

**TOWN OF CROMWELL, CONNECTICUT**

41 West Street  
Cromwell, CT 06416

REQUEST FOR PROPOSAL  
FOR  
PROFESSIONAL AUDITING SERVICES

February 27, 2020

TOWN OF CROMWELL  
REQUEST FOR PROPOSAL  
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TOWN OF CROMWELL  
REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The Town of Cromwell is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2020 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 U.S. General Accounting Office's (GAO) Government Auditing Standards (1988), the provisions of the federal Single Audit Act of 1984 and U.S. Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments as well as requirements of the Office of Policy and Management of the State of Connecticut concerning municipal audits, requirements of the Board of Education of the State of Connecticut, and such other requirements as shall be promulgated by various oversight agencies.

The Town will not be liable for any cost incurred in the preparation of the proposals.

Please note that individual meetings will not be held with prospective proposers to respond to questions.

Proposers who want additional information or clarifications should submit such requests in writing only. Responses to these requests will be made in writing only and will be furnished to all parties receiving this RFP.

To be considered, one (1) original and four (4) copies shall be delivered in a sealed package to the Finance Office at 41 West Street, Cromwell, Connecticut, 06416 no later than 2:30 p.m. on **Wednesday, March 18, 2020**. The sealed package shall be clearly marked "Professional Auditing Services". A separate sealed envelope shall be submitted with the fee structure (Appendix C) enclosed.

The Town reserves the right to reject any and all proposals, the right in its sole discretion to accept the proposal it considers most favorable to its interests, and the right to waive minor irregularities in the procedures. The Town further reserves the right to reject all proposals when such procedure is reasonably within the best interest of the Town.

Proposals submitted will be evaluated by a five (5) member Audit Committee, including with the Director of Finance and the Assistant Finance Director ("the Committee"). The Committee will conduct oral interviews with the highest ranked firms.

During the evaluation process, the Committee and the Town reserve the right, where it may serve the Town's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

Acting on the recommendation of the Committee, selection of auditors is expected by the Town Council no later than May 13, 2020. Following the notification of the selected firm it is expected a contract will be executed within two weeks of Town Council appointment.

B. Term of Engagement

The Contract will begin upon award and appointment of the Town Council. However, either party can terminate the agreement for auditing services by serving written notification to the other no later than January 31<sup>st</sup> of the fiscal year to be audited.

II. NATURE OF SERVICES REQUIRED

A. General

The Town of Cromwell is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2020, with the option to audit the Town of Cromwell'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 Town of Cromwell desires the auditor to perform an audit in accordance with State and Federal requirements and to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles.

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 U.S. General Accounting Office's Government Auditing Standards, the provisions of the Single Audit Act of 1984 and the provisions of U.S. Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments as well as the requirements of the Office of Policy and Management of the State of Connecticut concerning municipal audits. The audit must also comply with requirements issued by the State of Connecticut Department of Education, the Single Audit requirements of the Comptroller General of the United States, and the State of Connecticut Single Audit Act (Connecticut General Statutes sections 4-230 to 4-236).

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.
2. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
3. A report on compliance with applicable laws and regulations.
4. An "in-relation-to" report on the schedule of federal financial assistance.

5. A report on the internal control structure used in administering federal financial assistance programs.
6. A report on compliance with laws and regulations related to major and non-major federal financial assistance programs. This report should include an opinion on compliance with specific requirements applicable to major federal financial assistance programs, a report on compliance with general requirements applicable to major federal financial assistance programs, and a report on compliance with laws and regulations applicable to non-major federal financial assistance program transactions tested.
7. A report on compliance with laws and regulations related to major and non-major state financial assistance programs. This report should include an opinion on compliance with specific requirements applicable to major state financial assistance programs, a report on compliance with general requirements applicable to major state financial assistance programs, and a report on compliance with laws and regulations applicable to non-major state financial assistance program transactions tested.

The Management Letter included as part of the "Recommendations to Management" shall cover audit findings and recommendations affecting internal control, accounting systems, legality of actions and any other material matters and shall include management's responses to auditors' recommendations.

Separate reports shall be prepared and submitted for the EFS and other audit reports as required by the State Department of Education.

#### E. Special Considerations

1. The firm shall assist the Town in obtaining the *Certificate of Achievement in Financial Reporting* as awarded annually by the Government Finance Officers Association.
2. The schedule of federal and state financial assistance and related auditor's reports, as well as the reports on the internal control structure and compliance are to be issued as part of the comprehensive annual financial report.
3. A copy of all audit adjustments shall be furnished to the Director of Finance.
4. The selected firm shall be available on occasion to assist in certain accounting issues if they arise during the course of the year at no additional cost to the Town. These issues may include governmental accounting pronouncements and internal control procedure improvements.

### III. DESCRIPTION OF THE GOVERNMENT

#### A. Name and Telephone Number of Contact Persons/Location of Offices

The auditor's principal contact with the Town of Cromwell will be Marianne Sylvester, Director of Finance, or a designated representative, who will coordinate the assistance to be provided by the Town to the auditor. A list of key personnel with the location of their principal offices (Appendix A) is attached.

B. Background Information

Cromwell operates under a Town Council/Town Manager form of government. The Mayor and Town Council members serve two-year terms. The Town Charter governs the operations of the Town's different internal units.

The Town of Cromwell serves an area of 13.5 square miles in the geographical center of the State, with a population of approximately 14,500. The Town's credit rating is AAA from Standard and Poor's.

The Town of Cromwell's General Fund accounts are organized as follows:

- General Government
- Public Works
- Public Safety
- Human Services
- Culture/Recreation
- Board of Education
- Debt Service

The accounting and financial reporting functions of the Town are centralized. A formal budget is prepared for the General Fund. Expenditures and revenues are accounted for by budget line item. Reports for the General Fund are prepared monthly and shared with the Town Council and Board of Finance.

The Town has consistently received the *Certificate of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association (GFOA) for 27 years. The Town has applied for the Certificate of Achievement for the fiscal year ended June 30, 2019 and is awaiting a decision from GFOA.

More detailed information on the government and its finances can be found in copies of the 2018-19 CAFR and 2019-20 Adopted Budget that are available on the Town's website ([www.cromwellct.com](http://www.cromwellct.com)), or in the Finance Department, for detailed inspection. To obtain access to those documents, contact **Marianne Sylvester, Director of Finance, at 632-3414**, or via e-mail: [msylvester@cromwellct.com](mailto:msylvester@cromwellct.com).

C. Fund Structure

The Town of Cromwell uses the following fund types in its financial reporting:

Fund Type/Account Group	Number of Individual Funds	Number With Legally Annual Budgets
General fund	1	1
Special revenue funds	22	4
Capital projects funds	15	
Internal service funds	1	
Permanent funds	2	
Pension/OPEB trust funds	2	
Agency funds	2	

Major Town funds and anticipated 2019-20 expenditure levels are as follows:

General Fund	\$51,350,000
Capital Projects Fund	\$8,200,000

D. Basis of Accounting

The accounting basis for each fund conforms to the accounting principles set forth by the Government Accounting Standards Board (G.A.S.B.).

E. Pension Plans

The Town of Cromwell participates in the following pension plans:

	Defined Benefit Plan	Defined Contribution Plan
Municipal Employees (M.E.R.S.)	X	
Teacher's Retirement System	X	
Town Pension Plan	X	

Actuarial services for the Cromwell Pension Plan are provided by Hooker & Holcombe.

F. Financial Operations of the Town

All funds are under the administrative control of the Director of Finance and/or the Board of Education.

The Finance Department is headed by Marianne Sylvester, Director of Finance and consists of four (4) additional full-time employees. The Board of Education Finance Office is headed by Ann Burke and consists of four (4) full-time employees. The principal functions performed and the number of employees assigned to each is as follows:

<u>General Government Function</u>	<u>Number of Employees</u>
Administration & Accounting	3
Payroll	1
Accounts Payable	1
Assessing	3
Revenue Collections	3
<u>Board of Education Function</u>	<u>Number of Employees</u>
Administration & Accounting	3
Payroll	1
Accounts Payable	1

G. Computer Systems

The following financial records are processed by information system technology processing equipment:

1. Tax Assessor's and Revenue Collector's Records
2. Town Revenues
3. Board of Education Payroll
4. Town Payroll

- 5. Town/Board of Education Appropriations and Expenditures
- 6. General Ledger: General, Capital Projects, and Town Special Revenues Funds
- 7. Fixed Assets

The Town (exclusive of the Board of Education) has a fully automated financial management system utilizing MUNIS application software with a Windows Server operating system. The Board of Education uses Infinite Vision software. The Assessor's Office and Revenue Collector's Office operate systems provided by Patriot and Quality Data Services, respectively.

H. Fixed Assets

Fixed Asset Inventory is maintained on an annual basis by Town staff.

I. Prior Year Auditors

The Town's auditor from 1978 through 2006 was Scully & Wolf, C.P.A.'s, 2670 Main Street, Glastonbury, Connecticut 06033. Audit services continued through June 30, 2008 with Blum Shapiro, 29 South Main Street, West Hartford, CT 06127. From 2009 through 2019, RSM US LLP provided audit services to the Town.

IV. 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 proposals issued	<b>February 27, 2020</b>
Due date for proposals	<b>March 18, 2020 2:30 p.m.</b>

B. Notification and Contract Dates

Selected firm notified no later than **April 30, 2020**  
 Contract date: **Within two weeks of appointment**  
 Audit Committee will review proposals and request interviews with the highest ranked firms.

The selection is subject to appointment by Town Council however either party can terminate the agreement for auditing services by serving written notification to the other no later than January 31st of the fiscal year to be audited.

C. Date Audit May Commence

Preliminary audit work should begin as early as June but no later than July 20<sup>th</sup>. Final audit work should begin no later than October 15<sup>th</sup> of each year.

D. Date Final Report is Due and Review Process

1. Prior to submission of the completed report, the firm's staff will be required to review a written draft of the report with the Director of Finance, and applicable sections of the report with the Board of Education's Business Administrator or Superintendent of Schools. A typed draft report, marked "Draft - For Discussion Only," shall be submitted to the Director of Finance no later than November 25<sup>th</sup> and prior to the issuance of the final report.
2. Once all issues for discussion are resolved, the final signed report shall be delivered to the Director of Finance no later than December 15th of each year.

The Town will require at least the following number of bound copies of the following reports in addition to the copies required to be filed with State and Federal agencies.

40	Comprehensive Annual Financial Reports
30	Management Letters (if not included within CAFR)
31	State Single audits
31	Federal Single audits
5	EFS Audit Reports

The report is to be addressed to:  
Town of Cromwell  
41 West Street  
Cromwell, Connecticut 06416

3. The audit firm shall meet with the Audit Committee, Town Council, and Board of Finance upon request to review the final completed CAFR.

V. 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.

B. Statements and Schedules to be Prepared by the Staff

The Town/Board staff will prepare the following for the respondent:

1. Trial Balance - all funds under the control of the Director of Finance
2. Individual Fund Statements and Schedules
3. Bank reconciliation - all accounts
4. Detail of Revenues, Expenditures and General Ledgers - all funds
5. Completed EFS Report and supporting documents
6. Town Management's Discussion & Analysis, transmittal letter and statistical section of the CAFR

The Town/Board staff will prepare the following for the respondent, if requested:

1. All other supporting schedules - all funds
2. Drafts of all other individual fund statements

3. Analysis of accounts, as requested
4. Confirmation forms

C. Work Area

A work area will be provided that is accessible to the financial records. The respondent will be required to supply his or her own equipment and supplies. The auditor will be provided with internet access.

D. Report Preparation

Report(s) preparation, editing, reproduction costs and printing shall be the responsibility of the auditor.

## VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Requester's Address and Recipient of Proposals

a. Requester's address is:

Town of Cromwell  
41 West Street  
Cromwell, CT. 06416

b. Questions concerning the proposal should be directed in writing to:

Marianne Sylvester  
Director of Finance  
41 West Street  
Cromwell, CT. 06416  
or via E-Mail: [msylvester@cromwellct.com](mailto:msylvester@cromwellct.com)

2. Submission of Proposals

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified:

The following material is required to be received in the Finance Director's Office, 41 West Street, Cromwell, Connecticut 06416, by 2:30 p.m. on March 18, 2020 for a proposing firm to be considered. All submissions must be received in a sealed envelope. A master copy and four copies shall include the following:

a. Title Page:

1. Subject of Proposal
2. Firm Name and Address
3. Name of Contact Person and Telephone Number
4. Date

b. Table of Contents: Identify material contained in the proposal by section and page number.

- c. Letter of Transmittal: Briefly state the firm's understanding of the work to be done and the firm's commitment to perform the work within the time period outlined in the Request for Proposal.
- d. Detailed Proposal: Follow the order set forth in Section VI B of this request for proposals.
- e. Completed Submittal Form (Appendix B).
- f. Fee Structure (Appendix C): Submitted in a separate sealed envelope.

B. Technical Proposal

1. 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 Town of Cromwell in conformity with the requirements of this request for proposals. 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.

The technical proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply, 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, items Nos. 2 through 7, must be included.

2. Independence

The firm should provide an affirmative statement that it is independent of the Town of Cromwell as defined by generally accepted auditing standards.

3. License to Practice in the State of Connecticut

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

4. Firm Qualifications and Experience

The proposal 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.

At a minimum, proposers must have at least five (5) years municipal experience as independent auditors for the purpose of rendering an opinion of the comprehensive annual financial statements. Describe the range of audit, accounting and management services activities performed by the local office.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the supervisors who will work on the audit and provide a resume for each, detailing municipal experience. If any changes are made in

supervisors, they should have equivalent municipal experience and the firm shall notify the Town in writing of such changes.

At minimum, supervisory members of the audit team, including the "in charge" field auditor must have a minimum of five (5) years of municipal audit experience.

6. **Similar Engagement with Other Government Entities**  
Provide a listing of all Connecticut Towns and Cities (do not include quasi-government units, committees or organizations), for which the firm is currently the auditor or for which the firm has serviced as auditor within the last three (3) years, and provide a listing of *Certificate of Achievement in Financial Reporting* clients.

At a minimum, the firm must have completed independent audit engagements, including the rendering of opinions thereon, during fiscal year 2018-19 with at least **five (5)** Connecticut cities and towns similar in size to the Town of Cromwell and two of the reports issued shall be a CAFR which has been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting.

7. **Sale of the Auditing Firm**  
An affirmative statement shall be included stating: "In the event of the sale of the firm to another entity or the merger of the firm with another entity during the performance of the services required as set forth in Section II of the RFP dated February 27, 2020, the personnel of the firm conducting these services for the Town of Cromwell shall not change without the consent of the Town."

## VII. EVALUATION OF PROPOSALS

### A. Audit Committee

Proposals submitted will be evaluated by the Audit Committee. The Audit Committee will conduct oral interviews with the highest ranked firms. The number of firms interviewed is at the discretion of the Committee.

### B. Evaluation Criteria

Proposals shall be evaluated and ranked on the following criteria:

1. Prior Connecticut city and town audit experience: population or budget size and number of units audited.
2. Organization's size and structure of firm's office handling the audit.
3. Qualifications of staff to be assigned to audit team.
4. Familiarity with the *Certificate of Achievement in Financial Reporting* Program and success in assisting clients in achieving the award.
5. Proposal's responsiveness in clearly stating the understanding of the work to be performed.

6. Total cost of audit services.

C. Additional Information

1. Respondents must complete the submittal forms included as part of this RFP and return it as part of their proposals.
2. The submission of a proposal shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed, the detailed requirements of the specifications, and the conditions under which the work is to be performed.
3. The Town will not be liable for any costs not included in the proposal and subsequent contracted-for costs.
4. The Town reserves the right to conduct personal interviews of any or all proposers prior to selection. The Town will not be liable for any costs incurred by the proposer in connection with such interview (i.e., travel, accommodations, etc.).

VIII. PAYMENTS

Payments will be made on a mutually agreed upon schedule. Final payment of at least 5% shall not be made until delivery of all copies of report (including the Management Letter) has been made to the Town of Cromwell Finance Department.

The Comprehensive Annual Financial Report must be delivered on or before December 15th of each year or the firm will forfeit from its fee fifty dollars (\$50.00) per working day for each day the filing of such report extends beyond such date, unless waived by the Town Manager due to circumstances beyond the control of the auditor.

X. OTHER

- A. Services to be provided under this RFP shall only be provided after written authorization is received from the Town. The Town of Cromwell reserves the right to utilize some, all, or none of the various services outlined herein.
- B. The Town reserves the right to reject any and all proposals when it deems such action is in the best interests of the Town and also to select a respondent that the Town determines best meets its needs. The Town further reserves the right to reject the proposal of any respondent who is in default of any prior contract for misrepresentation. The Town reserves the right to correct inaccurate awards resulting from its clerical errors. Proposals are subject to rejection in whole or in part if they limit or modify any of the terms, conditions and/or specifications of this Request for Proposals.
- C. All services performed as a result of this Request for Proposals shall be completed to the satisfaction of the Finance Director and Town Council. The

Town reserves the right to terminate any agreement within ten (10) calendar days written notice of failure by the respondent to provide service to the satisfaction of the Town Council.

- D. All exceptions of the respondent to the terms and requirements of this Request for Proposal shall be made in writing and submitted in full with the proposal. For all other terms and requirements, submission of a proposal constitutes acceptance by the respondent.
- E. Costs and fees contained in the proposal will remain valid for a period of ninety (90) days after the closing date for submission of proposals and may be extended beyond that time by mutual agreement between the Town and the respondent.
- F. The Town of Cromwell is not liable for any cost incurred for any purpose prior to the execution of a signed contract. Any oral agreement or arrangement made by any respondent with the Town or any employee shall be superceded by the written agreement. The Town reserves the right to amend, extend, curtail or otherwise change the terms of the resultant contract prior to execution, upon determination that such action will be to the advantage of the audit effort. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific written authorization from the Town Council.
- G. All proposals submitted in response to this Request for Proposals shall be the sole property of the Town of Cromwell and subject to Freedom of Information laws and the Connecticut General Statutes. No report or document produced in whole or in part in connection with this project, whether acceptable or unacceptable, shall be the subject of an application for copyright by, or on behalf of, the respondent. The Town may make use of such material, including any idea contained therein, for such purposes as it may deem appropriate. The right to publish and distribute any report or document produced, or any part thereof, shall accrue to the Town of Cromwell without recourse.
- H. Submission of a proposal constitutes admission on the part of the respondent that the proposal submitted is not made in connection with any competing individual or firm submitting a separate response, and is in all respects fair and without collusion or fraud. It further constitutes admittance that the respondent did not participate in the Request for Proposals development process and had no knowledge of the specific contents of the Request for Proposals prior to its issuance, and that no employee of the Town participated directly or indirectly in the respondent's proposal preparation.
- I. All of the reports and documents prepared or assembled by the Contractor in connection with the audit or any other special projects shall be the property of

the Town of Cromwell. The respondent shall not make them available to any individual or organization without the prior approval of the Town.

- J. The Contractor shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Cromwell.
- K. The Contractor agrees to indemnify, defend and hold harmless the Town of Cromwell and its respective officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Cromwell resulting from or arising out of:
  - 1. Any breach by the Contractor of the terms of the specifications, or
  - 2. Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the Town of Cromwell or the Contractor or subcontractors or material men, or
  - 3. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or
  - 4. Any damage to property, real or personal, (including property of the Town of Cromwell or its respective officers, agents and servants) caused in whole or in part by the acts or omissions of the Contractor, any subcontractor or any material men, or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Cromwell.
- L. The proposal must be signed by an authorized official. The respondent's proposal shall identify the individual(s) having authority to negotiate and contractually bind the respondent. It shall also name the person to be contacted both during the period of evaluation of proposals and for prompt contract administration upon award of the contract. This information shall include name, title, address, and fax and telephone numbers.

## XI. INSURANCE

- A. The successful respondent shall furnish a certificate of insurance to the Town for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions.

Such certificate of insurance shall specify that the Town of Cromwell will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided and shall name the Town as additional insured.

1. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations:

\$1,000,000 Each Occurrence

\$1,000,000 Aggregate

Combined Single Limit for personal injury or property damage or both combined.

2. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.

\$1,000,000 Each Accident

Combined Single Limit for bodily injury or property damage or both combined.

3. Workers Compensation Insurance in accordance with Connecticut State Statutes, minimum of \$1,000,000.

A waiver of subrogation shall be provided in favor of the Town and its employees and agents for all of the above coverages.

4. Errors and Omission Liability or professional services liability policy: minimum limit of liability \$5,000,000 each occurrence or per claim. The Firm agrees to maintain continuous professional liability coverage for the entire duration of the engagement, and shall provide for an extended reporting period in which to report claims for seven years following the conclusion of the project.

APPENDIX A  
LIST OF KEY PERSONNEL  
GENERAL GOVERNMENT

<u>Department</u>	<u>Name</u>	<u>Position</u>	<u>Telephone</u>
Town Manager	Anthony Salvatore	Town Manager	632-3410
Finance Office	Marianne Sylvester Sharon DeVoe	Finance Director Asst. Finance Director	632-3414
Revenue Collection	Doug Sienna	Tax Collector	632-3445
Assessor's Office	Shawna Baron	Assessor	632-3442

SCHOOL DEPARTMENT

<u>Department</u>	<u>Name</u>	<u>Position</u>	<u>Telephone</u>
Administration	Enza Macri	Superintendent	632-4838
Finance Office	Ann Burke	Business Manager	632-4837

APPENDIX B  
SUBMITTAL FORM

Submitted By: \_\_\_\_\_ Submitted For: \_\_\_\_\_  
Signature: \_\_\_\_\_ Firm: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Professional Staff Size:  
Total \_\_\_\_\_  
Governmental Audit Staff \_\_\_\_\_  
Staff Assigned to Engagement \_\_\_\_\_

Connecticut Municipal Audit Clients (attach a separate sheet):

- List 2019 engagements for municipalities of 20,000 population or more and/or General Fund expenditure of \$50 million or more
- List 2020 engagements for municipalities of 20,000 population or more and/or General Fund expenditure of \$50 million or more
- List of municipalities that have received the Certificate of Achievement in Financial Reporting (by year).

Appendix C  
SUBMITTAL FORM  
Fee Structure

<b>AUDIT FEE</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-2023</b>	<b>2023-24</b>
General Audit	\$			\$	\$
Board of Education EFS Audit	\$			\$	\$
Federal Single Audit	\$			\$	\$
State Single Audit	\$			\$	\$
<b>TOTAL AUDIT FEE</b>	\$			\$	\$

Note: Fees submitted shall be fixed fees for the total engagement. No additional sums will be paid for expenses.