

Certified Public Accountant
to Perform Internal Controls Audit
Request for Qualifications # 4655

Anderson County is seeking the services of a Certified Public Accounting firm to provide services related to Internal Controls for county offices. Responsibilities of the professional CPA firm include, but are not limited to:

- Review job descriptions for each employee under the Mayor's responsibilities. Those offices include: Office of Public Works, Planning and Zoning, Office on Aging, Purchasing, Accounting, Health Department, Motor Pool, Emergency Medical Services (EMS), Emergency Management services (EMA) and Human Resource Office.
- Review and provide written Internal Controls needed to safe guard assets as per T. C. A. 9-18-102.
- Prepare and submit findings and or recommendations of the review and meet with the Mayor and department heads of the reviewed offices to review and summarize the review. Report must be completed and accepted by Anderson County prior to June 15, 2016.

Firms may request consideration by submitting a letter of interest along with qualifications to the Anderson County Purchasing Department, Anderson County Courthouse, 100 N. Main Street, Room 214, Clinton, TN 37716. All letters of interest and qualifications must be received by the Purchasing Department in a sealed envelope on or before **2:30 P.M. EST, on March 15, 2016.** The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Questions are to be submitted in writing at purchasing@andersontn.org.

The County will evaluate and choose several firms who would make viable candidates and may invite those firms for presentations. The factors that will be considered in evaluation of proposals:

- a. Names and qualifications of personnel who will be assigned to work with the county.
- b. Experience in reviewing internal controls for other clients.
- c. Demonstrated ability of staff to complete review prior to deadline.
- d. Peer Reviews on prior projects dealing with internal controls/audits.