

# REQUEST FOR PROPOSALS

## AUDIT SERVICES



## TOWN OF DUCK, NORTH CAROLINA

Date of Issue: January 9, 2023

Proposal Deadline: February 24, 2023

Time: 3:00 PM ET

Contact:

Drew Havens, Town Manager  
PO Box 2189  
1200 Duck Road  
Duck, NC 27949

(252) 255-1234

[dhavens@townofduck.com](mailto:dhavens@townofduck.com)

## **Request for Proposal**

The Town of Duck, North Carolina (hereinafter called the "Town") invites qualified independent auditors (hereinafter called "auditor") having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

There is no expressed or implied obligation for the Town of Duck to reimburse firms for any expenses incurred in preparing proposals in response to this request.

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern any resulting contract(s) unless approved otherwise in writing by the Town of Duck. The bidder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Dare County, North Carolina.

### **Type of Audit**

1. The audit shall be performed in accordance with the laws and regulations of the State of North Carolina, which include requirements for the minimum scope of the Town's audit. The audit firm shall comply with generally accepted auditing standards as required by the American Institute of Certified Public Accountants and Government Auditing Standards, issued by the Comptroller General of the United States. The audit firm shall apply auditing procedures necessary to render an opinion as to the basic financial statements, taken as a whole, in conformance with generally accepted accounting principles.
2. The scope of the audit and all fee quotes presented should include all approved and known pronouncements through the date of proposal submission. This includes, but is not limited to, Governmental Accounting Standards Board statements and Government Auditing Standards. Although some pronouncements will not be in effect until after the first year of the audit, estimates for future years should include pronouncements that will become effective during that contract period. The audit firm will be expected to advise appropriate Town staff on the applicability of accounting and reporting standards as they become effective.
3. The financial audit opinion will cover the financial statements for the governmental activities, each major fund, and the remaining fund information, which collectively constitutes the basic financial statements. The combining and individual financial statements, schedules, and related information are not necessary for fair presentation, but will be presented as additional analytical data. This supplemental information, as required by GASB 34, will be subjected to the tests and other auditing procedures applied in the audit of the basic financial statements, and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the basic financial statements taken as a whole. The auditor shall express an opinion on the budgetary comparison information for the General Fund, the major funds and any annually budgeted special revenue funds. An opinion will not be given on the Management Discussion and Analysis.
4. The audit will also include the following:
  - a. Pre-planning conference with Town staff in April/May timeframe where both the auditor and Finance staff discuss their expectations of the audit.
  - b. Interim audit work prior to June 30th and/or prior to final close.
  - c. Attendance at Town Council meeting in early November or December for

presentation of the financial statements by Manager or Partner of the Audit Staff with comments and potential questions from Town Council as requested.

- d. Auditor is responsible for submitting the audit report to the staff of the Local Government Commission (LGC).
5. The audit should encompass all funds and entity-wide activities as reported in the Town's Annual Financial Report (AFR) at June 30, 2023 and any additional funds or entity-wide activities that may be added subsequent to that date.
6. If required, the audit firm will issue a management letter to the Town Council after completion of the audit and assist management in implementing recommendations, as is practical. Town staff also request that an informal letter be addressed to the Finance Officer with any efficiency, internal control or accounting improvements that could be made based on the audit staff's observation during their fieldwork. All content must be discussed with the Finance Officer prior to issuance. The audit firm is encouraged to discuss the content while the management letter is in draft form to ensure that all parties fully understand the circumstances that lead to auditor comments.
7. The Town staff may require the auditor's guidance or input on the completion of certain schedules/documents as to proper format and content, so that they can be used in the audit process as well as inclusion in the Town's financial statements. Guidance may be required for new note disclosures, all outstanding and effective authoritative standards and other reporting requirements at June 30 year-end. Cost for providing these services should be included in the auditor's base fee quote and will not be considered extra for additional billings. In cases, however, where services requested would require a more in-depth scope and require work significantly above the original fee quote, such additional fees must be negotiated prior to commencement of work.

## Auditor Requirements

1. The audit firm is considered to be an independent contractor and will be wholly responsible for the services and supervision of its own employees and permitted sub-contractors.
2. A planning meeting will be held each year to determine schedules that the Town will be responsible for preparing. Estimated timeframes will be established and interim audit work will be planned. Adequate notification will be given prior to any changes in estimated times.
3. The Town will contract with a local CPA with extensive local government accounting experience to prepare the financial statements, note disclosures and management discussion and analysis. The CPA will prepare an electronic draft of the Annual Financial Report and submit to the auditor by early October. The auditor will communicate all recommendations, revisions and suggestions for improvement within 10 days and the CPA will complete the final report. Once all issues for discussion are resolved the CPA will deliver the final electronic draft to the auditor to insert the auditor opinions and any compliance reports. The auditor will complete and submit the necessary Single Audit information to the Federal Audit Clearinghouse on behalf of the Town.
4. The Town of Duck audit engagement must be conducted in accordance with Generally Accepted Auditing Standards (GAAS); Government Auditing Standards, 2018 revisions, issued by the Comptroller General of the United State; and if applicable, the U.S. Office of Management and Budget's (OMB) Uniform Guidance and, if applicable, the State Single Audit Implementation Act, and any other applicable procedures for the audit of a local government's financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP). By accepting this engagement, the Auditor warrants that she/he has met the requirements for a peer review and continuing education as specified in Government Auditing Standards. **The Auditor must provide a copy of their most recent peer review report with their proposal.**
5. The Local Government Commission deadline of October 31<sup>st</sup> (or no later than the annual grace period of December 1) for the submission of the financial statements is a required deadline. **For every week the audit is late due to no fault of the Town of Duck, there will be a reduction in the audit fee of \$100.00.** All auditor fieldwork must be completed, financial statements prepared, and opinions given in a timely manner in order to ensure adherence to this state mandate. The Finance Officer will expect a listing of requested information needed for the audit at the preplanning conference, periodic conferences during the conduct of the audit, as well as an exit conference prior to the completion of fieldwork.
6. The auditor will acknowledge that the records in the custody of the Town, as a North Carolina municipal corporation, are public records and subject to public records requests. Town may provide copies of such records, including copyrighted records, in response to such a request.
7. The audit firm will be responsible for the security of sensitive information and private employee information that is in their possession and will hold this information with strict confidence. This sensitive and private information can only be used to complete required testing or for other uses specifically required by law.
8. If third-party service providers are used, the auditor must maintain internal policies,

procedures and safeguards to protect the confidentiality of the Town's information and sensitive information. Auditors must maintain confidentiality agreements with these providers to ensure that the providers have appropriate procedures in place to prevent the unauthorized release of information to others. In the event a confidentiality agreement cannot be secured, the Town must provide consent prior to the sharing of the information with the provider. The auditor will remain responsible for any work provided by a third-party service provider.

9. It is expressly agreed and understood that the auditor shall not at any time publicly disseminate any information concerning the agreement or scope of work outlined in the agreement without prior approval from the Town. Such approval will not be unreasonably withheld but may be given with certain stipulations, such as Town participation in the creation of the public product or Town review and the option to refuse ultimate release of the final product should it fail to meet the Town's standards and goals. Public dissemination includes but is not limited to electronic, video, audio, photographic or hard copy materials serving as, in whole or part, professional papers or presentations, news releases, articles, or other media products, and/or auditor business collateral pieces.
10. Liability insurance shall be maintained by the audit firm at all times during the term of the audit contract and during any extension thereof as follows: general liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, umbrella coverage in the amount of \$1,000,000 per occurrence, workers' compensation with statutory limits including liability of \$500,000 and professional liability of no less than \$1,000,000 per occurrence. The Town shall be furnished with evidence of such insurance on an annual basis with copies of certificates accompanying the annual audit contract. The Town shall receive a thirty-day prior written notice of any reduction in coverage or cancellation of such insurance. All insurance policies (except workers' compensation and professional liability) shall name the Town as an additional insured party.
11. Ten copies of each Audit report, management letter, and other applicable reports must be supplied to the Finance Officer within the time frame cited above. In addition, the auditor is responsible for complying with the requirements of the LGC for submitting the audit and all associated documents and forms as required for the year under audit when (or prior to) submitting the final invoice for audit services rendered to the Commission.
12. In the event that circumstances arise during the audit that require work to be performed in excess of the original estimates, any additional costs will be negotiated prior to commencement of the work and an amended contract will be approved by the Town Council and forwarded to the staff of the LGC for approval.
13. Either the manager or partner of the audit staff is required to present and attend the Town Board of Commissioners meeting in which the Audit report is presented. Required communications to the Council can be delivered at this point, as well as general comments regarding the audit process and the results of the audit. Town staff will coordinate this presentation and determine the date and time of the meeting, typically held in late October following the audit completion.

### **Audit Contract: Period & Payment of Audit Fees**

The Town intends to continue the relationship with the auditor for no less than three years on the basis of annual negotiation after the completion of the first-year contract. Each year after negotiation has taken place an annual contract documenting the terms of the audit will be signed. Since one governing board may not obligate future governing boards, the remaining years of the agreement are subject to annual governing board approval. The Town of Duck reserves the right to request proposals at any time following the first year of this contract. It is requested that proposals be prepared for the following years, with year one being the only obligated year:

July 1, 2022 to June 30, 2023

July 1, 2023 to June 30, 2024

July 1, 2024 to June 30, 2025

The required current revision of the form "Contract to Audit Accounts" (form LGC-205) is required to be executed as the contract document; however, the auditor and the Town may also execute an engagement letter and/or a Town contract to include additional terms not addressed in the LGC-205. The entire audit contract package must be approved by the staff of the Local Government Commission. Invoices are subject to approval by the LGC prior to payment by the Town. Interim or progress billings for services rendered marked approved by the LGC will be paid up to 75% of the total fee prior to submission of the final audited financial statements to the staff of the Local Government Commission. The final 25% of the Audit fees (final invoice) will be paid when the financial statements, single audit (if applicable), management letter and amended contract (if applicable) have been reviewed or approved by the LGC.

The LGC only approves invoices for audit related work. Requests for payment related to any additional agreed upon procedures or AFIR work do not require LGC approval. Final invoices for these services will be paid after the final report results and findings have been reviewed and deemed satisfactory by Town staff.

## **Description of Selection Process**

Two copies of each section of the proposal should be submitted at the time and place indicated under the section entitled "Time Schedule for Awarding Contract."

Proposals will be submitted in two sections and must be physically signed by an authorized representative of the Audit firm. The first section will be comprised of the audit firm's prior experience and qualifications of its personnel in performing governmental audits. The second section will consist of information on how the audit will be performed and estimated costs of the audit services.

The Finance Office staff will evaluate the auditor/firm on educational and technical qualifications. Criteria for evaluating proposals include, but are not limited to the following:

1. Prior governmental experience
2. References from other governmental units
3. Firm's experience with maintaining personnel.
4. Qualifications of personnel used on governmental audits.
5. Technical qualifications for personnel assigned to the audit.
6. Audit approach, including methodologies used in testing the financial statements.
7. Staff training in governmental accounting.
8. Participation in governmental associations
9. Fee quote

While cost is an important factor in evaluating proposals, it may not be a dominant factor. Low cost is not a requisite for selection. In addition, unusually low bids that are obviously out of line with other bidders or are significantly lower than our current fees will raise concern.

After the review of proposals, Town staff will make the audit firm recommendation to management and Town Council. The firm best meeting the Town of Duck's expectations for experience, audit approach, and cost requirements will be selected. The recommendation will be made to management for final acceptance and approval. The selected audit firm is not required to be present at this meeting.

The Town of Duck requests that no Town officials be contacted during this proposal process. Submit questions regarding the RFP in writing via email to [dhavens@townofduck.com](mailto:dhavens@townofduck.com). Any additional information disclosed to participating audit firms prior to bid submission will be shared with all interested parties.

The Town reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the Town. Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid. Firms must be registered with the North Carolina State Board of CPA Examiners.

## **Section 1 - Profile of the Firm**

The first section should address the requested information below. The corresponding responses should begin with the number below for the requested information.

1. Indicate the Audit firm's North Carolina office location(s) that will handle the audit.
2. Indicate the number of people (by level) located within the Audit firm's local office that will handle the audit.
3. Provide a list of the audit firms' local office's current and prior government audit clients, indicating the type(s) of services performed and the number of years served for each.
4. Indicate the experience of the local office in providing additional services to government clients by listing the name of each government, the type(s) of service performed, and the year(s) of engagement.
5. Describe your audit organization's participation in AICPA-sponsored or comparable quality control programs (peer review). Provide a copy of the firm's current peer review.
6. Describe the professional experience in governmental audits of each senior and higher-level person assigned to the audit, the years on each job, and his/her position while on each audit. Indicate the percentages of time each senior and higher-level personnel will be on site. Relevant experience and education with the new GASBS reporting requirements should be clearly communicated.
7. Describe the relevant educational background of each person assigned to the audit, senior level and higher. This should include seminars and courses attended within the past three years, especially those courses in governmental accounting and auditing.
8. Describe the professional experience of assigned individuals in auditing relevant government organizations, programs, or activities.
9. Describe any specialized skills, training, or background in public finance of assigned individuals. This may include participation in State or national professional organizations, speaker or instructor roles in conferences or seminars, or authorship of articles and books.
10. Provide names, addresses, and telephone numbers of personnel of current and prior governmental audit clients who may be contracted for a reference.
11. Describe the firm's Statement of Policy and Procedures regarding Independence under Government Auditing Standards (Yellow Book), July 2018 Revision. Provide a copy of the firm's Statement of Policy and Procedures.
12. Is the firm adequately insured to cover claims? Describe liability insurance coverage arrangements.
13. Describe any regulatory action taken by any oversight body against the proposing audit organization or local office.
14. Comment on your knowledge of and relationship with the NC Local Government Commission and the University Of North Carolina School of Government in Chapel Hill.



## **Section 2 – Audit Approach**

Proposals should include completed cost estimate sheets and any other necessary cost information in a separate, sealed envelope marked – “Cost Estimate.” The Town plans to evaluate the qualifications of all firms submitting proposals before considering the Cost Estimate. This second section should consist of completed cost estimate sheets, which will include the following information:

1. Type of audit program used (tailor-made, standard government, or standard commercial).
2. Use of statistical sampling.
3. Use of automated processes and internal control testing methods.
4. Use of computer audit specialists.
5. Organization of the audit team and the approximate percentage of time spent on the audit by each member.
6. Information that will be contained in the management letter.
7. Assistance expected from the government’s staff, if other than outlined in the RFP.
8. Tentative schedule for completing the audit within the specified deadlines of the RFP.
9. Specify costs using the format below for the audit year July 1, 2022 to June 30, 2023. For the two audit years, which follow, list the estimated costs. The cost for the audit year ending June 30, 2023 is binding, while the second and third years are estimated costs. Cost estimates must indicate the basis for the charges and whether the amount is a “not-to-exceed” amount.
  - A. Audit firm personnel costs – Itemize the following for each category of personnel (partner, manager, senior, staff accountants, clerical, etc.) with the different rates per hour.
    - i. Estimated hours: please categorize estimated hours into the following: on-site interim work, year-end on-site work, and work performed in the auditor’s office.
    - ii. Rate per hour.
    - iii. Total cost for each category of personnel and for all personnel costs in total.
  - B. Travel – itemize transportation and other travel costs separately.
  - C. Cost of supplies and materials – itemize.
  - D. Other costs – completely identify and itemize.
    - i. If applicable, note your method of determining increases in audit costs on a year-to-year basis
10. Please list any other information the firm may wish to provide.
11. Please include the attached Summary of Audit Costs Sheet with your proposal.

## **Time Schedule for Awarding the Contract**

RFP Release Date:	January 9, 2023
Deadline for RFP Questions*:	February 6, 2023
Question Response Deadline:	February 10, 2023
Deadline for Receipt of Proposals**:	February 24, 2023
Notice of Recommended Firm:	March 3, 2023
Town Council Approval***:	April 5, 2023

\*Any questions should be directed to Drew Havens, Town Manager, at (252) 255-1234 or [dhavens@townofduck.com](mailto:dhavens@townofduck.com). Appointments may be scheduled to discuss further any specific matters necessary in preparing your proposal.

\*\* Proposals can either be submitted electronically to [dhavens@townofduck.com](mailto:dhavens@townofduck.com) or on paper by February 24, 2023, by 3:00 pm.

- Envelopes containing proposals on paper should be clearly identified on the front with the words "RESPONSE TO RFP FOR AUDIT SERVICES".
- Subject line of emails should be clearly identified with the words "RESPONSE TO RFP FOR AUDIT SERVICES"
- Please note your email should include two separate pdf attachments for sections 1 and 2

\*\*\* The Town staff will review the proposals and make a recommendation to the Town Council on April 5, 2023, at which time the contract will be awarded.

## **Description of the Governmental Entity and Its Accounting System**

The Town of Duck is a Town in Dare County, North Carolina with a population of approximately 750.

The town uses QuickBooks for all accounting functions, including payroll. The Town also contracts with an independent Financial Consultant, Teresa Osbourne to help prepare for the audit and to prepare the financial statements.

A PDF copy of the most recent Audit report is located on the Town's website, see below or by emailing [dhavens@townofduck.com](mailto:dhavens@townofduck.com).

## **Funds**

The Town of Duck maintains the following funds:

- General Fund
- Beach Nourishment Capital Reserve Fund
- Beach Nourishment Capital Project Fund
- Special Revenue Fund for ARPA

## **Grants, Entitlements, and Shared Revenues**

The Town expects the following Federal awards in fiscal year 2023:

- FEMA for Beach Nourishment (Storm Event): \$2,425,511.00
- FEMA Grant for Building Resilient Infrastructure and Communities (BRIC) – Pending Award: \$1,693,753.00
- American Rescue Plan Act: \$63,102.09 (the second portion, total received from fiscal year 2022 to fiscal year 2023 was \$126,204.19).

The Town expects the following State awards in fiscal year 2023:

- NC Department of Environmental Quality (Beach Nourishment): \$1,450,921.00 (This was received in fiscal year 2022 but the funds will not be expended until fiscal year 2023 or 2024).
- NC Governor's Crime Commission Local Law Enforcement Block Grant: \$24,500.00

The Town expects the following Local awards in fiscal year 2023:

- Dare County Visitors Bureau Grant (BRIC Project): \$147,806.00
- Soil and Water Conservation District (BRIC Project): \$20,000.00
- Government Access Channel Committee Grant: \$5,000.00
- Shoreline Grant: \$24,000

The Town expects the following other grant awards in fiscal year 2023:

- National Fish and Wildlife Foundation (BRIC Project): \$384,011.00

## **Budgets**

The Town's annual budget is adopted for the General fund and is prepared using the modified accrual basis of accounting. All appropriations are made at the departmental level. The budgetary system is coordinated with the accounting system to provide comparison with actual expenditures.

## **Accounting Records**

The Town maintains all its accounting records at the Town Hall located at 1200 Duck Road, Duck, NC. All accounting journals and subsidiary ledgers are maintained on QuickBooks software.

## **Town Staff Assistance and Resources**

The Town will make available to the auditor sufficient help to pull and re-file records and prepare necessary confirmations. An electronic version of the trial balance with budgeted amounts will be made available in late August. The following accounting procedures will be completed, and documents prepared by the Town's staff no later than September 1.

- The books of account will be fully balanced.
- All subsidiary ledgers will be reconciled to control accounts.
- All bank account reconciliations for each month will be completed.

## **General**

1. Balance sheets for all funds.
2. Statement of Revenues, Expenditures and Transfers (compared to budget) for all funds.
3. General ledger transaction detail for all accounts available upon request.
4. A copy of the original budget, all amendments and a supporting Excel worksheet which reconciles original adopted budget to final amended budget.
5. A copy of all project ordinances and all amendments for active projects during the audit period.
6. A copy of all board policies with any relevance to finance including contracts with vendors, travel policy, investment policy, fund balance policy, purchasing policy, internal control policy, allowable cost policy, conflict of interest policy, non-discrimination policy, record retention and uniform guidance policies.
7. Copies of all board meeting minutes – also available online.
8. Copies of all correspondence with the Local Government Commission including semi-annual Cash and Investment Reports (LGC-203), unit letters, letters regarding the audited financial statements and compliance reports where applicable.

## **Cash and Investments (NCCMT is the only investment)**

1. Bank statements and reconciliations for all bank and investment accounts at June 30 including outstanding check detail and deposits in transit (reports available for all months).
2. Bank confirmation for North Carolina Capital Management Trust at June 30 (bank accounts typically require an electronic confirmation via auditor).
3. Schedule of cash and investment balances at June 30 (showing applicable FDIC insurance coverage)

## **Payroll and Retirement**

1. Schedule of accrued but unpaid payroll at June 30 – reconciled to general ledger
2. Schedule of accrued vacation, compensatory time and accrued sick leave at June 30.
3. Summary of retirement expense (LGERS and 401K) by month.
4. Support for all payroll liabilities on balance sheet at June 30.
5. Reconciliation of salaries paid in fiscal year – salaries in general ledger are reconciled to Forms 941 and retirement wages. A comparison of general ledger salaries to the prior year is prepared with an explanation for any significant variances.
6. Actuarial valuation for Law Enforcement Officers Separation Allowance (LEOSSA).
7. Actuarial valuation for Other Post-Employment Benefits (retiree health).
8. LGERS template completed for reporting actuarial data.

## **Revenues**

1. NC shared revenues are reconciled to North Carolina confirmation report.

2. Dare County shared revenues and taxes collected are reconciled to Dare County revenue report.
3. Dare County collects property taxes for the Town of Duck – annual tax scroll and all year-end tax reports are available.
4. Schedule of taxes receivable.
5. Analysis of tax levy prepared for town-wide tax and municipal service district taxes.
6. Schedule of due from other governments at June 30.
7. Schedule of other miscellaneous receivables at June 30.

### **Capital Assets**

1. Schedule of all capital asset acquisitions made during the audit year.
2. Schedule of all capital asset dispositions made during the audit year.
3. Listing of all capital assets at June 30 sorted by group and function.
4. Schedule of depreciation expense for the audit year.

### **Current Liabilities**

1. Schedule of accounts payable by fund at June 30.
2. Schedule of any other current liabilities applicable.

### **Long-term Debt (in addition to vacation, compensatory time, LGERS, LEOSSA and OPEB)**

1. Summary of long-term debt showing beginning balance, additions, principal, and interest payments and ending balance.
2. Copies of debt agreements for any new debt or debt outstanding at June 30.

### **Reserves**

1. Restricted by state statute calculation. Separate schedule of open purchase orders at June 30
2. Schedule of Federal and State funds reserved for drug enforcement.

### **Grants**

1. Grant agreement.
2. Grant budget.
3. All financial reports.
4. Correspondence with grantor agency including reimbursement requests and any monitoring reports.
5. CFDA# and/or pass-through grant #.

### **Size and Complexity of Town Personnel/Payroll**

Number of employees:	40
Frequency of payroll:	Biweekly
Payroll notes:	Payroll processed through QuickBooks; All direct deposit.

**Property Tax collected by Dare County**

Total dollar amount of most recent year's collections:	\$5,066,363
Total dollar amount of levy:	\$5,067,004

**Bank Accounts**

Number of bank accounts: 6

Number of investment accounts

(NC Cash Management Trust Government Portfolio) 1

Average monthly activity in main accounts \$ 1,000,000

Number of deposits: Central Depository 40

Number of checks: Central Depository 60

**The following financial applications are on the computer system:**

The Town is currently utilizing QuickBooks Desktop for all accounting and payroll.

**SUMMARY OF AUDIT COSTS SHEET (Per Year)**

1. Audit Firm Personnel Costs – Itemize the following for each category of personnel:

	On-Site Interim Hours	On-Site Year-End Hours	Work in Auditor's Office	Total Hours	Hourly Rate	Total Cost
Partner						
Manager/Sr						
Accountant						
Clerical						
Total Personnel Costs						

A. Basis/methodology for fee quote (For agreed upon procedures, please not if the amount is a “not to exceed amount):

B. Basis for determining fee quotes, which would be used in price negotiations after the initial three-year contract. List factors that you would use in determining any increases or decreases.

2. Total Audit Cost:

	FY 23 Binding	FY 24 Estimated	FY 25 Estimated
Total Personnel Costs			
Travel (if any)			
Other Costs:			
Total Cost			

**Proposal Certification**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**By Signing above, I Certify that I have carefully read and fully understand the information contained in this RFP; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the Proposal being submitted and have the authority to sign Proposal on behalf of my organization.**

**If is understood by the Offeror that the Town of Duck reserves the right to reject all Proposals, to waive formalities, technicalities, and to recover and rebid this RFP.**

**This RFP is submitted by:**

Firm/CPA Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Preferred Method of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

This RFP is valid for sixty (60) calendar days from the RFP due date.

*A certificate of insurance and W-9 must be received prior to any work being completed.*