



CITY OF MAULDIN REQUEST FOR PROPOSALS (RFP: 2022–03)

PROFESSIONAL AUDITING SERVICES

Issue Date: January 15, 2022

Submittals Due: February 18, 2022 by 2:00PM EST

Contact: Holly Abercrombie, Finance Director

E-mail: habercrombie@mauldincitysc.com

Phone: (864) 289-8895

CITY OF MAULDIN
5 E. Butler Road, Mauldin, SC 29662

1. Introduction

A. General Information

The City of Mauldin is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2023, with the option of auditing its financial statements for each of the four (4) subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards* (1994), the provisions of the Federal Single Audit Act of 1984 (as amended in 1996) and the United States Office of Management and Budget (OMB) circular A-133, *Audits of States and Local Governments, and Non-Profit Organizations*, when applicable. Proposers are requested to indicate the fees associated with an A-133 audit separately on the attached bid form.

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

No preproposal conference will be held, any inquires concerning this request for proposal should be emailed to Holly Abercrombie, Director of Finance at habercrombie@mauldincitysc.com.

To be considered, proposals must be received by 2:00 p.m. on February 18, 2022. Proposals can be emailed to habercrombie@mauldincitysc.com or mailed to the following address:

City of Mauldin
Attn: Holly Abercrombie
5 East Butler Road
PO Box 249
Mauldin, SC 29662

The City of Mauldin reserves the right to reject any or all proposals submitted.

The City Administrator, Finance Director and Staff Accountant of the City of Mauldin will evaluate the proposals submitted.

During the evaluation process, the City of Mauldin reserves the right, where it may serve the City of Mauldin's best interest, to request additional information or clarifications from proposers and to allow corrections of errors or omissions. At the discretion of the City of Mauldin, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Mauldin 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 or the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Mauldin and the firm selected.

It is anticipated the selection of a firm will be completed and approved by City Council by June 30, 2022. Following the notification of the selected firm, it is expected a contract will be executed between both parties by July 30, 2022.

B. Term of Engagement

A five (5) year contract is contemplated, subject to an annual review, the satisfactory negotiation of terms (including a price acceptable to both the City of Mauldin and the selected firm), and the concurrence of the City of Mauldin and the annual availability of appropriations.

C. Subcontracting

Subcontracting of the primary functions of the audit will not be allowed. However, if it is determined necessary that any specialty work be subcontracted, it will only be allowed with prior written consent of the City of Mauldin.

2. Description of the Government

A. Name and Telephone Number of Contact Persons

The auditor’s principal contact with the City of Mauldin will be Holly Abercrombie, Director of Finance, habercrombie@mauldincitysc.com, who will coordinate the assistance to be provided by the City of Mauldin to the auditor.

A list of key personnel with the location of their principal offices and phone numbers is attached (Appendix A).

B. Background Information

The City of Mauldin serves an area of approximately 10 square miles with a population of 26,409. The City of Mauldin’s fiscal year begins July 1 and ends on June 30.

The City of Mauldin provides general governmental services of public safety, public works, parks and recreation, business and development services, and other general governmental services.

The City of Mauldin has a total payroll of approximately \$8,804,045 covering approximately 221 full-time and part-time employees.

The City of Mauldin is organized into eighteen (18) departments. The accounting and financial reporting functions of the City of Mauldin are centralized in the Finance Department.

C. Fund Structure

The City of Mauldin uses the following fund types and account groups in its financial reporting:

<u>Fund Type</u>	<u>Number of Individual Funds</u>	<u>Number With Legally Adopted Annual Budgets</u>
General fund	1	1
Special revenue funds	10	10
Capital projects funds	2	2
Enterprise funds	2	2
Trust and Agency funds	0	0

D. Budgetary Basis of Accounting

The City of Mauldin prepares its budgets on a basis consistent with generally accepted accounting principles and does not make regular amendments to the budgets.

E. Federal and State Financial Assistance

During the fiscal year to be audited, the City of Mauldin does not expect to break the threshold requirement as set forth in OMB Circular A-133.

F. Pension Plans

The City of Mauldin participates in the following pension plans: State of South Carolina Police Retirement System and the State of South Carolina Retirement System, both of which are defined benefit cost-sharing multiple-employer public employee retirement systems, as well as the State of South Carolina 401(k) and 457 Deferred Compensation Plans. Actuarial services for these plans are provided by the State of South Carolina.

G. Component Units

The City of Mauldin is defined, for financial reporting purposes, in conformity with the Governmental Accounting Standards Board's *Codification of Governmental Accounting and Financial Reporting Standards*, Section 2100. Using these criteria, no component units are included in the City's financial statements.

H. Magnitude of Administration Operations

City Administrator, Brandon Madden oversees the Administration Department with (3) employees. Holly Abercrombie oversees the finance department with (2) employees. The principal functions performed and the numbers of employees assigned to each are as follows:

<u>Function</u>	<u>Number of Employees</u>
Accounts Payable / Purchasing	1
Human Resources	1
Payroll / Accounts Receivable	1
Staff Accountant	1
Permits / Business Licensing	3*

***Note:** *Permits/Business Licensing falls under the Director of Business Services, David Dyrhaug with financial assistance from the Director of Finance.*

I. Computer Systems

Each employee has a computer workstation that is connected to the wide area network with access to the necessary modules needed to accomplish assigned tasks. The primary software for all accounting functions is Smartfusion from Harris, Inc. The following modules of Smartfusion software are installed and in use by the City of Mauldin:

Fund Ledger	Payroll
Accounts Payable	Cash Receipts
Human Resources	Accounts Receivable
Purchasing	Fixed Assets
Bank Reconciliation	Cash Collections
	Budget Prep (not in use)

J. Internal Audit Function

The City of Mauldin does not maintain an internal audit division. The Finance Director and Staff Accountant complete certain internal audit tasks.

K. Availability of Prior Audit Reports and Work Papers

Interested proposers who wish to review prior years’ audit reports and management letters can do so by emailing a request to Holly Abercrombie at habercrombie@mauldincitysc.com. The City of Mauldin prior audit reports are available on the City’s website www.cityofmauldin.org.

L. Special State Reporting Requirement

SC Code of Laws Section 14-1-208 requires that the annual audit include a review of accounting controls over court assessments and further requires the City to include, in its audited financial statements, a supplementary schedule detailing the disposition of court assessments and amounts required to be used for victim services activities. The law requires that the schedule be included in the external auditor’s report by an “in relation to” paragraph as required by generally accepted auditing standards when information accompanies the basic financial statements in auditor-submitted documents.

3. Scope of Work

A. General

The City of Mauldin is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2023, with the option to audit the City of Mauldin's financial statements for each of the four (4) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The City of Mauldin will be including its financial statements in a Comprehensive Annual Financial Report ("CAFR") in compliance with GASB Statement # 34. The auditor is to provide an audit report on the fair presentation of that set of financial statements sufficient to satisfy the requirements of the Government Finance Officers Association's Certificate of Achievement Program and in a form that complies with the AICPA's definition of the appropriate form of the independent auditor's report for audits of GASB 34 governments as defined in its current edition of Audits of State and Local Government Units. The audit must also cover the City's Schedule of Federal Awards (if any), which will be included in the CAFR.

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, the standards for financial audits set forth in the United States General Accounting Office's *Government Auditing Standards* (1994), the provisions of the Federal Single Audit Act of 1984 (as amended in 1996) and the provisions of the United States Office of Management and Budget (OMB) Circular A-133, *Audits of States and Local Governments and Non-Profit Organizations* when applicable.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards in relation to the audited financial statements.
2. A report on compliance and internal control over financial reporting based on an audit of the financial statements performed in accordance with *Government Auditing Standards*.
3. If needed a report on compliance and internal control over compliance applicable to each major federal financial assistance program and on internal control over compliance in accordance with OMB Circular A-133.

In the required reports on internal controls, the auditor shall communicate 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. Reportable conditions that are also material weaknesses shall be identified as such in the report.

Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management.

The report on compliance shall include all material instance of non-compliance. All non-material instances of non-compliance shall be reported in a separate management letter.

Fraud and illegal acts. Auditors shall be required to make an immediate, written report of all fraud and illegal acts of which they become aware to the City Administrator and Finance Director.

Reporting to the City Administrator and Finance Director: Auditors shall assure themselves that the City Administrator and Finance Director are 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

E. Special Considerations

1. The City of Mauldin will send its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will be required to provide special assistance to the City to meet the requirements of that program.

F. 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 three (3) years, unless the firm is notified in writing by the City of Mauldin 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:

- City of Mauldin
- United States Government

- United States General Accounting Office (GAO)
- Parties designated by the federal or state governments or by the City of Mauldin as part of an audit quality review process
- Auditors of entities of which the City of Mauldin is sub-recipient of grant funds

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.

4. Time Requirements

A. Proposal Calendar

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

- | | |
|--------------------------------|-------------------|
| 1. Request for proposal issued | January 15, 2022 |
| 2. Due date for proposals | February 18, 2022 |

B. Notification and Contract Dates

- | | |
|---------------------------|------------------|
| 1. Selected firm notified | by June 30, 2022 |
| 2. Contract Date | by July 30, 2022 |

C. Date Audit May Commence Any date subsequent to September 2022

The City of Mauldin will have all records ready for audit and all management personnel available to meet with the firm's personnel in September 2022. At the discretion of the auditor, interim work may be scheduled prior to June 30, 2022, on a mutually agreed upon date.

D. Schedule for the 2022 Fiscal Year Audit

The audit schedule will be determined subsequent to awarding of the contract. A similar time schedule will be developed for audits of future fiscal years if the City of Mauldin 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
The auditor shall complete interim work, if desired, on a yet to be determined date.
2. Detailed Audit Plan
The auditor shall provide the City of Mauldin by August 12, 2022, a list of all schedules to be prepared by the City of Mauldin.
3. Fieldwork
The auditor shall complete all fieldwork by October 14, 2022.

4. Draft Reports

The auditor shall have proposed adjusting journal entries and recommendations to management available for review by the Finance Director by October 28, 2022.

E. Entrance Conferences, Progress Reporting and Exit Conferences

A similar time schedule will be developed for audits of future fiscal years if the City of Mauldin exercises its option for additional audits.

1. Entrance Conference Week of August 1, 2022
The auditor will meet with all key finance department personnel if necessary. The purpose of this meeting will be to discuss prior audit problems and the interim work to be performed. This meeting will also be used to establish an overall liaison for the audit and to arrange for workspace and other needs of the auditor.

2. Progress conference with the Finance Director As agreed and needed
The purpose of this meeting will be to summarize the results of the preliminary review and to maintain an open channel of communication and cooperation.

3. Exit conference with the Finance Director To be Determined
The purpose of this meeting will be to summarize the results of the fieldwork and to review significant findings.

F. Date Final Report is Due

The signed Auditor reports must be delivered to the Finance Director on or before November 4, 2022. Once all issues for discussion are resolved, the final signed report shall be presented to City Council on November 14, 2022.

5. Assistance to be Provided to the Auditor

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. The preparation of confirmations will be the responsibility of the auditor.

B. Statements and Schedules to be prepared by the staff of the City of Mauldin

The staff of the City of Mauldin will prepare all statements and schedules for the auditor which are requested by the due date required which are reasonable and customary.

C. Work area, telephone, and photocopying.

The City of Mauldin will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to telephone lines and photocopying facilities.

D. Report Preparation

Report preparation and editing shall be the responsibility of the auditor. The final signed report is to be provided in electronic format and (15) hard copies.

6. Submittal Requirements

A. General Requirements

1. Obtain official Request for Proposal Package.

Firms interested in submitting a proposal should become familiar with the proposal prior to submitting.

2. Inquiries

Inquiries concerning the request for proposals must be made to:

The City of Mauldin
Attn: Holly Abercrombie
Director of Finance
PO Box 249
Mauldin, South Carolina 29662
habercrombie@mauldincitysc.com

3. Submission of Proposals

The following material is required to be received by 2:00 PM, February 18, 2022, for a proposing firm to be considered:

a. **Four (4) copies** of a Technical Proposal to include the following:

i. **Title Page**

Title page showing the request for proposal's subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

ii. **Table of Contents**

iii. **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 the best qualified firm to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 120 days.

iv. **Detailed Proposal**

The detailed proposal should follow the order set forth in Section VI B of this request for proposals.

- v. **Executed copies of Proposer Guarantees and Proposer Warranties, attached to this request for proposal (Appendix B and Appendix C.)**
- b. The proposer shall submit the dollar cost bid, detailed in the format provided in Appendix D and Appendix E, following the Technical Proposal, as a separate, tab-divided section.
- c. Proposers should email, mail, or hand-deliver the completed proposal to the following address:

The City of Mauldin
Attn: Holly Abercrombie
Director of Finance
5 E. Butler Road
Mauldin, South Carolina 29662
habercrombie@mauldincitysc.com

All proposals must be received by 2:00 PM on February 18, 2022, to be considered.

7. Technical Proposal

A. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Mauldin in conformity with the requirements of this request for proposal. 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. These costs are contained in the separate, tab-divided section of the proposal following the Technical Proposal.

The Technical Proposal should address all the points outlined in the request for proposal (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. While additional data may be presented, the following subjects, item numbers 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

B. Independence

The firms should provide an affirmative statement that is independent of the City of Mauldin as defined by generally accepted auditing standards and the United States General Accounting Office's *Government Auditing Standards* (1994).

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

The firm should also list and describe the firm's professional relationships involving the City of Mauldin or any of its agencies or 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 City of Mauldin written notice of any professional relationships entered into during the period of this agreement.

C. License to Practice in South Carolina

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

D. 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 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, 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.

E. 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. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. Indicate how the quality of staff over the term of the agreement will be assured.

The proposer should identify the extent to which staff is to be assigned to the audit which reflects the City of Mauldin's commitment to Affirmative Action.

Engagement partners, managers, other supervisory staff and specialists may be changed if they leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Mauldin. However, in either case, the City of Mauldin retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the City of Mauldin, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer if replacements have substantially the same or better qualifications or experience.

F. Prior Engagements with the City of Mauldin

List separately all engagements within the last five years, ranked on the basis of total staff hours, for the City of Mauldin by the type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

G. 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 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 name and telephone number of the principal client contact.

H. 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 II of this Request for Proposal including the level of staff and number of hours to be assigned to the major segments of the engagement. The following information is requested and provided to help with the development of the work plan.

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of EDP software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of the City of Mauldin's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work

- h. Approach to be taken in drawing audit samples for purposes of tests of compliance

I. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The 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 bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City of Mauldin will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar costs bid. Such costs should not be included in the proposal.

The dollar costs bid should include the following information:

- a. Name of firm
- b. Certification that the persons signing the proposal are entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of Mauldin.
- c. A total all-inclusive maximum price for the 2021 engagement. Firms should include an all-inclusive maximum price for each of the engagement years.

2. Rates by partner, specialist, supervisory and staff level, times hours anticipated for each.

The dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in Appendix D, that supports the total all-inclusive maximum price. The costs of additional audit services as may be required by OMB Circular A-133 should be disclosed separately and presented in the format provided in Appendix E.

3. Out-of-pocket expenses included in the total all-inclusive maximum price and reimbursement rates.

Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at the rates used by the City of Mauldin for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented on the second page of the sealed dollar costs bid in the format provided in Appendix D. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

In addition, a statement must be included in the sealed dollar costs bid stating the firm will accept reimbursement for travel, lodging and subsistence at the prevailing rates for the City of Mauldin's employees.

4. Rates for Additional Professional Services

If it should become necessary for the City of Mauldin to request the auditor to render any additional services to either supplement the services requested in the Request for Proposal 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 the City of Mauldin and the firm. Any such additional work agreed to between the City of Mauldin and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar costs 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 costs bid proposal. Interim billing shall cover a period of not less than one calendar month. Ten percent (10%) will be withheld from each payment pending delivery of the firm’s final report.

8. Criteria for Rating Proposals

The City’s RFP Evaluation Committee (Evaluation Committee) will review, score and rank all proposals and make a recommendation to City Council on who will best serve the City. City Council will make the final decision on selecting a Firm.

During the evaluation process, the Evaluation Committee and the City reserve the right to request additional information or clarification from proposers, or to allow corrections of errors or omissions.

In rating proposals, the City will carefully weigh the responses in the following categories:

1. Quality of the solution(s) when compared to the City’s needs
2. Vendor qualifications
3. Municipal experience
4. Pricing model
5. Delivery of services
6. Customer service model

The following details the points assigned per section:

Proposal Section	Point Value
Summary of Pricing	25
Vendor Qualifications	25
Proposed Solution	25
References	25
Total Points	100

ATTACHMENT A – COMPLIANCE, ASSURANCE AND NON-COLLUSION

Statement of Assurance, Compliance and Non-collusion

State of _____

County of _____

City of _____, being first duly sworn, deposes and says that:

1. The undersigned, as Vendor, certifies that every provision of this Submittal have been read and understood.
2. The Vendor hereby provides assurance that the Firm represented in this Submittal:
 - a. Will comply with all requirements, stipulations, terms and conditions as stated in theSubmittal/Submittal document; and
 - b. Currently complies with all Federal, State, and local laws and regulations regarding employment practices, equal opportunities, industry and safety standards, performance and any other requirements as may be relevant to the requirements of this solicitation; did not participate in the development or drafting specifications, requirements, statement of work, scope of work etc. relating to this solicitation; and
 - c. Is not guilty of collusion with other Vendors possibly interested in this Submittal in arriving at ordetermining prices and conditions to be submitted; and
 - d. No person associated with Vendor’s Firm is an employee of the City of Mauldin. Should Vendor, or Vendor’s Firm have any currently existing agreements with the City, Vendor must affirm that said contractual arrangements do not constitute a conflict of interest in this solicitation; and
 - e. That such agent as indicated below is officially authorized to represent the Firm in whose name the Submittal is submitted.

Company name:	
Name of Agent (Print or Type):	
Title:	Date:
Signature of Agent:	
Telephone #	Fax #:
Federal Identification Number:	
Email address:	
Subscribed and sworn to me this day of	
my commission expires:	Title:

(Must be notarized by a Notary Public)

SEAL

ATTACHMENT B – DRUG-FREEWORKPLACE CERTIFICATION

DRUG-FREE WORKPLACE CERTIFICATION

In accordance with Section 44-107-30, South Carolina Code of Laws (1976), as amended, and as a condition precedent to the award of the above-referenced contract, the _____ undersigned, who is a member of the Firm of (hereinafter contractor) certifies on behalf of the contractor that the contractor will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensations, possession, or use of a controlled substance is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of the prohibition;
2. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abused in a workplace;
 - b. The person’s policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug violations;
3. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by item (1);
4. Notifying the employee in the statement required by item (1) that, as a condition of employment on the contract or grant, the employee will:
 - a. Abide by the terms of the statement; and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction;
5. Notifying the City of Mauldin within ten days after receiving notice under item (4) (b) from an employee or otherwise receiving actual notice of the conviction;
6. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee convicted as required in Section 44-107-50; and
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of items (1), (2), (3), (4), (5), and (6).

Company name:	
Name of Agent (Print or Type):	
Title:	Date:
Signature of Agent:	
Telephone #	Fax #:
Federal Identification Number:	
Email address:	
Subscribed and sworn to me this day of	
my commission expires:	Title:

(Must be notarized by a Notary Public)

SEAL

ATTACHMENT C – PROPOSAL GUARANTEES, WARRANTIES AND SCHEDULE

PROPOSAL/PROPOSER GUARANTEES, WARRANTIES AND SCHEDULE

Proposer Guarantees

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in this RFP.

Proposer Warranties

1. Proposer warrants that it is willing and able to comply with State of South Carolina laws with respect to foreign (non-state of South Carolina) corporations.
2. 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.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission and consent of the City of Mauldin.
4. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Proposer Schedule

The Offeror also understands by executing and dating this document their proposed prices/costs shall hold Firm for a period of not less than *one hundred and twenty (120)* calendar days after the date of the solicitation award.

Company name:	
Name of Agent (Print or Type):	
Title:	Date:
Signature of Agent:	
Telephone #	Fax #:
Federal Identification Number:	
Email address:	
Subscribed and sworn to me this day of	
my commission expires:	Title:

(Must be notarized by a Notary Public)

**ATTACHMENT D – SCHEDULE OF
PROFESSIONAL FEES AND EXPENSES FOR THE
AUDIT OF THE 2023 FINANCIAL STATEMENTS**

APPENDIX D

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE 2023 FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rate</u>	<u>Quoted Hourly Rate</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____
Subtotal				_____
Out of pocket expenses:				_____
Meals and lodging				_____
Transportation				_____
Other (specify)				_____
Total all-inclusive maximum cost for the 2023 audit:				=====

ATTACHMENT E – SCHEDULE OF
PROFESSIONAL FEES AND EXPENSES FOR THE
AUDIT OF THE 2023 FINANCIAL STATEMENTS
SUPPORTING SCHEDULE FOR OMB CIRCULAR A-
133

APPENDIX E

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE 2023 FINANCIAL STATEMENTS SUPPORTING SCHEDULE FOR OMB CIRCULAR A-133

	<u>Hours</u>	<u>Standard Hourly Rate</u>	<u>Quoted Hourly Rate</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____
Subtotal				_____
Out of pocket expenses:				_____
Meals and lodging				_____
Transportation				_____
Other (specify)				_____
Total all-inclusive maximum cost for the 2023 audit required by OMB Circular A-133 (if required):				=====