



# **Town of Bluffton Request for Proposals RFP # 2018-64 FINANCIAL AUDIT SERVICES**

## **1. PURPOSE**

The Town of Bluffton, South Carolina (Town) is seeking proposals from interested and qualified firms of certified public accountants to audit its financial statements. These audits are to be performed in accordance with generally accepted auditing standards and the US Office of Management and Budget (OMB) Circular A-133. The target start date for performing these services is July of 2018.

The Town intends to award one contract to the firm that presents the proposal considered to be of the best value to the Town for a period of three (3) years.

## **2. GENERAL BACKGROUND INFORMATION**

The Town of Bluffton is a coastal town located in South Carolina. The town is located approximately 25 miles Northeast of Savannah, Georgia and about 100 miles southwest of Charleston, South Carolina. The Town encompasses approximately 54 square miles and is estimated to have a population of 20,000 citizens. The general fund budget for FY 2018 was adopted at \$19,937,075. The Town currently has one component unit; the Don Ryan Center for Innovation.

The Town of Bluffton, South Carolina, operates under a Council/Manager form of government and provides public services including police protection, municipal court, engineering services, codes & planning, and parks and minor street maintenance. The Town's accounting system is on a network server and uses the Tyler Technologies Inc. Munis financial accounting software program version 11.2. The Town utilizes Energov as its Land Management Software program for permit and license tracking. The modified accrual basis of accounting is used by all funds of the Town.

The Town of Bluffton's Finance Department provides the following core services:

- Strong financial leadership in all areas of activity undertaken by the Town;
- Promotes the use of technology to ensure the efficient use of the Town's resources;
- Develops and manages the Town's financial policies and exercise budgetary controls over all expenditures;
- Provides effective cash and debt management for the Town ensuring strong bond ratings are maintained;
- Compiles accurate comprehensive annual financial reports and budgets in compliance with governmental standards, practices and recommendations;
- Provides administration of the Town's general ledger, payroll, accounts payable, and collections, financial audits, state reporting and grants;
- Responsible for maintaining all Town governmental funds including but not limited to:
  - General;
  - Capital Improvements Program (CIP);
  - Stormwater;
  - Debt Service;
  - Hospitality Tax; and
  - Accommodations Tax Funds
- Provides for collection and reconciliations of Town-wide funds including business license fees, building permits and development permitting fees, hospitality taxes, accommodations taxes, and franchise fees;
- Maintains the Town's business license database, and ensure compliance with the business license ordinance;
- Performs audits of the Town's municipal court to ensure that traffic tickets are appropriately reported to the State and reserves and revenues recorded with the Town;
- Performs reconciliations of County tax records to ensure the accuracy of the Town's assessed property valuations; and
- Performs audits of the Town's building permits to ensure that contractors are appropriately licensed with the Town;

More information about the Town can be found on the website at [www.townofbluffton.sc.gov](http://www.townofbluffton.sc.gov)

### **3. SOLICITATION TERMS and CONDITIONS**

#### **A. Proposers Responsibility:**

While the Town has used considerable efforts to ensure an accurate representation of information in this RFP, each prospective Proposer is urged to conduct its own investigations into the material facts and the Town shall not be held liable or accountable for any error or omission in any part of this RFP.

Before submitting a proposal, each Proposer shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of a contract and to verify any representations made by the Town upon which the Proposer will rely. If the Proposer receives an award because of its submission, failure to have made such investigations and examinations will in no way relieve the Proposer from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the Proposer for additional compensation or relief.

A Proposer, by submitting a proposal represents that the Proposer has read and understands the Request for Proposals requirements and its response is made in accordance therewith and that the Proposer is familiar with the local conditions under which the awarded Proposer must perform.

It is incumbent upon each prospective Proposer to carefully examine these requirements, terms, and conditions. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing in accordance with procedures set forth herein. The Town will not be responsible for any oral representation given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.

**B. Questions and Inquiries:**

Questions and inquiries must be received seven (7) calendar days prior to the submittal due date. Replies considered necessary or critical to the solicitation will be issued through an addendum within the Bid Opportunities section of the Town's website at [www.townofbluffton.sc.gov](http://www.townofbluffton.sc.gov). It is the Proposer's responsibility to check the website periodically to determine if an addendum has been issued. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect and may not be relied upon by potential firms in submitting their qualifications statement. Receipt of all addenda shall be acknowledged by the firm signing and enclosing said addendum acknowledgement with their proposal.

Questions and inquiries regarding this solicitation shall be submitted to:

**Donna Brownell**  
**Accounting and Risk Manager**  
**Town of Bluffton**  
**dbrownell@townofbluffton.com**

**C. Restricted Discussions:**

All prospective Proposers are hereby instructed not to contact any member of the Town of Bluffton Council, the Town Manager or Town of Bluffton staff members, other than the noted contact person OR the Town's Purchasing Administrator regarding this RFP or their response at any time during the RFP process. Any such contact shall be cause for rejection of your submittal

**D. Submittal of Proposals:**

Sealed proposals shall be received by or prior to:

**2:00 p.m. on Tuesday, May 1, 2018**

The closing date and time shall be scrupulously observed. Packages containing submittals shall be presented as such that they may be easily identified. The outside of the package shall be identified as follows:

**RFP # 2018-64**  
**Financial Audit Services**  
**Town of Bluffton**  
**Attn: Donna Brownell**

Packages containing submittals and being delivered by postal, freight carrier, courier or in person shall be sent to:

**Town of Bluffton  
P.O. Box 386  
20 Bridge Street  
Bluffton, South Carolina 29910**

**E. Public Opening of Proposals:**

Due to the renovation of Town Hall and the inability to provide proper accommodations for all participants and attendees of the public opening, the public opening will be held immediately following the deadline and at the address, on the date and time specified below:

**3:30 p.m. on Tuesday, May 1, 2018**

**Rotary Community Center / Oscar Frazier Park  
11 Recreation Court  
Bluffton, South Carolina 29910**

No packages will be accepted at the Public Opening location. Packages must be submitted to the Town Hall location prior to the deadline to be considered. Packages mailed or hand delivered to the Rotary Community Center will be rejected.

The names of the firms submitting proposal packages will be read aloud and recorded. No other information will be provided to the public until after a final contract has been awarded.

**F. Late Submittals:**

***Under no circumstances shall proposals be delivered after the time specified; such submittals will be returned unopened to the submitting firm. The Town will not be responsible for late deliveries or delayed mail. It is the firm's sole responsibility to assure that his/her submittal is complete and delivered at the proper time and place prior to the deadline. Submittals which for any reason are not delivered will not be considered. Offers by facsimile, telegram or telephone are not acceptable.***

**G. Acceptance / Rejection:**

The Town reserves the right to accept or reject any or all proposals. The Town also reserves the right to waive any irregularities, informalities, or technicalities and may at its discretion, request a new solicitation.

Receipt of a proposal does not indicate that the Town of Bluffton has pre-determined a company's qualifications to receive an award or contract. Such determination will be made after the opening and will be based on the Town's evaluation of the proposals compared to the specific requirements and qualifications of a firm as contained and described in this document.

The Town of Bluffton reserves the right to negotiate with all qualified Proposers. The Town may cancel this solicitation in part or in its entirety at any time during the solicitation process if it is in the Town's best interest to do so.

H. **Proprietary and/or Confidential Information:**

A proposal 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. A firm that cannot agree to this standard should not submit a proposal.

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 may be subject to disclosure by the Town.

I. **Award:**

Award will be made to the Proposer who submits the overall proposal that is judged to provide the most advantageous and best value to the Town. In determining the most advantageous proposal, the Town reserves the right to consider criteria, such as, but not limited to, cost, quality, workmanship, past experience, ability, capability, reputation, and past performance. The Town may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

J. **Local Preference:**

The Local Vendor Preference program has been implemented by the Town of Bluffton under the Town of Bluffton Ordinance No. 2010-13. The ordinance allows the Town to implement more favorable evaluation criteria for vendors that are certified as local vendors. Any vendor certified as a local vendor shall be given preference in the following manner:

i. Definition of a Certified Local Vendor:

- Company maintains a local office within the legally defined boundaries of Beaufort County; has a majority of full time employees, chief officers and managers regularly conducting work at this location; properly licensed for commercial operations; is open to the public; and is in compliance with local zoning requirements;
- Company has held a valid Town Business License for a consecutive period of at least two (2) years prior to application for certification; and
- Company has submitted a Local Preference Certification statement and is on file.

ii. Evaluation Processes:

- Selection criteria shall include (as applicable) the local vendor preference program or demonstrated local content with a minimum weighting of five (5) percent

K. **Conflict of Interest:**

Section 2-240 (Independent Audit), paragraph (b) of the Town Ordinance states: "Such accountant shall have no personal interest, direct or indirect, in the fiscal affairs of the Municipality or of any of its officers". Any such conflict arising from this solicitation and / or the award of a contract shall be disclosed by the firm in its original proposal. Failure to disclose could deem the respondent's proposal non-responsive and disqualify the firm from consideration. Failure to disclose this information by an awarded firm could be grounds for termination of the executed contract.

#### **4. QUALIFICATIONS**

At a minimum, and to be considered a responsible proposer, the individuals and/or firm must:

- A. Be a Licensed Certified Public Accounting Firm; please affirm that the proposer is a properly licensed certified public accounting firm for the State of South Carolina.
- B. Have a minimum of five (5) years documented past, proven and positive experiences in municipal governmental audits and operations.
- C. Currently possess or be willing to obtain a Town of Bluffton Business License if contract is awarded;
- D. Provide at least five (5) references of clients for whom the firm has provided similar services; and
- E. Thoroughly demonstrate the ability to provide the requested services.

#### **5. SCOPE OF SERVICES**

This Scope of Services defines the minimal acceptable performance by the proposer in providing the defined services at all the identified locations and related areas identified below. The successful offeror will demonstrate in its proposal the ability to perform these services for the Town of Bluffton. Offerors are encouraged to propose alternate approaches and/or enhancements to the process as part of the methodology and approach of the submittal package. The target date for performing these services is July of 2018.

A. **Term of Contract:**

This contract shall be effective for three (3) years following the date of execution.

B. **Scope of Audit:**

The funds and component units to be audited are those listed in Exhibit "A" of this proposal. The Town shall have closed and balanced all accounts for all funds to be examined by the auditor by, on or around **September 15th of each year. Audit preparation lists should be provided to the Town no later than August 1.**

The primary requirement will be an examination and expressed opinion in accordance with generally accepted auditing standards and the single audit act (if applicable), of the financial statements of the Town of Bluffton for the Fiscal Year Ending June 30, 2018, 2019 and 2020. The auditor shall assist the Town in preparing one electronic copy of the Town's Comprehensive Annual Financial Report and shall include an opinion on the General Purpose Financial Statements and "in relation to" opinion on individual funds and supplementary schedules.

Special reports shall be prepared concurrently with the report on the General Purpose Financial Statements required above or at other times as specifically required by law, and contracts.

The following reports shall be required:

- 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 made as part of the examination of the General Purpose Financial Statements.
- Report on compliance with laws and regulations related to major Federal financial assistance programs, if applicable.
- Any other required disclosures or report.

The auditors shall observe the adequacy of the financial policies, accounting systems and system of internal controls. If weaknesses are noted, appropriate recommendations should first be reviewed with the appropriate management officials and included in a separate management letter to Town Council.

The auditors will also provide guidance and support to town staff in the implementation of proper accounting procedures and keep town staff informed of newly issued applicable accounting pronouncements.

The firm selected may also be asked to perform other services for an additional fee.

### **C. Auditing Standards:**

The audit and all submitted reports shall be made in accordance with the most recent standards available, including the following:

- Generally accepted auditing standards as promulgated by the American Institute of Certified Public Accountants (AICPA) including the AICPA's Industry Audit Guide, Audits of State and Local Governmental Units;
- Standards for financial audits as set forth in the U.S. Government Accountability Office's Government Auditing Standards (2003), known as the Yellow Book;
- Provisions of the Single Audit Act Amendments of 1996 and the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*;
- Rules of the South Carolina State Auditor;
- Reporting requirements established by the Governmental Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting program; and

- Any other applicable Federal, State, Local Regulations or Professional Guidance not specifically listed above.

**D. Audit Completion:**

The auditor's must complete all audit work and provide a "Draft" Audit Report to the Town on or before **November 1st**. The Town requests that audit work be performed at a minimum of one (1) full concurrent work week in the field and with a minimum of an audit senior and staff to ensure limited external communication of open items and consistent understanding of financial matters. A Final Audit Report shall be provided on or before **November 15th**. If deemed necessary, the auditors will be available to attend a post-audit conference and will be available to present the audit to Town Council.

**E. Insurance Requirements:**

The awarded vendor shall provide and maintain at all times during the term of the contract, without cost or expense to the Town, policies of insurance, with a company or companies authorized to do business in the State of South Carolina, and which are acceptable to the Town, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for a timely provision of certificate(s) of insurance to the Town at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Town within five (5) working days of such request and must be received and accepted by the Town prior to contract execution and/or before any work begins.

Such policies of insurance, and confirming certificates of insurance, shall insure the vendor is in accordance with the following minimum limits:

- **Workers Compensation** – The Selected Vendor shall agree to maintain Worker's Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.
- **Business Auto Policy** – The Selected Vendor shall agree to maintain Business Automobile Liability at a limit of liability not less than \$1,000,000 each occurrence for all owned, non-owned and hired automobiles.
- **Commercial General Liability** – Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina. Specific endorsements will be requested depending upon the type and scope of work to be performed.



- **Professional Liability** – The Selected Vendor shall agree to maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, the Town reserves the right, but not the obligation, to review and request a copy of Vendors most recent annual report or audited financial statement.
- **Additional Insured Requirements** – Except as to Workers’ Compensation, Employers’ Liability and Professional Liability, said Certificate(s) shall clearly state that coverage required by the contract has been endorsed to include the Town of Bluffton, a municipality of the State of South Carolina, its officers, agents and employees as Additional Insured with a CG 2026-Designated Person or Organization endorsement, or similar endorsement, to its’ Commercial General Liability. The name for the Additional Insured endorsement issued by the insured shall read “Town of Bluffton”, a municipality of the State of South Carolina, its officers, employees and agents along with the contract and solicitation number. The Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the Town prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Said liability insurance must be acceptable by and approved by the Town as to form and types of coverage.

## **6. SUBMITTALS and FORMAT**

By submitting a proposal, the firm certifies that it has full knowledge of the scope, nature, and quality of work to be performed. Submittals should be prepared simply and economically, providing a straightforward, concise description of the respondent’s ability to fulfill the requirements of the scope of work and a solution that is viable and within the Town’s best interests.

The Town reserves the right to award a contract pursuant to this RFP without further discussion with proposers. Therefore, it is important that each submittal is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible. Failure to provide the requested information will render your proposal as non-responsive.

The submittal package shall contain five (5) copies of the respondent’s proposal, consisting of one (1) signed original; three (3) complete copies; and one (1) electronic copy [flash drive or CD]. The submittal package along with the appropriate number of copies shall be sealed and delivered no later than date and time listed above.

The proposal shall include the following sections and contents:

### **A. Letter of Transmittal**

Limit to one (1) or two (2) printed pages.

- Briefly state the firms understanding of the work to be done and the commitment to perform the work.

- Give the names of the persons who will be authorized to make representations for the firm, their titles, and contact information.
- The letter must be signed by an authorized representative of the company who has the authority to commit the company to their proposal as submitted.

***B. Copy of Town of Bluffton Business License***

This section shall include a copy of the firm's Town of Bluffton Business License. If the firm does not currently have a license, then a letter of commitment to obtain a Town of Bluffton Business License if contract is awarded shall be inserted.

***C. Firm's Profile***

- 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 employed on a full-time basis and the number and nature of the staff to be employed on a part-time basis.
- Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each person is licensed to practice as a certified public accountant in South Carolina. The firm should also provide information on the governmental auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.
- Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm should also indicate how the quality of staff will be assured over the term of the engagement.
- Submit the CV or professional resume of each individual whom the firm will designate as project manager or as a technical support team member, identifying the nature of the service each will provide, the tasks or sub-tasks to which he will be assigned.
- Disclose any potential conflict of interest that may or may not affect, directly or indirectly, the services to be provided as described in Section 3(K) of this solicitation.
- Provide a copy of the firm's most recent external quality control review, with a statement whether that quality control review included a review of specific governmental engagements.

**D. Firm's Experience and Performance (Past and Current)**

- Indicate and identify the firm's most significant engagements (maximum of ten) performed in the last five years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, name and telephone number of the principal client contact, the number of days spanning between the substantive testing and exit conference, and whether the engagement included a federal award audit. Also, indicate whether any of these audit reports have been awarded the Certificate of Achievement of Excellence in Financial Reporting by the Government Finance Officers Association.
- Provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. 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 agencies.
- Provide at least five (5) references of clients for whom the firm has provided similar services. Give dates and other particulars of the jobs, contact persons with contact information.

**E. Firm's approach and methodology to executing performance**

- Provide a concise description demonstrating an understanding of the methodology, approach and process the firm will employ to successfully complete the services to be performed. At a minimum, the following information shall be provided:
  1. Proposed segmentation of the engagement;
  2. Operational plans and work procedures;
  3. Processing systems and equipment resources;
  4. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
  5. Statistical sampling to be used in the engagement.
  6. Extent of use of Electronic Data Processing software in the engagement.
  7. Approach to be taken to gain and document an understanding of the Town's internal control structure.
  8. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- Exceptions – clearly describe any exceptions the firm may have in regards to any requirements stated in the Scope of Services.

**F. Pricing Schedule**

Firms shall complete the attached “Summary and Pricing Schedule Form which is based on the scope of services to be provided. The pricing schedule of this solicitation defines the requirements of the services to be purchased, and must be completed and submitted with the proposal. Use of any other form(s) or alteration of the included schedule may result in rejection of the proposal.

**7. EVALUATION, SELECTION, NEGOTATION and AWARD**

State of South Carolina procurement code will be followed to secure the awarded firm. The contact listed within this solicitation, in coordination with the Purchasing Administrator, will be the coordinator for the selection process and the sole point of contact for all respondents. In addition to the materials provided in the written responses to this RFP, the Town may utilize site visits or may request additional material, information, interviews, presentations or references from the respondent(s) submitting a proposal or offer.

**A. Evaluation Criteria:**

Proposals will be evaluated on the basis of the following criteria:

- a. Proposed Costs**
- b. Firm’s Relevant Experience**
- c. Firm’s Qualified Personnel**
- d. Size, Ability and Capacity of the Firm**
- e. Size and Structure of the Firm**

A points system will be given to each criteria listed through the identified weighting system:

<b>EVALUATION CRITERIA</b>	<b>MAX POINTS</b>
<b>Proposed Costs</b>	<b>35</b>
<b>Firm’s Relevant Experience</b>	<b>35</b>
<b>Firm’s Qualified Personnel</b>	<b>15</b>
<b>Size, Ability and Capacity of the firm</b>	<b>10</b>
<b>Local Vendor Preference</b>	<b>5</b>
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

**B. Evaluation Method**

All responsive submittals will be reviewed and evaluated by a Review and Selection Team. This two (2) to five (5) member committee approach will require selected staff to evaluate the submittals through the following processes:

- Individually provide a detailed review and thorough evaluation of each submittal;
- Individually score each submittal utilizing the scoring method given;
- Combining the scores of each individual team member to form an overall team score;
- Eventual participation in a team discussion, including in-depth evaluations and group interaction after individual review and scores are achieved.

The Town reserves the right to request additional information and/or clarification of any information submitted by any respondent at any time during the evaluation process. This includes, but is not limited to information that indicates financial resources as well as the ability to provide and maintain the services as requested. The Town reserves the right to make investigations of the qualifications of the respondent as it deems appropriate, including but not limited to background investigations.

Firms exhibiting the ability to provide and maintain the services requested; submits a proposal that is formatted correctly; and is inclusive of all the required forms will be considered a responsive and responsible proposer.

### **C. Selection Method:**

In general, the Town of Bluffton wishes to avoid the expense (to the Town and to presenting firms) of unnecessary presentations. Therefore, the Town will make every reasonable effort to achieve the ranking using written submittals alone.

If no single top ranked firm can be clearly identified by review of the written submittals alone, then the Review and Selection Team shall request the Purchasing Administrator to schedule the top ranked firms for presentations / interviews.

The Town may choose to conduct oral interviews with, or receive oral presentations from, one or more of the Proposers. If the Town chooses to allow oral interviews and/or presentations, such interviews or oral presentations will be open to the public. The Town will not be liable for any costs incurred by a Proposer in connection with such interviews/presentations (i.e., travel, accommodations, etc.)

The Selection and Review team will rank all complete submittals received and/or formal oral presentations/interviews in order of preference and outcomes will be based on the determination of which firm will meet the needs and provide the best overall value to the Town as it pertains to the requirements of the scope of work.

### **D. Negotiations:**

The Town reserves the right to negotiate a final agreement with the top ranked proposal that meets the needs and is considered the best value to the Town of Bluffton. If a contract cannot be negotiated with the highest ranking firm, negotiations may be conducted with the second, and then the third, and so on until a satisfactory contract can be agreed upon and executed. Additionally, should the Town choose to do so, it reserves the right to provide all responsive and responsible Proposers an opportunity to submit their best and final offers.

**E. Award and Contract**

Award will be made in accordance with the Town of Bluffton's purchasing policy and procedures. A contract resulting from an award shall be the Town of Bluffton's purchase order and/or contract, containing the Town's terms and conditions. A sample of the contract has been attached to this solicitation for viewing. Contracts from firms submitting a proposal will not be accepted.

**Attachments**

1. Sample Town of Bluffton Agreement
2. Exhibit "A" - Fund / Data Summary and F.A.Q.
3. Exhibit "B" - Pricing Schedule Form