In addition, to determine whether the financial statements presented as supplementary information present fairly, the respective financial position of each of the government's nonmajor governmental, and fiduciary funds, thereof in conformity with accounting principles generally accepted in the United States of America.

- b. To obtain an understanding of the components of internal control that is sufficient to assess the risks of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing, and extent of further audit procedures. Because an audit of a government's financial statements is based on opinion units, the auditor's consideration of internal control in assessing the risks of material misstatement should address each opinion unit. The auditor should obtain a sufficient understanding by performing risk assessment procedures to (a) evaluate the design of controls and (b) determine whether they have been implemented. The auditor should use such knowledge to identify types of potential misstatements; consider factors that affect the risks of material misstatement; and design tests of controls, when applicable, and subsequent procedures. In acquiring an understanding of and assessing internal control, the auditor should consider computer controls as well as the controls over manual portions of the system.
- c. To plan and perform the audit to obtain reasonable assurance about whether the financial statements, including note disclosures, are free of material misstatement, whether caused by error or fraud, and material misstatements arising from illegal acts that have a direct and material effect on the determination of financial statement amounts. Illegal acts are defined in auditing standards as violations of laws or governmental regulations. Although not explicitly stated in auditing standards, the phrase "laws and governmental regulations" generally has been interpreted to implicitly include the provisions of contract and grant agreements. The AICPA Codification of Statements on Auditing Standards, Section AU 317 requires the auditor to consider laws and regulations that are generally recognized by auditors to have a direct and material effect on the determination of financial statement amounts. The auditor's responsibility to detect and report misstatements resulting from illegal acts having a direct and material effect on the determination of financial statement amounts is the same as that for misstatements caused by error or fraud. In addition, the auditor should be aware of the possibility that illegal acts that may, in particular circumstances, be regarded as having material but indirect effects on financial statements may have occurred. If specific information comes to the auditor's attention that provides evidence concerning the existence of possible illegal acts that could have a material indirect effect on the financial statements, the auditor should apply audit procedures specifically directed to ascertaining whether an illegal act has occurred.
- d. To provide reasonable assurance of detecting material misstatements that result from violations of provisions of contracts or grant agreements that could have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives. If specific information comes to the auditor's attention that provides evidence concerning the existence of possible violations of provisions of contracts or grant agreements that could have a material indirect effect on the financial statements, the auditor should apply audit procedures specifically directed to ascertaining whether such violations have occurred. If, during the course of the audit, auditors become aware of abuse that could be quantitatively or qualitatively material to the financial statements, the auditor should apply audit procedures specifically directed to ascertain the potential effect on the financial statements or other financial data significant to the audit objectives.

- e. To evaluate whether the City has taken appropriate corrective action to address findings and recommendations from previous engagements that could have a material effect on the financial statements. Auditors should use this information from previous engagements in assessing risk and determining the nature, timing, and extent of current audit work, including determining the extent to which testing the implementation of the corrective actions is applicable to the current audit objectives.
- f. To ensure that audit documentation is prepared in sufficient detail to provide a clear understanding of the nature, timing, and extent of auditing procedures performed to comply with generally accepted government auditing standards and other applicable standards and requirements; the results of the audit procedures performed and the audit evidence obtained; the conclusions reached on significant matters; and that the accounting records agree or reconcile with the audited financial statements. Auditors should also document, before the audit report is issued, evidence of supervisory review of the work performed that supports findings, conclusions, and recommendations contained in the audit report.
- g. To determine whether the City complied with laws, regulations, and the provisions of contracts or grant agreements pertaining to federal awards that may have a direct and material effect on each major program. With regard to internal control over compliance, the auditor is required to do the following (in addition to meeting the requirements of Government Auditing Standards): (1) perform procedures to obtain an understanding of internal control over federal programs that is sufficient to plan the audit to support a low assessed level of control risk for major programs, (2) plan the testing of internal control over major programs to support a low assessed level of control risk for the assertions relevant to the compliance requirements for each major program, and (3) perform tests of internal control.
- h. To verify and test expenditures of the State Mandated Schedule of Municipal Fines, Assessments and Surcharges. The auditor shall verify and test expenditures sufficient to provide assurance that the schedule is fairly presented in relation to the financial statements. The auditor's report on the financial statements shall include an opinion, or disclaimer of opinion, as to whether the schedule is presented fairly in all material respects in relation to the financial statements taken as a whole.

3. AUDIT REPORTING

The auditor will prepare the required audit reports including those required by Government Auditing Standards and Office of Management and Budget Uniform Guidance (If Applicable) at the completion of the audit.

4. STANDARD REPORT on the FINANCIAL STATEMENTS

- a. Reference should be made that the audit was conducted in accordance with generally accepted government auditing standards. In the same or in separate report(s), the auditor should include a description of the scope of the auditor's testing of internal control over financial reporting and compliance with laws, regulations, and provisions of contracts or grant agreements. Auditor should state in the report whether the tests performed provided sufficient, appropriate evidence to support an opinion on the effectiveness internal control over financial reporting and on compliance with laws, regulations, and provisions of contracts or grant agreements. When auditor reports separately (including separate reports bound in the same document) on internal control over financial reporting and on compliance with laws and regulations and provisions of contracts or grant agreements, they should state in the financial statement audit report that they are issuing those additional reports.
- b. The auditor's report on the financial statements should include an opinion, or disclaimer of opinion, as to whether the Schedule of Municipal Fines, Assessments and Surcharges is presented fairly in all material respects in relation to the financial statements taken as a whole.
- c. Report on Internal Controls. A written report on reportable conditions is require and in accordance with the American Institute of Certified Public Accountants' Codification of Statements on Auditing Standards, Section AU 325.
- d. Control deficiencies identified during the audit that upon evaluation are considered significant deficiencies or material weaknesses under the American Institute of Certified Public Accountants' Codification of Statements on Auditing Standard, Section AU 325 must be communicated in writing to management and those charged with governance as a part of each audit, including significant deficiencies and material weaknesses that were communicated to management and those charged with governance in previous audits, and have not yet been remediated.
- e. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. The report should include a description of the scope of the auditor's testing of internal control over financial reporting and compliance with laws, regulations, and provisions of contracts or grant agreements. The auditor should report, as applicable to the objectives of the audit, and based upon the audit work performed, (1) significant deficiencies in internal control, identifying those considered to be material weaknesses; (2) all instances of fraud and illegal acts unless inconsequential; and (3) violations of provisions of contracts or grant agreements and abuse that could have a material effect on the financial statements.
- f. When required, Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with OMB Uniform Guidance (if applicable). This report should include an opinion (or disclaimer of opinion) on whether the City complied with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program, and where applicable, refer to the separate schedule of findings and questioned costs. The report on internal control related to major programs should describe the scope of testing of internal control and the results of the tests and, where applicable, refer to the separate schedule of findings and questioned costs.

11. In addition to the reports above, it is anticipated the partner assigned to the audit will meet periodically as requested by the Finance Director or City Council for purposes of discussing the audit process or findings as well as presenting audit reports and findings and addressing questions related to the audit or findings.
12. All documentation, hard copy and electronic, resulting from these services shall become the property of the City of Beaufort.

ADDITIONAL DOCUMENTS

Additional documents may be available online. Proposers are required to review and be familiar with any documents as they are a part of the RFQ and will become part of the awarded contract. These additional documents may be accessed on the City of Beaufort website under How Do I – Bid Qualifications – Current Bid Opportunities at www.cityofbeaufort.org.

SUBMISSION REQUIREMENTS

- I. **Required content for qualification:** The detailed requirements set forth in the Qualification Format are recommended. Failure by any Proposer to respond to a specific requirement may result in disqualification. Proposers are reminded that qualifications will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those qualifications determined not to be in compliance with provisions of this RFQ and the applicable law and/or regulations will not be processed. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its qualification. This information may include documents such as a firm profile or brochure.

All costs incurred by the Proposer associated with RFQ preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of a contract, shall be the responsibility entirely and exclusively by the proposer.

- II. **Qualification format:** The qualification format requirements were developed to aid Proposers in their document development. They also provide a structured format so reviewers can systematically evaluate several submissions.

The purpose of the RFQ submission is to demonstrate the technical capabilities, professional qualifications, past project experiences, and knowledge within this industry. Proposer's qualification must address all the points outlined herein as required, in the following order:

a. Transmittal Letter:

A transmittal letter must be submitted with a Proposer's qualification which shall include:

- i. Name of the firm responding, including mailing address, e-mail address, telephone number, and names of contact person.
- ii. The name of the person or persons authorized to make representations on behalf of the Proposer, binding the firm to a contract.
- iii. Prepare an executive summary stating the respondent's understanding of the project and opinion why the respondent's firm should be chosen. Include any general information the proposer wishes the City to consider about the qualification.
- iv. An affirmative statement that the proposer has read and agrees to the General Terms and Conditions and will adhere to them as a component of the contract documents.

b. Required Technical Components of Qualification Submission

- i. Provide a detailed description of the auditor's firm rendering the proposal, including whether the firm is international, national, regional, or local; the number of years in business; and the number of employees in the local office assigned to the City.
- ii. Include the names, addresses, e-mail addresses, and phone numbers of contact persons who are willing to serve as references.
- iii. Describe experience in providing the services described herein, including relevant knowledge of and experience in applying applicable federal and state regulations. Experience providing audit services to non-governmental entities will not be considered. Experience providing audit services to local governments is required.
- iv. Biographies, including experience of the individuals who will be assigned to the engagement, relevant experience of each in performing financial and compliance audits of entities similar to the City, and recent (past 24 months) continuing professional education of each individual assigned to the engagement. Specify the number of CPE hours dedicated to governmental A &A during those 24 months.

- v. Provide a work plan to accomplish the scope of work, including information on the timing of field work, and any overview and start up work that would be required in the first audit year. Include the approximate date the audit will begin and end for the first year, as well as approximate dates for delivery of the required reports. The work plan must include time estimates for and identification of each significant segment of the work and the staff level to be assigned. The work plan must also include an explanation of the audit methodology to be followed to perform the services required in this request for proposals. The planned use of specialists must also be specified. In developing the work plan, reference should be made to such sources as the City's budget and related materials, organizational charts, programs, and financial and other management information systems. Proposers will be required to provide the following information on their audit approach:
1. Sampling techniques and the extent to which statistical sampling may be used in the engagement.
 2. Extent of the use of EDP software in the engagement.
 3. Type and extent of analytical procedures that may be used in the engagement.
 4. Approach to be taken to gain and document an understanding of the City's internal control.
 5. Approach to be taken in determining laws and regulations that will be subject to audit test work; and
 6. Approach to be taken in drawing audit samples for purposes of tests of compliance.
 7. The City's intention is to have all processes completed and presented to City Council by the 2nd Tuesday in December of each year.
- vi. The proposal should identify and describe anticipated audit problems (if any), the firm's approach to resolving these problems, and any special assistance that will be requested from the City.
- vii. For the firm's office that would be assigned responsibility for the audit, list the most significant audit engagements (maximum of five) performed in the last three (3) years that are similar to the engagement described in this request for proposals. These engagements should be ranked based on total staff hours. Indicate the scope of work, date, engagement partner(s), total hours, and the name and telephone number of the client contact.
- viii. The Proposer's approach to assist the City staff with the implementation of new GASB's and other accounting principle pronouncements. Throughout the contract period the auditor is expected to assist the City on implementation of new accounting standards promulgated by authoritative bodies. The auditor shall also assist the City on specialized accounting questions that may arise. The City acknowledges its responsibility for the reliability, accuracy, and completeness of all financial preparations. No work related to this section will be required to an extent it would impair independence.
- ix. The Proposer's requirements related to the release of financial data to third parties including citizens, financial institutions, investors, or bond rating agencies. Note: In relation to this item, there should be no additional costs or requirement to the City when the financial statements are presented in their entirety along with other documentation (such as an Official Statement.)

- x. The Proposer's approach for improving the City's accounting procedures, internal accounting controls, and related areas. Recommendations should be developed by the auditor during the course of the examination. Areas in need of improvement should be communicated verbally during the audit process and summarized in writing upon conclusion of the audit process each year.
- xi. There should be no dollar units or total costs included in the technical component of the proposal.

c. Rates and Fees

- i. Rate schedules must be submitted in **separate sealed envelopes or independent PDF** (portable document format). **File name for independent PDF documents must identify the document as Fee or Rate schedule.** Rate and Fee file or document will be maintained by the Procurement administration and only released to the evaluation committee after Technical Factors evaluation process is complete.
- ii. The offeror is required to submit a fee schedule for all work categories submitted.
- iii. The offeror is required to provide a fee schedule showing the hourly rate for each staff position assigned. Due a possible increase in the cost-of-living index, please provide an hourly rate for all five years, along with a summary of proposed total fees for each year. A range of fees for a position is not acceptable. The fee schedule will apply to all services provided under this RFQ and will remain in effect for the duration of the contract. All other expenses such as travel shall be included as a separate amount at each rate schedule.

(Depending upon file size limitations, a file sharing platform (i.e. Dropbox) may need to be used. After sending the qualification by email, proposers must send a separate email without an attachment to advise that a submission has been made. The Procurement Administrator will follow up to confirm receipt or to advise accordingly if a Dropbox submission is necessary.)

- iv. The City will not pay for travel time, travel expenses, and all other project-related expenses except as negotiated on a project basis.
- v. Sub-consultant and testing services, when approved by the City's designated representative, will be negotiated as an additional service.
- vi. Costs for printing plans and reports, copies of electronic files of record drawings and specifications, mail, telephone and fax charges, plan review fees and advertisements should not be included in the fee schedule. In the event a firm is chosen to contract with the city, these expenses will be negotiated at that time.

d. Required Forms:

- i. Qualifications must include the required forms.
- ii. Certificates of Insurance showing present coverage as described in the “Insurance” section of the General Terms and Conditions.
- iii. Ethics in Public Contracting Certification
- iv. Non-Collusion Affidavit
- v. Small / Woman-Owned / Minority Business Enterprise Form
- vi. Non-Resident Taxpayer Affidavit (S.S. Department of Revenue I-312)
- vii. RFQ Signature page
- viii. Separate Rate or Fee Schedule

e. Other Information to Provide:

List any lawsuits or arbitration proceedings that have been initiated by or against your company in the past five years. Briefly describe the nature of the action and the outcome.

QUALIFICATION EVALUATION

The City will evaluate qualifications based on the factors outlined within this RFQ, which shall be applied to all eligible, responsive qualifications in selecting the successful firm. The City reserves the right to disqualify any qualification for, but not limited to; person or persons it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the Proposer as it deems appropriate.

The selection committee will evaluate qualifications and rank the bidders based on the following criteria:

a. Professional Qualifications and Experience (40 points)

Qualifications will be evaluated for the consultant’s pertinent qualifications and experience.

b. Proposed Methodology and Scope of Work compliance (40 Points)

Qualifications will be evaluated based on the stated approach to the work, the detailed organization of tasks, schedules to implement the approach, and demonstrated understanding of the requirements of the City of Beaufort.

c. Quality and Satisfaction of reference responses (20Points)

Reference responses for selected proposers will be evaluated and considered as evidence of past performance.

SELECTION PROCESS

A selection committee will evaluate and score each submission according to the criteria set forth in the evaluation criteria. The committee may invite the top two (2) to five (5) submitters for the interview/presentation phase of the selection process. The City reserves the right to select a firm based on the evaluation of the submittals alone and not proceed to interviews.

Contract negotiations will include consideration of compensation, at which time the separate sealed envelope will be opened for the top selected firm to begin negotiations. If the City is unsuccessful in negotiation a contract with the best qualified firm, the City may then negotiate with the next qualified firm until a contract is executed. This process will contribute until a successful negotiation is secured and a contract executed.

It is the City's intent to contract with one proposer to provide the services as detailed herein. Award of any qualification may be made without discussion with Proposers after responses are received. The Proposers submitting sealed qualifications will be evaluated by an evaluation committee. The committee will evaluate each component separately. After careful evaluation, the committee will rank the Proposers and make a recommendation to the City Manager. The City reserves the right to accept or reject any and all bids that is in the best interest of the City.

**CITY OF BEAUFORT SOUTH CAROLINA
RFQ SIGNATURE PAGE
RFQ 2022-114 FINANCE AUDIT SERVICES**

PROPOSER’S NAME: _____

The undersigned, having become familiar with the existing conditions and the Qualification Scope of Services hereby proposed, agrees to complete the work as described in accordance with the Request for Qualification and Contract Documents.

Proposer warrants that no gratuities, in the form of gifts, entertainment, or otherwise, were offered or given by the **Proposer**, to any officer or employee of the City with a view toward securing the contract or securing favorable treatment with respect to any determination concerning the performance of the contract.

This offer is genuine and not made in interest of or on behalf of any undisclosed person, vendor or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; **Proposer** has not directly induced or solicited any other **Proposer** to submit false or sham bid; **Proposer** has not solicited or sought by collusion to obtain for itself any advantage over any other **Proposer** or other **Owner**.

The words “Bidder”, “Offeror”, “Proposer”, “Vendor”, and “Company” are used interchangeably throughout this solicitation, and are used in place of the person, vendor, or corporation submitting a solicitation.

Proposer has examined copies of all documents and of the following addenda (if applicable):

<u>Addendum No.</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____

Address: _____

City: _____ State: _____

Telephone: _____ Fax: _____

Email: _____

*Signature: _____

Title: _____

Qualification will not be accepted unless signed in ink (not typed) in the appropriate space by an authorized officer or employee of the bidder.

Printed Name: _____

_Date:_____