

# **REQUEST FOR PROPOSAL**

## **ACCOUNTING**

### **PROFESSIONAL AUDITING SERVICES**

Issued Thursday, November 18, 2021

**I. POINT OF CONTACT:**

Ms. Kerry Beghin - Sauk County Finance Director  
Kerry.beghin@saukcountywi.gov  
Sauk County West Square Building  
505 Broadway  
Baraboo, Wisconsin 53913  
Phone: (608) 355-3237  
Fax: (608) 355-3522

**II. PROPOSAL DUE DATE AND TIME:**

**12:00 noon, Central Standard Time, Monday, December 06, 2021**

Five (5) sealed copies of the proposal must be received and date stamped no later than **12:00 noon, Central Standard Time, Monday, December 06, 2021**. Proposals or amendments received by Sauk County after that time will not be considered. Public opening of RFP's will be conducted at 1:00 p.m. on December 06, 2021 in the Accounting Department, Sauk County West Square Building, 505 Broadway, Baraboo, Wisconsin 53913.

**III. ALL PROPOSALS MUST BE ADDRESSED TO:**

**Sauk County Clerk  
Sauk County West Square Building  
505 Broadway  
Baraboo, Wisconsin 53913**

The words "**PROFESSIONAL AUDITING SERVICES**" must be marked on the opaque, sealed envelope.

PART ONE  
INTRODUCTION AND GENERAL INFORMATION

1. INTRODUCTION

1.1 This document constitutes a request for competitive, sealed proposals from qualified firms of certified public accountants to audit the County of Sauk's financial statements for the calendar years ending 2021, 2022, and 2023. The County may negotiate an extension of the auditing services for the two (2) subsequent years at the end of the three-year term.

1.2 There is no expressed or implied obligation for Sauk County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

2. ORGANIZATION

2.1 This document, referred to as a Request for Proposal (RFP), has been divided into the following parts:

- 2.1.1 Part One - Introduction and General Information
- 2.1.2 Part Two - Specifications and Services to be Provided
- 2.1.3 Part Three - General Requirements - Contract Standard Terms and Conditions
- 2.1.4 Part Four - Proposal Submission Information
- 2.1.5 Part Five - Exhibits/Pricing Page

3. DEFINITIONS

3.1 For the purpose of this RFP the proposer will be referred to as Contractor and Sauk County will be referred to as County.

4. BACKGROUND INFORMATION

4.1 Sauk County is one of 72 units of county government in the State of Wisconsin and is a municipal corporation existing pursuant to the authority of Chapter 59 of the Wisconsin Statutes. Sauk County encompasses 840 square miles including 22 towns, 13 villages, and 2 cities. The County has an estimated population of 65,763. County operations include an 82-bed skilled nursing facility, a human services department, a law enforcement agency, a state circuit court system with three branches, a highway department, tax administration, and other Wisconsin county government related functions.

4.1.1 The following information about Sauk County's financial activity are actuals for 2020:

Vendor checks issued annually	8,578
Payroll checks and direct deposits issued annually	17,838
W2's issued	855

4.1.2 Sauk County develops and files with the Wisconsin Department of Revenue the Report Form A.

4.1.3 For the 2020 audit, there were no material journal entries made by auditors. Further, there have been no disagreements with prior auditors over the term of the expiring engagement.

4.1.4 Sauk County is proud to also have received the Government Finance Officers Association Distinguished Budget Presentation Award every year since the 2003 budget year.

4.1.5 Sauk County is proud to also have received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting every year since creation of the first Annual Consolidated Financial Report for the year ended December 31, 2012.

4.1.6 Sauk County is proud to also have received the Government Finance Officers Association Award for Outstanding Achievement for its Popular Annual Financial Report every year since creation of the first Popular Annual Financial Report for the year ended December 31, 2018.

4.1.7 The most recently issued audited Annual Consolidated Financial Report and Report on Federal and State Financial Awards (single audit) for the year ended December 31, 2020, as well as other useful information about Sauk County, can be found on Sauk County's web site at: <https://www.co.sauk.wi.us/accounting/budget-and-financial-archive>.

PART TWO  
SCOPE OF WORK  
PROFESSIONAL AUDITING SERVICES

1.0 SPECIFICATIONS AND SERVICES TO BE PROVIDED:

1.1 Scope of Work to be Performed

Sauk County desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles. The auditor will also issue an opinion on the County's combining and individual fund and government-wide statements and schedules. The auditor shall also be responsible for performing certain limited procedures involving supplementary and required supplementary information required by the Governmental Accounting Standards Board. These audits are to be conducted in accordance with the following requirements and their amendments:

- 1.1.1 Generally accepted auditing standards for public accounting.
- 1.1.2 Government Auditing Standards, as issued by the Comptroller of the United States.
- 1.1.3 Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
- 1.1.4 State Single Audit Guidelines as published by the Wisconsin Department of administration.
- 1.1.5 Wisconsin Administrative Rule - Tax 16.
- 1.1.6 Any other requirements of the State of Wisconsin, United States government, or Governmental Accounting Standards Board.

These audit guides are amended from time to time or totally revised by the respective state or federal agencies. The most current version shall set the standards to be followed. It is the Contractor's responsibility to be aware of and apply the most current standards.

1.2 Reports to be Issued

1.2.1 The auditor's reporting responsibilities are inherent in the auditing standards. The following reports to be issued are representative, but may not be all-inclusive, of the auditing standards.

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

- 1.2.1.1 A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles and government auditing standards.
- 1.2.1.2 A report on the combining and individual fund and account group financial statements, both on a fund and government-wide basis. Included, but no opinion expressed and only limited review, should be management discussion and analysis and budget comparison schedules.
- 1.2.1.3 A report on the schedule of federal and state financial assistance.
- 1.2.1.4 A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
- 1.2.1.5 A report on compliance with applicable laws and regulations.

1.2.1.6 A report on the internal control structure used in administering federal and state financial assistance programs.

1.2.1.7 A report on compliance with laws and regulations related to major and non-major federal and state financial assistance programs. This report should include an opinion on compliance with specific requirements applicable to major federal and state financial assistance programs, a report on compliance with general requirements applicable to major federal and state financial assistance programs, and a report on compliance with laws and regulations applicable to non-major federal and state financial assistance program transactions tested.

1.2.1.8 A report as required by Wisconsin Administrative Rule-Tax 16.

1.2.2 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, which shall be referred to in the reports on internal controls. The reports on compliance shall include all instances of noncompliance.

1.2.3 Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:

- 1.2.3.1 Administrator
- 1.2.3.2 County Board Chairperson
- 1.2.3.3 Corporation Counsel
- 1.2.3.4 Finance Committee
- 1.2.3.5 Federal and State cognizant agencies for single audit purposes.

1.2.4 Interaction with the Finance Committee. Auditors are expected to meet with Sauk County's Finance Committee at commencement and completion of each year's audit regarding:

- 1.2.4.1 Auditor and management responsibilities under generally accepted government auditing standards
- 1.2.4.2 Impact of new or updated Governmental Accounting Standards Board or other regulatory body pronouncements
- 1.2.4.3 Significant accounting policies, and management judgments and accounting estimates
- 1.2.4.4 Significant audit adjustments
- 1.2.4.5 Disagreements with management
- 1.2.4.6 Difficulties expected or encountered in performing the audit

### 1.3 Special Considerations

1.3.1 In the event Sauk County prepares one or more official statements in connection with the sale of debt securities which may contain the general purpose financial statements and the auditor's report thereon, the auditor shall be required, if requested by the financial advisor and/or the underwriter, to provide consent to use the general purpose financial statements in the financing document.

1.3.2 The U.S. Department of Health and Human Services and the Wisconsin Department of Health Services have been designated as the County's cognizant agencies for federal and state single audit purposes.

1.3.3 The letter to management communicating non-reportable internal control conditions discovered by the auditors shall be issued separately by the auditors.

1.3.4 The auditor will be responsible for supplying electronic (pdf) copies of all reports issued.

1.3.5 Difficulties may occur in implementing and complying with newly issued reporting requirements as mandated by the Government Accounting Standards Board (GASB). Sauk County may require the auditor's assistance to comply with these reporting requirements.

1.3.6 The County prefers that preliminary fieldwork be performed in late November or early December and the bulk of fieldwork be performed in mid-April. A final report is expected to be given to the County Finance Committee the following summer.

1.3.7 The County will be responsible for preparing the first draft of the financial statements and footnotes, as well as the single audit, forwarding these electronically to the auditor for review. The auditor will review these drafts, make any necessary corrections, and prepare the statements for printing. The auditor should then forward a corrected draft back to the County for review. The County will verify the information presented and notify the auditor of any changes needed prior to final printing.

1.3.8 The Contractor will be expected to be available throughout the year for general consultation regarding best practices. Significant, involved questions or projects will be bid separately; however, the County wishes to maintain an ongoing, year-round relationship.

#### 1.4 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 Sauk County of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

1.4.1 Sauk County

1.4.2 U.S. Department of Health and Human Services

1.4.3 Wisconsin Department of Health Services

1.4.4 U.S. General Accounting Office (GAO)

1.4.5 Parties designated by the federal and state governments or by Sauk County as part of an audit quality review process

1.4.6 Auditors of entities of which Sauk County is a recipient or subrecipient of grant funds

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

**PART THREE - GENERAL REQUIREMENTS**  
**STANDARD TERMS AND CONDITIONS**  
**(REQUESTS FOR PROPOSAL)**

1.0      **SPECIFICATIONS:** The specifications in this request are the minimum acceptable. Sauk County shall be the sole judge of equivalency. Contractors are cautioned to avoid bidding alternates to the specifications which may result in rejection of their proposal.

2.0      **DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from terms, conditions, or specifications shall be described fully, on the contractor's letterhead, signed, and attached to the request. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the contractors shall be held liable.

3.0      **ACCEPTANCE-REJECTION:** Sauk County reserves the right to accept or reject any or all proposals, to waive any technicality in any proposal submitted, and to accept any part of a proposal as deemed to be in the best interests of Sauk County.

4.0      **TAXES:** Sauk County and its agencies are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise tax on alcoholic beverages which is excepted by State Statutes.

5.0      **ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract shall constitute the entire agreement and no other terms or conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.

6.0      **APPLICABLE LAW:** The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work of its conduct. The Sauk County Circuit Court shall be the court of exclusive jurisdiction for any litigation between the parties arising out of the performance of this contract. This contract shall be interpreted in accordance with the laws of the State of Wisconsin. It is understood that requirements of Wis. Stat. § 59.52(29) do not apply to this solicitation as the contract awarded will not involve "public work" as defined by Wisconsin law.

7.0      **ASSIGNMENT:** No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without the prior written consent of Sauk County.

8.0      **SUBCONTRACTORS:** If subcontractors are planned to be used, this should be clearly explained in the proposal. Sauk County reserves the right to reject any subcontractor. However, the prime contractor will be responsible for contract performance whether or not subcontractors are used.

9.0      **ARBITRATION/APPEALS PROCESS:** Notice of intent to protest and protests of any award made must be made in writing and filed with Sauk County Clerk, Sauk County West Square Building, 505 Broadway, Baraboo, Wisconsin 53913, within five (5) calendar days after discussion and recommendation of award. The provisions of Chapter 68 of the Wisconsin Statutes shall apply.

9.1      Any dispute arising after award as to performance, quality and/or quantity shall be subject to arbitration as provided under Chapter 788 of the Wisconsin Statutes.

9.2      Sauk County reserves the right to have claims, disputes, or other matters in question decided by litigation. If Sauk County waives its right to litigation, then the arbitration provisions stated in paragraph 16.1.1 shall apply.

10.0 **NONDISCRIMINATION:** In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

10.1 Failure to comply with the conditions of this clause may result in the contractor becoming declared an "ineligible" contractor, termination of the contract, or withholding of payment.

11.0 **SAFETY REQUIREMENTS:** All materials, equipment, and supplies provided to Sauk County must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.

12.0 **HOLD HARMLESS:** Contractor agrees to indemnify, hold harmless, and defend Sauk County, its officers, agents and employees from any and all liability including claims, demands, losses, costs, expenses and damages of every kind arising out of or in connection with services provided pursuant to this contract where such liability is founded upon or grows out of acts or omissions of any agents or employees of the contractor.

13.0 **INSURANCE RESPONSIBILITY:** The contractor performing services for Sauk County shall comply with the insurance requirements contained herein.

13.1 Provide own insurance, countersigned by an insurer licensed to do business in the State of Wisconsin, covering the period of the agreement/contract indicating that Contractor is insured under professional liability insurance in an amount not less than minimum amounts reasonably necessary and sufficient within the profession.

13.2 Provide insurance certificates indicating required coverage, countersigned by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to the issuance of the purchase order or before commencement of the contract.

14.0 **CANCELLATION:** Sauk County reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds, or for failure of the contractor to comply with the terms, conditions, and specifications of this contract.

15.0 **AUDIT:** During the term of the contract, the contractor shall, upon the request of the Sauk County Controller, make available at reasonable times and places, such information as may be required for the purpose of auditing submitted bills for the service provided under the contract.

16.0 **INDEPENDENT CONTRACTOR STATUS:** None of the officers, employees, or agents of the contractor are employees of Sauk County for any purpose, including but not limited to compensation, fringe benefits, or insurance coverage.

17.0 **PUBLIC RECORDS ACCESS:** It is the intention of the county to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities.

17.1 Bid/proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.



18.0 PROPRIETARY INFORMATION: Any restrictions on the use of data contained within a request, must be clearly stated in the proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable Sauk County procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the Contractor's responsibility to defend the determination in the event of an appeal or litigation.

18.1 Data contained in a proposal, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of the Sauk County.

18.2 Any material submitted by the proposer in response to this request that the proposer considers confidential and proprietary information and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law, must be identified. Proposal prices cannot be held confidential.

19.0 DISCLOSURE: If a public official (s. 19.42, Wis. Stats.), a member of the public official's immediate family, or any organization in which a public official or a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this agreement, and if this agreement involves payment of more than one thousand dollars (\$1,000.00) within a twelve (12) month period, this contract is voidable by the county unless appropriate disclosure is made according to s. 19.45(6), Wis. Stats., before signing the contract.

20.0 MATERIAL SAFETY DATA SHEET: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

21.0 TERMINATION FOR CONVENIENCE: Sauk County reserves the right to terminate this contract for convenience upon 60 days notice.

22.0 TERMINATION FOR DEFAULT: Sauk County reserves the right to terminate the contract for default if, after twenty days written notice to cure default, contractor fails to satisfactorily cure the default.

PART FOUR  
PROPOSAL SUBMISSION INFORMATION

1.0 SUBMISSION OF PROPOSALS

1.1 Proposals must be signed, sealed, and returned (with all necessary attachments) to the address on the first page of this request, by the proposal receipt date and time so specified.

1.1.1 In addition to the original proposal, the proposer should include four (4) copies of his/her proposal.

1.1.2 The proposer shall not submit a proposal by fax machine or e-mail because only sealed proposals are acceptable in response to this RFP.

1.2 The proposer must respond to the RFP by submitting all data required herein in order for his/her proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of the proposal from further consideration for award.

1.3 To facilitate the evaluation process, the contractor is encouraged to organize his/her proposal into distinctive sections that correspond with the individual evaluation categories described herein.

1.3.1 Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

1.3.2 A letter constituting a signed acknowledgment of the original RFP and all signed amendments should be placed at the beginning of the contractor's proposal.

2.0 CLARIFICATION OF REQUIREMENTS

2.1 Proposers are strongly encouraged to read the "General Requirements" carefully prior to the submission of a proposal.

2.2 Any and all questions regarding specifications, requirements, competitive procurement process, etc., must be directed to the contact person as indicated on the first page of this RFP.

2.3 Proposers are cautioned not to contact other officers or employees of the County concerning this procurement during the competitive procurement and evaluation processes.

2.4 The proposer is advised that the only official position of Sauk County is that position which is stated in writing (e-mail acceptable) and issued by the contact person. No other means of communication shall be construed as a formal or official response or statement.

3.0 SUBMISSION REQUIREMENTS

3.1 A title page, showing the name of the individual/firm which is submitting this information and proposing to perform the work on this project.

3.1.1 List the name, title and telephone number of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the individual/firm on policy and contractual matters and should be familiar with the programs and procedures of the individual/firm.

3.2 Detailed resumes of the principal supervisory and management staff who would be assigned to the engagement are required, including government auditing experience, membership in professional organizations relevant to the performance of this audit, and affirmation of current licensure to practice as a certified public accountant in Wisconsin. Changes in persons listed here will not be allowed without permission from Sauk County, which shall not be unreasonably denied.

3.3 A table of contents, including a clear and complete identification of the materials submitted by section and page number, if applicable.

3.4 A letter of transmittal including the following:

- 3.4.1 A brief statement of understanding of the services to be provided.
- 3.4.2 A commitment to perform the work if awarded the contract.
- 3.4.3 A statement indicating the period for which the proposal is a firm and irrevocable offer.

3.5 A profile of the firm, detailing the experience of the firm and the experience and qualifications of the persons who will primarily be responsible for the work.

3.6 List of projects of similar scope and size which demonstrate the individual/firm's competence to perform the work required on this project. Provide the name, e-mail address, and telephone number of a contact person from at least three of these previous projects, if available.

3.7 A copy of the report on the most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements. The Contractor shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three years. In addition, the Contractor shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with federal or state regulatory bodies or professional organizations.

3.8 The audit approach, including: proposed segmentation of the engagement, level of staff and number of hours to be assigned to each segment, type and extent of analytical procedures to be used, and approach to be taken to gain and document an understanding of the County's internal control structure.

3.9 Any additional information not specifically requested that the proposer considers essential to this proposal.

#### 4.0 EVALUATION PROCESS

4.1 After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made by using subjective judgment. The award of a contract resulting from this Request for Proposal shall be based on the lowest and best proposal received in accordance with the submission requirements. Proposals will be reviewed by a member of the Finance Committee, the Administrator, the Finance Director, the Accounting Manager, and the Human Services Business & Administrative Services Manager.

4.1.1	Cost	25%
4.1.2	Experience and Reliability	30%
4.1.3	Expertise of Personnel	30%
4.1.4	Method of Performance	15%

4.2 All questions received and answers given will be summarized and distributed to known potential Contractors, as well as posted on Sauk County's website at <https://www.co.sauk.wi.us/rfps>.

4.3 Subject to the need for further information, the tentative timeline for review and award is:

Thursday, November 18, 2021	Requests for Proposal Issued
Monday, December 06, 2021	Proposals Due to Sauk County Clerk by Noon, Central time
December 8-15, 2021	Finance Committee Review of Recommendation
Tuesday, December 21, 2021	County Board Approval of Contract Award
Wednesday, December 22, 2021	Notification of Award

4.4 Sauk County reserves the right to consider historic information and reputation, whether gained from the Contractor's proposal, question and answer conferences, references, or any other source, in the evaluation process.

4.5 The Contractor is cautioned that it is the Contractor's sole responsibility to submit information and that Sauk County is under no obligation to solicit such information if it is not included with the Contractor's proposal. Failure of the Contractor to submit such information may cause an adverse impact on the evaluation of the Contractor's proposal.

4.6 Sauk County reserves the right to negotiate the terms and conditions, including the price, as proposed in a Contractor's proposal. In addition, as part of such negotiations, Sauk County reserves the right to require supporting cost, pricing and other data from the Contractor in order to determine the reasonableness and acceptability of the proposal.

4.7 Submission of a proposal indicates acceptance by the individual/firm of the conditions contained in this RFP.

## 5.0 CONTRACT AWARD

5.1 Any award of a contract resulting from this RFP will be made only by written authorization from the Sauk County Finance Director.

## 6.0 COST

6.1 The Contractor must provide individual/firm cost proposal data for the services required from this contract. (See attached Cost Proposal - Schedule of Professional Fees and Expenses.)

6.2 In the evaluation of the Contractor's proposal, Sauk County reserves the right to consider the value of money and any other economic impact factors as deemed appropriate and in the best interests of Sauk County.

6.3 Sauk County will compare hourly rates in the bids received from this proposal to awards made with the Wisconsin state contract.

## 7.0 EXPERIENCE AND RELIABILITY

7.1 Experience and reliability of the Contractor's organization is considered in the evaluation process. Therefore, the Contractor is advised to submit any information which documents successful and reliable experience in past performance related to the requirements of this RFP.

7.2 Attach list of current, or within the last 3 years, governmental clients. Preference will be given to experience with Wisconsin county governments. Differentiate between clients of the firm as a whole and clients of the audit team being proposed.

8.0 EXPERTISE OF PERSONNEL

8.1 The qualifications of the personnel proposed by the Contractor to perform the requirements of this RFP will be considered in the evaluation. Therefore, the Contractor should submit information related to the experience and qualifications of the staff proposed.

9.0 PROPOSED METHOD OF PERFORMANCE:

9.1 The Contractor will be expected to be extremely responsive to the programmatic needs of Sauk County. The Contractor should detail specifically how they intend to carry out the responsibilities of the contract including the Contractor's ability to work with governmental clients.

PART FIVE  
COST PROPOSAL/SIGNATURE PAGE  
SUBMIT SEPARATELY FROM TECHNICAL PROPOSAL

The submission of a proposal shall be considered as a representation that the proposer has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable Federal, State and Local regulations that affect, or may at some future date affect the performance of the contract.

The proper submission of this form by the proposer will be considered as the proposer's offer to enter into a contract in accordance with the provisions herein set forth. Submission of this form acknowledges that the proposer is licensed to practice in Wisconsin. Submission of this form also acknowledges that the proposer is independent of Sauk County as defined by generally accepted auditing standards.

If your proposal is accepted and a contract issued, then this Request for Proposal and all documents attached hereto including any amendments, the Contractor's price proposals and any other written offers/clarifications made by the Contractor and accepted by the County, will be incorporated into the entire contract between the County and the Contractor, and it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be deemed to exist or bind any of the parties hereto.

Acceptance will take place only upon award by the County, execution of this document by the proper County officials, and delivery of the fully-executed contract to the successful proposer. The contract may only be amended by written agreement by the Auditor and Sauk County.

**ATTACH YOUR COST PROPOSAL TO THIS FORM AND RETURN THE ORIGINAL AND FOUR (4) COPIES IN ACCORDANCE WITH THE INSTRUCTIONS AS NOTED IN THE REQUEST FOR PROPOSAL.**

CONTRACTOR (To be signed by the person authorized to legally bind your firm to this contract)

All proposal conditions and prices submitted shall remain firm for at least 90 calendar days following opening.

Contractor's Firm \_\_\_\_\_ Telephone No. (    ) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fax No. (    ) \_\_\_\_\_

City, State, ZIP \_\_\_\_\_ E-mail address \_\_\_\_\_

Contractor's web site address \_\_\_\_\_

Contractor's FEIN \_\_\_\_\_ DUNS # \_\_\_\_\_

BY: \_\_\_\_\_ Name: \_\_\_\_\_  
(Manual Signature Required) (Typed or Printed)

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

# COST PROPOSAL FOR SAUK COUNTY AUDIT SERVICES REQUEST FOR PROPOSAL

## SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE FINANCIAL STATEMENTS AND REQUIRED REPORTS

NOTE: The proposer guarantees these rates until \_\_\_\_\_.

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	_____	\$ _____	\$ _____	\$ _____
Managers	_____	\$ _____	\$ _____	\$ _____
Supervisory Staff	_____	\$ _____	\$ _____	\$ _____
Staff	_____	\$ _____	\$ _____	\$ _____
Other (specify): _____	_____	\$ _____	\$ _____	\$ _____
Subtotal				\$ _____
Out-of-pocket expenses:				
Meals and Lodging:				\$ _____
Transportation:				\$ _____
Other (Specify): _____				\$ _____
Total compensation proposal for audit				\$ _____