The City of Forsyth is seeking Proposals and Statements of Qualifications from auditing firms to perform the Comprehensive Annual Financial Report (CAFR) for the City of Forsyth for year-end December 31, 2019. The services will consist generally of preparing and working with the City Financial Consultant, City Clerk/Bookkeeper, City Manager, and preparing the various documents for the year-end audit. The year-end audit should be prepared in compliance with and subject to acceptance by the Georgia Department of Audits. All activities must be performed in strict accordance with the applicable federal and state regulations, GASB 34 regulations, General Accepted Government Auditing Standards, and must follow the Yellow Book guide. The 2019 year-end audit must be completed in a timely manner and should be ready for submittal to the State of Georgia no later than June 30, 2020.

Firms interested in submitting a response to this request for year-end auditing services should submit proposal to City of Forsyth, Attention Janice L. Hall, City Manager, P.O. Box 1447, 68 N. Lee Street, Forsyth, Georgia 31029 on or before 5:00 pm on September 20, 2019 for consideration.

Instructions for Proposal

Audit Requirements
The City of Forsyth CAFR audit includes component units of the Downtown Development Authority and the Convention & Visitors Bureau. The CVB has a separate accounting system that is maintained by the CVB Director.

The City of Forsyth does receive grant money and the auditing firm will be responsible for determining if a Single Audit is required and performing the Single Audit in addition to the annual audit.

The City of Forsyth has a closed landfill. The auditing firm is required to perform the Local Government Work Sheet along with providing all required documentation to the EPD. This includes, but is not limited to, the CPA Report and the Local Government Worksheet.

The auditing firm is responsible for submitting the Report of Local Government Finances to DCA no later than June 30.

Compliance with the RFP
Proposals must be in strict compliance with this Request for Proposal. Failure to comply with all provisions of the RFP may result in disqualification.
Proposals should include at least:
- A listing of other City and/or County agencies your firm has provided year-end auditing services and specifically those agencies submitting a CAFR audit
- A proposed schedule of work begin and end dates
- A proposed fee schedule for the completed audit
- Any other pertinent information relating to your proposal

Acknowledgement of Requirements
By signing its proposal, the Vendor acknowledges that it has read and understands the requirements for the proposal.

Delivery of Proposals
All proposals are to be sealed and delivered before 5:00 p.m. Eastern Standard Time (EST), on FRIDAY, SEPTEMBER 20, 2019 to:

City of Forsyth, City Manager, PO Box 1447, 68 North Lee Street, Forsyth Ga 31029

The City will not accept any proposals received after the date/time stated herein, and shall request Offeror to make arrangements to retrieve late proposals.

The City shall not bear the responsibility for proposals delivered past the stated date and/or time, or to an incorrect address by Vendor’s personnel or by the Vendor’s outside carrier.

Offerors must submit one (1) designated original, and nine (9) numbered exact copies of the proposal (total of 10). Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names and proposed rates of Vendors will be read aloud.

List the Request for Proposal (RFP) number on the outside of the box or envelope and note “Proposal Enclosed”.

Evaluation of Proposals (Procedure)
The City will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Vendors should exercise particular care in reviewing the proposal format required for this RFP.

The City may recommend short-listing the proposals that are potentially acceptable.

The detailed evaluation that follows the initial examination may result in more than one finalist. At this point, the City may request presentations by Vendors, and carry out contract negotiations for the purpose of obtaining best and final offers.
City of Forsyth reserves the right to withdraw this RFP at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate. Receipt of a proposal by the City or a submission of a proposal to the City offers no rights upon the Vendor nor obligates the City in any manner.

The City reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the City. Any such waiver shall not modify any remaining RFP requirements or excuse the Vendor from full compliance with the RFP specifications and other contract requirements if the Vendor is awarded the contract.

**Ambiguity, Conflict, or Other Errors in the RFP**
If a Vendor discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, they shall immediately notify the City Manager of such error in writing and request modification or clarification of the document. The City will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the City.

The Vendor is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.

**Proposals and Presentation Costs**
The City will not be liable in any way for any costs incurred by any Vendor in the preparation of its proposal in response to this RFP, nor for the presentation of its proposal and/or participation in any discussions or negotiations.

**Rejection of Proposals**
The City reserves the right to accept or reject in whole or in part any or all proposals submitted. The City shall reject the proposal of any Vendor that is determined to be non-responsive. The unreasonable failure of a Vendor to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

**Acceptance of Proposals**
The City shall accept all proposals that are submitted properly. However, the City reserves the right to request clarifications or corrections to proposals.

**Requests for Clarification of Proposals**
Requests by the City for clarification of proposals shall be in writing. Said requests shall not alter the Vendor’s pricing information contained in its proposal.

**Validity of Proposals**
All proposals shall be valid for a period of ninety (90) days from the submission date.
Response Format
Proposals should be prepared simply and economically, providing a straightforward concise description of the Vendor’s approach and ability to meet the City’s needs, as stated in the RFP.

The City of Forsyth reserves the right to accept or reject any and all proposals. The City of Forsyth is an EOE and a Drug Free Workplace.