



# **ALAMANCE COUNTY, NORTH CAROLINA**

124 West Elm Street  
Graham, NC 27253

## **REQUEST FOR PROPOSAL**

### **TWO PART REQUEST FOR PROPOSAL FOR AUDITING SERVICES AND SELECTION OF AN INDEPENDENT AUDIT FIRM**

**RFP # 25-P003**

**Issued on: Friday, February 28, 2025**

**Due Date: Friday, March 28, 2025 at 4:00 pm**

Issued By:

Alamance County Finance Department  
124 West Elm Street  
Graham, North Carolina 27253

# Alamance County, NC

## Audit Services Request for Proposal

The Board of Commissioners of Alamance County (the “County”) invites qualified independent auditors (“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 County 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 in any resulting contract(s) unless approved otherwise in writing by the County. The bidder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Alamance County, North Carolina.

### **Type of Audit**

1. The audit will encompass a financial and compliance examination of the County’s basic financial statements, MD&A, supplementary information, other schedules, and compliance reports in accordance with the laws and/or regulations of the State of North Carolina, which include requirements for the minimum scope of the audit. The financial and compliance audit will cover federal, state, and local funding sources in accordance with generally accepted auditing standards; Government Auditing Standards, July 2018 revisions; the provisions of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), the State Single Audit Implementation Act; and all other applicable laws and regulations.
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 County 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, the business-type 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 working papers shall be retained and made available upon request for no less than three years from the date of the Audit report.
5. The audit will also include the following:
  - a. Pre-planning conference with Finance staff where both the auditor and Finance staff discuss their expectations of the audit.
  - b. Interim audit work prior to June 30th.
  - c. Submission of the audit report to the Local Government Commission (LGC) no later than October 31.
  - d. Attendance at the Board of Commissioners meeting in November or December for presentation of the financial statements by Manager or Partner of the audit staff with potential comments and questions from the Board as requested.
6. The audit should encompass all funds and entity-wide activities as reported in the County's Annual Comprehensive Financial Report (ACFR) at June 30, 2024 and any additional funds or entity-wide activities that may be added subsequent to that date.
7. If required, the audit firm will issue a management letter to the Board of Commissioners after completion of the audit and assist management in implementing recommendations, as is practical. County 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.
8. County 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 County'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**

The audit firm is considered to be an independent contractor and will be wholly responsible for the services and the supervision of its own employees and permitted sub-contractors.

A planning meeting will be held each year to determine schedules that the County 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.

The Alamance County 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 States; 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 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.**

The County's staff will prepare all standard year-end accruals and other adjusting journal entries. The auditor will prepare the government wide year-end adjusting journal entries as well as any necessary entries to allocate the state pension balances. The County shall designate an individual, such as the Finance Officer, with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. The auditor will update and provide the necessary summary tables of data that are required in the MD&A to the County's Finance Officer who will complete the document. A preliminary draft of the audit and required adjusting journal entries must be submitted to the Finance Officer by October 1<sup>st</sup> for proofing and reconciliation to the County's records to allow ample time for review and corrections before it is sent to the Local Government Commission. The County's Finance Officer will return the draft to the auditor with proposed revisions within 10 working days. The auditor will be ultimately responsible for the preparation, typing, proofing, printing, and copying of the completed audit report that will include the Basic Financial Statement, supplementary information and all applicable compliance reports.

Meeting LGC deadlines is a high priority for the County. Therefore, Alamance County prefers interim fieldwork be completed in late May or early June, at the latest. Year-end fieldwork should begin by or before mid-August and be completed by late September. While many documents can be shared electronically, the County expects that the audit firm staff will be onsite for fieldwork, including manager and partner level staff for at least a portion of the onsite work. **An agreed upon post-closing trial balance should exist by September 30<sup>th</sup>.** 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.

**The timing of the draft and review should insure final completion of the Financial Statements by the annual October 31 deadline.**

Twenty (20) bound copies of the audit report and one PDF file, 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.

The auditor is responsible for completing the required data input sheet and electronically submitting the final audit report/ACFR as a text-based PDF file to the State & Local Government Financial Division when (or prior to) submitting the final invoice for audit services rendered to the Commission.

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 governing board and forwarded to the staff of the LGC for approval.

Either the manager or partner of the audit staff is required to present and attend the Board of Commissioners' meeting in which the Audit report is presented. Required communications to the Board can be delivered at this point, as well as general comments regarding the audit process and the results of the audit. Finance staff will coordinate this presentation and determine the date and time of the meeting, typically held in late November following the audit completion.

The financial audit opinion will cover the financial statements for the governmental activities, the business-type activities, the financial statements of the aggregate discretely presented component units, 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 financial statements taken as a whole. The Auditor shall also 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.

The Auditor will be responsible for the preparation of a letter disclosing and discussing informal/non-material comments (not included in the management letter), presentation of the financial statements and Management letter to the County Manager, the Finance Officer, and the Board of Commissioners.

It is understood that managerial, supervisory and audit staff may be changed for a variety of reasons. Replacements may be made at the discretion of the proposer, provided there is no compromise in qualifications and/or experience. Staff continuity is of extreme importance to the County. The County must be notified of any changes in key audit personnel prior to the annual renewal of the contract.

The working papers shall be retained and made available upon request for no less than three (3) years from the date of the audit report.

In addition, the Finance Department staff may require the auditor's guidance on the completion of certain schedules and documents as to proper format and content, so that they can be used in the audit process as well as for inclusion in the County's ACFR.

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

The County intends to continue the relationship with the auditor for no less than three (3) years starting with fiscal year ending June 30, 2025. Continuation after the first-year contract will be based on an annual review of the Auditor, recommendation of the department staff, satisfactory negotiation of terms (including price), and availability of an appropriation. 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. Alamance County 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, 2024 to June 30, 2025

July 1, 2025 to June 30, 2026

July 1, 2026 to June 30, 2027

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 County may also execute an engagement letter and/or a County 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 County. 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 County staff.

### **Description of Selection Process**

Submission of Questions Concerning RFP:

The County requests that no County officials be contacted during this proposal process. After the proposal issue date, all communications between the County and prospective auditors regarding this RFP shall be in writing. Any inquires, requests for interpretation, technical

questions, clarification, or additional information shall be directed to Susan Evans by emailing [susan.evans@alamance-nc.com](mailto:susan.evans@alamance-nc.com). Any additional information disclosed to participating audit firms prior to bid submission will be shared with all interested parties. All questions shall be received no later than 5:00 P.M., Tuesday, March 14, 2025.

Potential respondents should email [susan.evans@alamancecountync.gov](mailto:susan.evans@alamancecountync.gov) to acknowledge receipt of the RFP and to inform the County of its intent to respond. Provide the name, title, address, telephone and email address of the individual who can address inquiries related to this RFP and the respondent's proposal.

Two (2) 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" 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 performing governmental audits. The second section will consist of completed cost estimate sheets. The Finance Office staff will evaluate the auditor/firm on educational and technical qualifications. The firm best meeting the County's expectations for experience, audit approach, and cost requirements will be selected.

Please keep in mind that cost, while an important factor will not be a sole determining factor. Unusually low bids that are obviously out of line with other bidders or are significantly lower than out current fees will raise concern. The lowest bid will not automatically be awarded preferential consideration.

The County 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 County. The County of Alamance also reserves the right to request additional information from proposing firms. Failure to provide such additional information may preclude further consideration of the proposal.

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 firm's 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.
7. Describe the relevant experience and education with the new GASBS reporting requirements, seminars and courses attended within the past three years. Courses in governmental accounting and auditing should be clearly communicated.
8. Describe the professional experience of assigned individuals in auditing relevant government organizations, programs, activities, or functions (e.g., Water/Sewer service functions).
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 County will evaluate the qualifications of all firms submitting proposals before considering the Cost Estimate.

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, 2024 to June 30, 2025. For the two audit years, which follow, list the estimated costs. The cost for the audit year ending June 30, 2025 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.
    - 1) 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.
    - 2) Rate per hour.
    - 3) 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.
    - 1) 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 Summary of Audit Costs Sheet with your proposal.

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

|  |                           |           |
|--|---------------------------|-----------|
| RFP Release Date                       | Friday, February 28, 2025 |           |
| Deadline for RFP Questions             | Friday, March 7, 2025     | 5:00 p.m. |
| Questions to be Answered No Later Than | Friday, March 14, 2025    | 5:00 p.m. |
| Deadline for Receipt of Proposals*     | Friday, March 28, 2025    | 3:00 p.m. |
| Notice of Recommended Firm             | First week in April       |           |
| Board of Commissioners' Approval       | Monday, April 21, 2025    |           |

Request for proposal packages will be available on the County's website at <https://purchasing.alamancecountync.gov/bidding>

\*Proposals can either be submitted electronically (via email) to [PurchasingBids@alamancecountync.gov](mailto:PurchasingBids@alamancecountync.gov) or on paper. "RFP#25-P003" must appear in the subject line of an electronic submission. Envelopes containing proposals should be clearly identified on the front with the words "RESPONSE TO RFP FOR AUDIT SERVICES" and mailed to the attention of *Susan Evans at 124 West Elm Street, Graham, NC 27253*.

- Please note that your email submission should include two separate PDF attachments for sections 1 and 2. PDF documents will only be accepted. Any other document format will be deemed non-responsive.
- Envelopes should include two copies of the bound proposal, clearly separating sections 1 and 2.
- All proposals, submitted by mail, courier, or email, must be signed by authorized officials of the auditor, and received by Susan Evans, Alamance County Finance Officer, by **3:00 p.m. on Friday, March 28, 2025**.

Please acknowledge the receipt of this request for proposal and your intent to respond with a proposal.

Any questions must be submitted in writing either by mail or email to Susan Evans, Alamance County Finance Officer, 124 West Elm Street, Graham, NC 27253 or [susan.evans@alamancecountync.gov](mailto:susan.evans@alamancecountync.gov). All questions and answers will be shared with each firm that has signed and returned an acknowledgement of receipt and intent to respond to the proposal.

The County reserves the right to request additional information deemed necessary to aid in the selection process.

It is the sincere intention of the County to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the County should determine that none of the respondents submitting proposals are advantageous to the County of Alamance, or not in the County's best interest, as determined by the County in the County's sole discretion, the County

reserves the right to accept or reject any or all responses with or without cause. Issuance of this RFP does not commit the County of Alamance to award a contract, to pay any costs incurred in preparation of a proposal, or to procure or contract for related services or supplies.

The Review Committee will review the proposals. The Finance Officer plans to make a recommendation to the Alamance County Board of Commissioners on **April 21, 2025** at which time the contract will be awarded.

### **Description of the County and Its Accounting System**

Alamance County is located in central North Carolina with an approximate population of 181,097.

The County's Annual Comprehensive Financial Report for the Year Ended June 30, 2024 is available on the County's website at:

<http://finance.alamancecountync.gov>

### **Fund and Account Groups**

The auditor should refer to the most recent Annual Audit/Annual Comprehensive Financial Report. The County still maintains all the funds and account groups at approximately the same level unless noted below.

The County collects the taxes for twelve fire districts, the Cities of Burlington, Graham and Mebane, the Towns of Haw River, Green Level, Elon and Gibsonville, the Village of Alamance, and the Altamahaw-Ossipee Sanitary District.

The County has two discretely presented component units (Alamance County Transportation Authority and the Alamance County Tourism Development Authority). Both have a June 30 year-end, and are presented as if they are separate proprietary funds of the County. The County requests the audit for the Alamance County Tourism Development Authority be included in this proposal.

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

A copy of the Schedule of Federal and State Expenditures and a Summary of Auditor's Results showing the major federal programs can be viewed in the Audit report located on the Alamance County website.

### **Budgets**

The County budgets all funds on the modified accrual basis of accounting as required by North Carolina law. Appropriations are made at the functional level. The County also maintains an encumbrance system. Both the budgetary and encumbrance systems are integrated with the accounting system to provide easy comparison with actual expenditures.

## **Accounting Records**

The County maintains all its accounting records at the Finance Department located at 124 West Elm Street, Graham, NC 27253. The County maintains its cash receipts journal, cash disbursements journal, general ledger, and accounts receivable ledger using MUNIS software ERP system. The tax appraisal and collections are maintained with OneTax Software.

## **Other Information**

1. Personnel/Payroll:

|   |         |
|---|---------|
| Number of Full-time employees:                    | 923     |
| Number of Part-time employees:                    | 763     |
| Estimated number of payroll checks/DD's per year: | 14,000  |
| Frequency of payroll:                             | Monthly |
  
2. Property Tax:

|  |  |
|--|--|
| Billed and collected by Alamance County                |  |
| Number of tax bills issued (excluding motor vehicles): | 95,308, excludes discoveries                       |
| Total dollar amount of most recent year's collections: | \$110,356,463, General Fund                        |
| Total dollar amount of levy:                           | \$101,249,673 General Fund, excludes motor vehicle |
  
3. Purchasing

|   |       |
|---|-------|
| Average number of purchase orders issued per month: | 110   |
| Average number of checks/EFTs issues per month:     | 1,265 |
  
4. Bank Accounts:

|  |    |
|--|----|
| Central Depository                               | 12 |
| NC Capital Management Trust                      | 6  |
| Project escrow account for unspent debt proceeds | 4  |
  
5. Munis Software System:

|                         |  |
|-------------------------|--|
| General Ledger          |  |
| Accounts Payable        |  |
| Purchasing              |  |
| Fixed Assets            |  |
| Human Resources/Payroll |  |

## **Assistance Available to the Auditor**

The County designates the Finance Officer as the individual that understands the services to be provided in accordance to GAGAS §3.73 (GAGAS 2018 Revision).

The County will provide sufficient assistance to pull and re-file records, and prepare all necessary confirmations. An electronic version of the trial balance and budget reports will be made available in conjunction with the field work. The following accounting procedures will be completed, and documents prepared by the County's staff no later than the start of field work:

- 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.

The unit's personnel will prepare the following items

### **General**

1. Working Balance Sheet for each fund.
2. Working Statement of Revenues, Expenditures, and Transfers for each fund.
3. General Ledger transaction detail report for each account.
4. A copy of the original budget, all amendments, and the final budget as of June 30, 2025.
5. A copy of all project ordinances and all amendments for active projects during the audit period.
6. A copy of the operating and capital lease schedules itemizing contracts in force during the audit period as well as access to the lease files maintained in the Purchasing office.
7. A copy of board policies, including travel and investment policies.
8. Copies of all correspondence with the staff of the Local Government Commission, including semiannual Cash and Investment Reports (LGC-203), unit letters, faxes regarding the audited financial statements and compliance reports for the previous year.
9. Management's Discussion and Analysis
10. Required supplementary information, e.g. actuarial information of the Law Enforcement Officers' Separation Allowance

### **Cash and Investments**

1. All bank reconciliations for each month
2. List of outstanding checks by account, showing check number, date, and amount.
3. Schedule of all investments for all funds at the audit date, showing book value and estimated market value at fiscal year-end.

### **Receivables**

1. Listing of unpaid tax bills in detail totaled by year as of fiscal year end.
2. Schedule of miscellaneous receivables booked as of the fiscal year end.

### **Capital Assets**

1. Printout of all capital asset acquisitions made during the audit year.
2. Printout of all capital asset dispositions made during the audit year.

3. Access to printout containing calculations used in balancing the Capital Assets subsystem to the government-wide statements.
4. Printout of depreciation expense posted for the audit year.

### **Current Liabilities**

1. Schedule of accounts payable including batch printouts.

### **Long-Term Debt**

1. Debt Schedule for each debt issue and related payments.

### **Grants**

The following will be compiled for each grant:

1. Grant agreement.
2. Budget.
3. CFDA # and/or pass-through grant #.

A planning meeting will be held prior to June of each year to determine schedules that the County will be responsible for preparing. County personnel will make every attempt to perform the necessary accounting procedures and complete agreed upon documents no later than a date set each year during the initial planning meeting. Adequate notification will be given prior to any changes in estimated times. The County is aware of and understands the need to provide assistance to the auditor and will make every attempt to meet agreed upon deadlines.

The auditor is expected to draft the exhibits, supplementary schedules, and footnotes for the CAFR. The County will review and accept responsibility for the drafted information upon their completion. The County will prepare the transmittal letter and the MD&A. The County and the audit firm will coordinate their efforts to proofread the CAFR. The County will work with the auditor to draft the Schedule of Federal and State Awards. The County will prepare portions of the statistical section of the CAFR with assistance from the audit firm upon request.

The County will provide to the auditor a workspace in close proximity to finance personnel, phones, copier, and fax machines.

**AUDIT COST ESTIMATE  
FOR ALAMANCE COUNTY, NC**  
(Per Year)

THREE YEAR CONTRACT

|  | <b>FYE 2025</b> | <b>FYE 2026</b> | <b>FYE 2027</b> |
|--|-----------------|-----------------|-----------------|
| County - Base Audit<br>(Includes Personnel costs, travel,<br>and on-site work) |                 |                 |                 |
| Financial Statement Preparation  |                 |                 |                 |
| Extra Audit Service<br>\$_____ per hour  |                 |                 |                 |
| Tourism Development Authority:<br>Audit  |                 |                 |                 |
| Financial Statement Preparation  |                 |                 |                 |
| Other (explain):   |                 |                 |                 |
| <b>Total</b>   |                 |                 |                 |

**Basis/methodology of cost estimate:**

**Basis for determining cost estimate after first year:**

|                       |                  |
|-----------------------|------------------|
| BIDDER NAME:          | Primary Contact: |
| Address:              | Telephone:       |
|                       | E-mail:          |
| Authorized Signature: | Date:            |

## PROPOSAL CERTIFICATION

Proposer's

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.**

BY (Printed): \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_