



Village of Mount Pleasant
2020 Audit

Request for Proposals

Issued September 1, 2020 | Due September 22, 2020

Table of Contents

I. Summary	1
II. Background.....	2
III. Scope of Work.....	3
IV. Description of the Government.....	5
V. Time Requirements.....	8
VI. Assistance to be Provided to the Auditor and Report Presentation	10
VII. Proposal Requirements	11
VIII. Evaluation Procedures.....	17
Appendix A.....	22
Appendix B.....	23
Appendix C.....	24
Appendix C (continued)	25
Appendix C (continued)	26

I. Summary

The Village of Mount Pleasant, WI is requesting proposals from well-qualified CPA firms to audit its financial statements for the fiscal year ending December 31, 2020, with the option of auditing its financial statements for each of the four subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards.

There is no expressed or implied obligation for the Village of Mount Pleasant to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, three (3) copies of a proposal must be received by Michael Bonn, Finance Director, at 8811 Campus Drive, Mount Pleasant, WI 53406 by 4:00 P.M. on **Tuesday, September 22, 2020**. The Village of Mount Pleasant reserves the right to reject any or all proposals submitted.

During the evaluation process, the Village of Mount Pleasant reserves the right; at the discretion of the Village and where it may serve in the Village of Mount Pleasant's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

The Village of Mount Pleasant reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless otherwise clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Mount Pleasant and the firm selected.

It is anticipated the selection of a firm will be completed by **October 12, 2020**. Following the notification of the selected firm, it is expected a contract will be executed between both parties by **October 15, 2020**.

II. Background

The Village of Mount Pleasant is a community that prides itself in one of its greatest assets - location. Comprising of 36 square miles in eastern Racine County, Mount Pleasant is one of the fastest growing communities in the State of Wisconsin. Stretching from Lake Michigan to Interstate 94, the location provides easy access to metropolitan Milwaukee and Chicago, including Mitchell International Airport just minutes to the north. Mount Pleasant offers a wide variety of business opportunities. Numerous local, national, and international companies call Mount Pleasant home, including SC Johnson, Putzmeister, Case New Holland, Seda International Packaging, Badger Meter, and many others. The Village is also home to Foxconn and Wisconn Valley, which will include a state-of-the-art manufacturing campus and research and development center.

The Village Board consists of a President and six Trustees. The Village elects each Trustee to their position on an at-large, part-time basis with two-year staggered terms. The Board sets policies that guide the Village operation. The Administrator serves as the Chief Administrative Officer, managing day-to-day operations of the Village. The Village provides a full range of services including police and fire protection; the construction and maintenance of streets, highways, and other infrastructure; park and recreational activities; and planning, engineering, assessment, inspection, and related development services. In addition to the general activities, the Village Board exercises control over the Wastewater and Sewer Utilities.

The Village has been through a number of transitions over the past few years with several new Village Board members and Department Heads, including a new Village Administrator. With new leadership and accelerated growth and development in the Village, the Village finds that it is an appropriate time to review its future strategic direction.

III. Scope of Work

A. General

The Village of Mount Pleasant is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending December 31, 2020. The audit is to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The Village of Mount Pleasant desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with generally accepted accounting principles.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles. If applicable, a report on

compliance and internal control over financial reporting based on an audit of the financial statements will also be issued.

The auditor shall communicate in a letter to management any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. In addition, the Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements. The following RSI needs to be subjected to certain limited procedures, but not audited:

1. Schedule of Proportionate Share of Net OPEB Liability (Asset) – Local Retiree Life Insurance Fund.
2. Schedule of Contributions – Local Retiree Life Insurance Fund.
3. Schedule of Proportionate Share of Net Pension Liability (Asset) – WI Retirement System.
4. Schedule of Contributions – WI Retirement System.

E. Irregularities and Illegal Acts

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts.

F. Reporting to the Village Board

Auditors shall assure themselves that the Village of Mount Pleasant Village Board is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.

6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

G. Additional Non-Audit Services to be Performed

1. Preparation of financial statements and related notes.
2. Preparation of adjusting journal entries.
3. Preparation of Municipal Financial Report (Form C) on the WI DOR website.

H. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the Village of Mount Pleasant of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

1. Village of Mount Pleasant Administrator
2. Village of Mount Pleasant Finance Director
3. Village of Mount Pleasant Clerk

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

IV. Description of the Government

A. Contact Information of Key Personnel

The auditor's principal contact with the Village of Mount Pleasant will be Michael Bonn, the Village's Finance Director, who will coordinate the assistance to be provided

by the Village of Mount Pleasant to the auditor. A list of key personnel and their contact information (Appendix A) is attached.

B. Background Information

The Village of Mount Pleasant serves a population of approximately 27,014. The Village of Mount Pleasant's fiscal year begins on January 1 and ends on December 31.

The Village of Mount Pleasant had a total payroll of \$13,020,902 covering 183 employees as well as election and recreation employees for 2019.

More detailed information on the government and its finances can be found in the 2020 budget document, official borrowing statements, the 2019 Annual Financial Report and the Village's Policies and Procedures Manuals, all located at Village Hall. Please contact Michael Bonn at mbonn@mtpleasantwi.gov to access these documents.

C. Fund Structure

The Village of Mount Pleasant uses the following fund types and account groups in its financial reporting:

<u>Fund Type/Account Group</u>	<u>Funds</u>	<u># of Funds</u>
General fund	100	1
Special revenue funds	200	17
Debt service funds	300	1
Capital projects funds	400	8
Enterprise funds	500-600	2
Expendable trust funds	-	-
Agency funds	800	2

General fixed assets	900 (not in ERP)	1
General long-term debt	950 (not in ERP)	1

D. Budgetary Basis of Accounting

The Village of Mount Pleasant prepares its budgets on a basis consistent with generally accepted accounting principles.

E. State Financial Assistance

During the fiscal year (2020) to be audited, the Village of Mount Pleasant expects to receive the following:

	<u>Amount</u>
Recycling Grant	\$31,477
Computer Aid	\$124,119
Shared Revenue (includes ERP)	\$713,859
Fire Dues (estimate)	\$132,000
General Transportation	\$1,181,205

F. Pension Plans

All eligible Village of Mount Pleasant employees participate in the Wisconsin Retirement System, a cost-sharing multiple-employer defined benefit public employee retirement system.

G. Magnitude of Finance Operations

The Finance Department is headed by Michael Bonn, the Village's Finance Director, and consists of two additional full-time employees. The principal functions performed and the number of employees assigned to each are as follows:

<u>Function</u>	<u>Number of Employees</u>
Payroll & Accounts Receivable	2
Accounts Payable	1
General Ledger	1

Sewer – Utility	1
Storm Water	1

H. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact Michael Bonn, Village Finance Director, at mbonn@mtpleasantwi.gov

The Village of Mount Pleasant will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposals.

V. Time Requirements

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposal issued	September 1, 2020
Due date for proposals	September 22, 2020

B. Notification and Contract Dates

Selected firm notified	October 12, 2020
Contract date	October 15, 2020

C. Date Audit May Commence

The Village of Mount Pleasant will have all records ready for audit and all management personnel available to meet with the firm's personnel as of November 2020.

D. Schedule for the 2020 Fiscal Year Audit

A similar time schedule will be developed for audits of future fiscal years if the Village of Mount Pleasant exercises its option for additional audits. Each of the following should be completed by the auditor no later than the dates indicated.

1. Interim work- January 31, 2021.
2. Detailed audit plan and list of information to be gathered by village- Dec 1, 2020.
3. Fieldwork- All fieldwork to be completed by **April 15, 2021**.
4. Draft Reports- Draft management letter and audit report completed by **May 10, 2021**.

E. Entrance Conferences, Progress Reporting and Exit Conferences

A similar time schedule will be developed for audits of future fiscal years if the Village of Mount Pleasant exercises its option for additional audits. At a minimum, the following conferences should be held by the dates indicated on the schedule:

Time Period

Entrance conference **December 2020**

The purpose of this meeting will be to summarize the results of the preliminary review and to identify the key internal controls or other matters to be tested.

Progress conference with Finance Director **January 2021**

The purpose of this meeting will be to discuss the year-end work to be performed.

Exit conference with Finance Director **March/April 2021**

The purpose of this meeting will be to summarize the results of the field work and to review significant findings.

F. Date Final Report is Due

The auditor shall prepare draft financial statements, notes, and all required supplementary schedules (and statistical data) by **April 15, 2021**. A draft report, including auditor's report(s) shall be delivered to the finance director by **May 10, 2021**.

The Finance Director will review the draft report as expeditiously as possible. It is not expected that this process should exceed a few days. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the Finance Director within five (5) working days. It is anticipated that this process will be completed and the final report delivered by **May 14, 2021**.

The final report and twelve (12) signed copies (one copy to be left unbound) should be delivered to Michael Bonn, Village Finance Director, at Mount Pleasant Village Hall, 8811 Campus Drive, Mount Pleasant, WI 53406. The audit will be presented at a Village Board meeting by the audit firm chosen.

VI. Assistance to be Provided to the Auditor and Report Presentation

A. Finance Department and Clerical Assistance

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations.

B. Statements and Schedules to be Prepared by the Staff of the Village of Mount Pleasant

The staff of the Village of Mount Pleasant will prepare the following statements and schedules for the auditor by the dates indicated:

<u>Statement or Schedule</u>	<u>Date</u>
Bank reconciliations	February 26, 2021
Accounts receivable listings	February 26, 2021

Additional reports will be provided as requested by the audit staff.

C. Work Area, Telephones, Photocopying and WiFi

The Village of Mount Pleasant will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to a telephone line, a photocopying machine and WiFi access.

D. Report Preparation

Report preparation, editing and printing shall be the responsibility of the auditor.

VII. Proposal Requirements

General Requirements

A. Inquiries

Inquiries concerning the request for proposals should be directed to Michael Bonn, Village Finance Director. His contact email is mbonn@mtpleasantwi.gov

B. Submission of Proposals

The following material is required to be received by **4:00 pm Tuesday, September 22, 2020 for a proposing firm to be considered:**

1. A master copy (so marked) of a Technical Proposal and two (2) copies to include the following:
 - a. Title Page
Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.
 - b. Table of Contents

c. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the year ended **December 31, 2020.**

d. Detailed Proposal

The detailed proposal should follow the due dates set forth in Section V of this request for proposals.

e. Executed copies of Proposer Guarantees and Warranties, attached to this request for proposal (Appendix B)

2. The proposer shall submit an original and two (2) copies of a Dollar Cost Bid in a separate sealed envelope marked as follows:

SEALED DOLLAR COST BID PROPOSAL
FOR
VILLAGE OF MOUNT PLEASANT
FOR
PROFESSIONAL AUDITING SERVICES
[DATE OF PROPOSAL]

3. Proposers should send or drop off the completed proposal of two separate envelopes (one for the Technical Proposal and one for the Dollar Cost Bid) to the following address:

Village Finance Director
8811 Campus Drive
Mount Pleasant, WI 53406

C. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications and competence of the firms seeking to undertake an independent audit of the Village of Mount Pleasant in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

There should be no dollar units or total costs included in the technical proposal document.

The Technical Proposal should address all the points outlined in the Request for Proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals.

2. Independence

The firm should provide an affirmative statement that is independent of the Village of Mount Pleasant as defined by generally accepted auditing standards.

The firm also should provide an affirmative statement that it is independent of all of the component units of the Village of Mount Pleasant as defined by those same standards.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the Village of Mount Pleasant or its component units for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the Village of Mount Pleasant written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Wisconsin

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Wisconsin.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also 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 organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Wisconsin. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three years and membership in professional organizations relevant to the performance of this audit.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five (5) years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section III of this request for proposal. In developing the work plan, reference should be made to such sources of information as Village of Mount Pleasant's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

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

- a. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- b. Type and extent of analytical procedures to be used in the engagement.

- c. Approach to be taken to gain and document an understanding of the Village of Mount Pleasant's internal control structure.
- d. Approach to be taken in determining laws and regulations that will be subject to audit test work.

8. Report Format

The proposal should include sample formats for required reports. There should be no dollars included in the Technical Proposal.

D. Sealed Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The sealed Dollar Cost Bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The Village of Mount Pleasant will not be responsible for expenses incurred in preparing and submitting the Technical Proposal or the sealed Dollar Cost Bid. Such costs should not be included in the proposal.

The first page of the sealed Dollar Cost Bid should include the following information:

- a. Name of Firm.
 - b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the Village of Mount Pleasant.
 - c. A total all-inclusive maximum price for the December 31, 2020 audit.
- ##### 2. Rates by Partner, Specialist, Supervisory and Staff Level Times; and Hours Anticipated for Each

The second page of the sealed Dollar Cost Bid should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix C), that supports the total all-inclusive maximum price.

3. **Out-of-pocket Expenses Included in the Total All-inclusive Maximum Price and Reimbursement Rates**

All estimated out-of-pocket expenses to be reimbursed should be presented on the second page of the sealed Dollar Cost Bid in the format provided in the attachment (Appendix C). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

4. **Rates for Additional Professional Services**

If it should become necessary for Village of Mount Pleasant to request the auditor to render any additional services to either supplement the services requested in this RFP, or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between Village of Mount Pleasant and the firm. Any such additional work agreed to between Village of Mount Pleasant and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed Dollar Cost Bid.

5. **Manner of Payment**

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's Dollar Cost Bid proposal. Interim billing shall cover a period of not less than a calendar month.

VIII. Evaluation Procedures

A. Audit Proposal Evaluation

Proposals submitted will be evaluated **by October 12, 2020** by the Village of Mount Pleasant.

B. Review of Proposals

The selection team will use a point formula during the review process to score proposals. Each member of the selection team will first score each Technical Proposal by each of the criteria described in Section C below.

After the composite technical score for each firm has been established, the sealed Dollar Cost Bid will be opened and additional points will be added to the technical score based on the price bid. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

The Village of Mount Pleasant reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Wisconsin.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the Village of Mount Pleasant.
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

2. Technical Qualifications: (Maximum of 10)

a. Expertise and Experience

- i. The firm's past experience and performance on comparable government engagements.
- ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.

b. Audit Approach

- i. Adequacy of proposed staffing plan for various segments of the engagement.
- ii. Adequacy of analytical procedures.

3. Price: (Maximum of 5)

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

D. Oral Presentations

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

E. Final Selection

The Village of Mount Pleasant Board of Trustees will approve a contract based upon the recommendation of the selection panel.

It is anticipated that a firm will be selected by **October 12, 2020**. Following notification of the firm selected, it is expected a contract will be executed between both parties by **October 15, 2020**.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Mount Pleasant and the firm selected.

The Village of Mount Pleasant reserves the right without prejudice to reject any or all proposals.

- G. The Village does not discriminate on the basis of religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap or other basis prohibited under state or federal law.**

List of Appendices

- A. List of Key Officials and Their Respective Office Locations and Contact Information.
- B. Proposer Guarantees and Warranties
- C. Format for Schedule of Professional Fees and Expenses to Support the Total All-inclusive Maximum Price Proposer Warranties

Appendix A

List of key personnel and their respective office locations and contact information.

Maureen Murphy, Village Administrator
8811 Campus Drive | Mount Pleasant, WI 53406
mmurphy@mtpleasantwi.gov
(262) 664-7818

Michael Bonn, Village Finance Director
8811 Campus Drive | Mount Pleasant, WI 53406
mbonn@mtpleasantwi.gov
(262) 664-7819

Stephanie Kohlhagen, Village Clerk/Treasurer
8811 Campus Drive | Mount Pleasant, WI 53406
skohlhagen@mtpleasantwi.gov
(262) 664-7828

Appendix B

Details regarding proposer guarantees and warranties.

Proposer warrants that it is willing and able to comply with State of Wisconsin laws with respect to foreign (non-State of Wisconsin) corporations.

Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Village of Mount Pleasant.

Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section III, Scope of Work.

Signature of Official

Title

Name (typed)

Name of Firm

Date

Appendix C

Schedule of professional fees and expenses for the audit of the 2020 financial statements.

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Others (specify)	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____

Appendix C (continued)

Total for services described in Section VII D of the RFP.

Out-of-pocket expenses:

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Meals & Lodging	_____	_____	_____	_____
Transportation	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____

Total all-inclusive maximum price for 2020 audit: \$_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

Appendix C (continued)

Schedule of professional fees and expenses for the audit of the 2020 financial statements.

Additional services described in Section VII D of the RFP:

Nature of Service to Be Provided:

Schedule: -----

Total: -----

This page intentionally left blank