City of Baraboo

REQUEST FOR PROPOSALS

PROJECT NAME: Financial Auditing Services for the City of Baraboo from December 31, 2020 – December 31, 2024

DATE OF ISSUANCE: July 10, 2020

PROPOSALS DUE: September 4, 2020 at 2:00 PM

ISSUING OFFICE: Finance Department

CITY CONTACT: Cynthia Haggard, Finance Director
City of Baraboo
101 South Blvd.
Baraboo, WI 53913
chaggard@cityofbaraboo.com
608-355-2700 (ext. 7338)

The City of Baraboo reserves the right to reject any and all proposals, to accept any proposal, and to waive formalities in awarding a contract that is deemed to be in the best interest of the City.
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I. INTRODUCTION

A. History of Baraboo

The City of Baraboo is located in Sauk County, just north of Devil's Lake in South Central Wisconsin. First settled around 1838 by Abe Wood, Baraboo grew quickly enough to become the county seat in 1846.

Baraboo’s proximity to both the Baraboo and Wisconsin rivers made it an attractive area for settlement and the development of industry, particularly sawmills. The Ringling Brothers called the town home, as did several other circus acts in the 19th century, earning the town the nickname “Circus City.”

Baraboo was officially incorporated in 1882. Notable attractions in and around Baraboo include: Circus World Museum, Devil's Lake State Park, the International Crane Foundation and the Al Ringling Theatre.

B. Background Information

The City of Baraboo serves an area of approximately 7.48 square miles about one hour North of Madison, with a population of 12,048 per 2010 US Census. The City operates under a Mayor-Council form of government. The City has an appointed Administrator to handle daily affairs. The City has approximately 100 full-time and 325 part-time employees. The City provides the full range of municipal services, including police and fire protection, park and recreational activities, community development and general administrative services.


C. Definitions

As used in this RFP, the following words and terms shall have the following definitions:

- “Baraboo” or the “City” means the City of Baraboo, Wisconsin, a Wisconsin municipal corporation with a mailing address of 101 South Blvd., Baraboo, WI 53913.

- “Contract” means the agreement the Firm will be required to enter into with the City pending approval of the Baraboo Common Council.

- “Selected Firm” means the auditing firm selected by the City to enter into a contract to provide Audit Services to the City pursuant to the terms in this RFP or as otherwise negotiated.

- “RFP” means this Request for Proposals.
II. PROPOSAL REQUIREMENTS

A. General Requirements

On-site inspections—Upon request, representatives of the various departments within the City and Utility will be available to discuss their operations and conduct on-site inspections for interested proposers.

Firm questions—Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Cynthia Haggard, Finance Director
City of Baraboo-City Hall
101 South Boulevard
Baraboo, WI 53913
Phone: (608) 355-7338  Email: chaggard@cityofbaraboo.com

B. Submission of Proposals

The following material is required to be received by September 4, 2020 at 2:00 p.m. for a proposing firm to be considered:

Five copies of the proposal, clearly marked “Audit Services 2020-2024” on the outside of a sealed envelope, shall be addressed, mailed and delivered to the Finance Director, City of Baraboo, 101 South Boulevard, Baraboo, WI 53913. The proposal must also be e-mailed complete with all attachments as PDF documents by the same deadline to: chaggard@cityofbaraboo.com.

C. Proposal Content

- Proposals shall include resumes and work experience of the auditors that will be assigned to the City of Baraboo audit.
- Proposals shall include five references with at least three Wisconsin municipal references of similar size and complexity to Baraboo including names and contact information.
- The Cost Proposal shall be submitted in a separate envelope and kept separate from the rest of the proposal documents. The Cost Proposal shall be all-inclusive and detail each of the following services for each of the proposal years:

  City of Baraboo basic financial statements with cost breakouts for:
  - Community Development Authority (CDA)
  - Water Utility
  - Sewer Utility
  - Storm Water Utility
  - Business Improvement District (BID)
  - Airport
  - Tax Incremental District (TID) Compilations, 30%, 100% and closing audits
  - State Financial Report Form C
  - Single Audit
D. Terms of Engagement
A five-year fixed cost contract. A draft of the anticipated contract may be provided upon request.

E. Subcontracting
Firms submitting proposals may wish to consider subcontracting portions of the engagement to small audit firms or audit firms owned and controlled by socially and economically disadvantaged individuals. If that’s done, that fact, and the name of the proposed subcontracting firm(s), must be clearly identified in the proposal. Following the award of the audit contract, no additional subcontracting will be allowed without the express prior written consent of the City and Utilities. The selected Firm will be deemed the prime contractor and is solely responsible in all contractual matters with their selected subcontractors.

F. Proposal Calendar
The following is a list of key RFP dates up to and including the date of the anticipated execution of the contract:

- Request for Proposals issued July 2020
- Questions from Firms regarding the RFP must be emailed to chaggard@cityofbaraboo.com by Noon, August 7, 2020
- Responses to Firms’ questions will be posted on City’s website at www.cityofbaraboo.com by 4:30PM, August 14, 2020
- Proposal deadline is 2:00PM, September 4, 2020
- Presentations from top three firms: September 16, 2020
- Selection of firm: September 22, 2020
- Contract execution date: November 1, 2020

SCOPE OF WORK TO BE PERFORMED

A. Auditing Services
The City of Baraboo desires the Selected Firm to prepare the basic financial statements and express an opinion on the fair presentation of its basic financial statements in accordance with accounting principles generally accepted in the United States of America. The basic financial statements include all major funds of its governmental and business-type activities, as well as the remaining aggregate fund information of the City.

The City and Utilities also desire the Selected Firm to prepare and express an opinion on the fair presentation of its combining and individual fund financial statements, schedules and required supplementary information in accordance with accounting principles generally accepted in the United States of America.
B. Auditing Standards Followed
To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the Comptroller General of the United States of America. The audit guidelines are amended from time to time or totally revised by the respective state or federal agency.

C. Reports Issued
For the most part, the Selected Firm’s reporting responsibilities are inherent in the auditing standards. The following reports to be issued are representative of the auditing standards.

Following the completion of the audit of the calendar year’s financial statements, the Selected Firm shall issue:

- Independent Auditors Report, including basic financial statements, government-wide financial statements including statement of net position and statement of activities, fund financial statements, footnotes, required supplemental information, and supplemental information.
- Communication to Those Charged with Governance and Management including reportable conditions or material weaknesses.
- Report on compliance with requirements applicable to each major program and Internal Control over compliance in accordance with OMB Circular A-133 and the State Single Audit Guidelines.
- Separate financial compilation reports for each open TID and as needed: 30%, 100% and closing audits.
- Certification of FASS for Community Development Housing Authority.
- The State Financial Report Form C.
- The Supplemental Form F65 (WI-1 Supplement).
- Additional reports required as a result of changes in auditing standards.
- Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management and the Common Council, which shall be referred to in the reports on internal control.
- All reporting shall be in electronic format with regards to Form C, Supplemental Form F65, and Certification of FASS and any future requirement to submit reports to State and Federal agencies.
- Basic Financial Statement preparation will be the responsibility of the auditor.

The following reports shall be printed and assembled by the selected firm.

- State Financial Report Form C electronic
- Communication Letter and Financial Statements Combined 11 bound, 1 unbound
- Annual Financial Report 7 bound, 1 unbound
- Single Audit Report 5 bound, 1 unbound
- TID Compilation Reports, each district 5 bound, 1 unbound
- Electronic version of all documents e-mailed
D. Reporting to the City and Utilities
Selected Firm’s shall assure themselves that the City and Utilities are informed of each of the following:

1. The Selected Firm’s responsibility under the United States Generally Accepted Auditing Standards.
2. Significant accounting policies
3. The scope and planned timing of the audit.
4. Significant audit findings relating to the following:
   a. Consideration of internal controls
   b. Qualitative aspects of significant accounting practices
   c. Difficulties encountered in performing the audit
   d. Corrected and uncorrected misstatements
   e. Disagreements with management
   f. Management consultations with other independent accountant
   g. Management representations
   h. Other audit findings or issues
   i. Other matters

E. Services Required
The audit will be in accordance with generally accepted auditing standards set forth for financial audits in the U.S. General Accounting Office (GAO) Governmental Auditing Standards, the provisions of the Federal Single Audit Act, as amended; and the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments.

Field work typically occurs mid-April. At the conclusion of the fieldwork, a representative of the Selected Firm will meet with City Officials for a more detailed report. The audited financial statements are presented by the Selected Firm at a Council meeting together with a brief report to discuss the findings resulting from the audit.

The Selected Firm shall provide, at no additional charge, routine consultation regarding recommended accounting, reporting and internal control procedures and Wisconsin Department of Revenue, Public Service Commission of Wisconsin and Housing and Urban Development regulations as they apply to the City, Utility or CDA, if requested by the City, Utility or CDA.

In addition, the Selected Firm shall respond to the reasonable inquiries of successor auditors to review working papers relating to matters of continuing accounting significance.
F. Special Considerations
The City and Utilities currently anticipate they will prepare one or more official statements in connection with the sale of debt securities, which will contain the financial statements and the Selected Firm’s audit report thereon. The Selected Firm shall be required, if requested by the fiscal advisor and/or the underwriter, to provide consent to use the financial statements in the financing document.

All costs associated with entrance, progress, exit, and other meetings should be included in the cost for audit services.

It is anticipated that the City will add new funds as appropriated. The fee for audit services should reflect this possibility. No major changes are anticipated.

With the final billing for each year audited, it is requested that the number of personnel hours directly worked on each major fund or major area plus the unallocated areas such as general supervision, etc., be detailed. This information is used to monitor the total number of hours per year and it provides a reasonable basis for allocating the costs internally.

If the City and Utilities work-papers are selected for review by any state or federal agency, the cost of the review should be included in the all-inclusive audit fee.

At the conclusion of the audit, the Selected Firm will make a presentation to the City Council of the financial statements and management communication.

The City and Utilities financial statements and related reports shall be printed and/or assembled by the Selected Firm.

All working papers and reports must be retained, at the Selected Firm’s expense, for a minimum of seven years, unless the Selected Firm is notified in writing by the City and Utilities of the need to extend the retention period. The Selected Firm will be required to issue to the City and Utilities copies of all working papers. They will also be required to make the working papers available, upon request, to the following parties or their designees:

1. The City of Baraboo and Baraboo Utilities
2. Wisconsin Public Service Commission
3. Parties designated by the federal or state governments or by the City and Utilities as part of an audit quality review process.

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

H. Audit Timeline
The audits are to be completed by July 31 of each year. Filing and/or completion dates of the various reports are as follows:

- TID Compilations Reports Early-May
A formal presentation of the audit is to be made to City Officials and the Common Council the 2\textsuperscript{nd} meeting in July each year.

As part of the timeline, the Selected Firm shall complete each of the following:

- **Interim Work** – Typically, interim work can be completed in November or December. This work will be agreed upon by the Finance Director and audit firm.
- **Detailed Audit Plan** – The auditor shall provide the City and Utilities by December 1\textsuperscript{st} both an audit plan and a list of all schedules to be prepared by the City and Utilities.
- **Final Fieldwork** – The auditor shall complete all fieldwork of the Utilities by the first week of March and the City and CDA by the fourth week of April.
- **Draft Reports** – The auditor shall have drafts of the Utilities audit reports and management letter available for review by the Utility Office Manager by the first week in June, or a date mutually agreed upon by the Utility Office Manager and the audit firm. The auditor shall have drafts of the City’s audit reports and management letter available for review by the Finance Director by the third week in June or a date mutually agreed upon by the City and the audit firm.

I. Date Final Report(s) Due

The City of Baraboo Financial Statements and reports in final form and appropriate quantities shall be delivered no later than one week prior to the 4\textsuperscript{th} Tuesday in July. This date allows for the financial statements to be presented to the City Council, which is schedule the 4\textsuperscript{th} Tuesday of July. The final reports should be delivered to the Finance Director.

III. DESCRIPTION OF GOVERNMENT

A. Primary Contact Information

<table>
<thead>
<tr>
<th>City of Baraboo</th>
<th>Baraboo Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynthia Haggard</td>
<td>Jan Bance</td>
</tr>
<tr>
<td>Finance Director</td>
<td>Utility Office Manager</td>
</tr>
<tr>
<td>(608) 355-7338</td>
<td>(608) 355-2740</td>
</tr>
<tr>
<td>101 South Boulevard</td>
<td>450 Roundhouse Ct.</td>
</tr>
<tr>
<td>Baraboo, WI 53913</td>
<td>Baraboo, WI 53913</td>
</tr>
</tbody>
</table>

B. Fund Structure

The City of Baraboo has the following fund types in its financial reporting:
<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Number of Individual Funds</th>
<th>Number with Adopted Annual Budgets</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Special Revenue</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>Debt Service</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TID</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Enterprise</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Internal Service</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Component Unit</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Agency</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Joint Ventures</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

It is anticipated that the City will add new funds as appropriate. The City anticipates have two new TID Overlays: TID 10 Overlay of TID 8, and TID 11 Overlay of TID 7. The fee for audit services should reflect this possibility. More details about the specific funds can be found in the most recent audit of the City performed by Baker Tilly for the year 2019. The report is available on the City’s website at [www.cityofbaraboo.com](http://www.cityofbaraboo.com).

C. Basis of Accounting
The City prepares its budget and internal financial statements on a modified accrual basis. Quarterly financial reports are prepared and submitted to the Finance Committee and Council.

D. Pension Plans
The City and Utilities participate in the Wisconsin Retirement System, a cost-sharing multiple-employer public employee retirement system.

E. Joint Ventures
The City participates in joint ventures with the Baraboo-Wisconsin Dells Regional Airport, the Baraboo Sauk county/UW-Platteville and the Baraboo District Ambulance Service.

F. Internal Audit Function
The City and Utilities do not maintain an internal audit staff.

G. Major Software Systems
Caselle Connect used for:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Cash Receipting
- Payroll, timekeeping
- County Ascent Land Records used for Property Tax Collection

H. Availability of Prior Audit Reports and Working Papers
The previous audit work papers prepared by Baker Tilly Virchow Krause, LLP will be made available for inspection after the selection of an audit firm has been completed.
IV. ASSISTANCE PROVIDED TO THE SELECTED FIRM AND REPORT PREPARATION

A. Finance Department and Clerical Assistance
The Finance Department staff and responsible management personnel will be available during the audit to assist the Selected Firm by providing information, documentation, and explanations. The preparation of the representation letters will be the responsibility of the City and Utilities. All supporting schedules and work papers identified by the auditor as shown on the “Get Ready” list will be prepared by City, Utilities and CDA personnel prior to field work. City staff will provide the selected audit firm with GASB 34 preliminary conversion entries. City staff will provide support for all entries to the preliminary stage.

B. Work Area and Information Systems/Technology (IT) Assistance
The City and Utilities will provide the Selected Firm with reasonable workspace. City personnel will also be available to provide appropriate internet access and provide system documentation and explanations.

C. Report Preparation
Annual Financial Statements- The audit firm is responsible for preparing separate financial statements for the City of Baraboo. The Management Discussion and Analysis is prepared by the City and Utilities. The audit firm is also responsible for printing/assembling of the annual financial statements.

Public Service Commission Annual Report- The Water Utility is regulated by the Public Service Commission of Wisconsin (PSC) and required to submit an annual report to the PSC. The PSC report is prepared by Baraboo Utilities.

State of Wisconsin Financial Report Form C- The state’s required annual financial report, Form C, has been prepared by the City, however the City requests a quote for the preparation of this report as a separate line item on the proposal.

V. RFP EVALUATION PROCESS

A. Review of Proposals
The Finance Director will chair a workgroup made up of five personnel. That workgroup will use a scoring system during the review process to score proposals. The total scores will be determined by adding the points received for audit approach, technical qualifications and firm resources plus the points received for the cost of the audit. The total score will be determined by the following criteria:

- 30% Audit Approach
- 30% Technical Qualifications and Firm Resources
- 40% Price
During the evaluation process, the City and Utilities reserves the right, where it may serve their best interest, to request additional information or clarifications from proposers, or to allow corrections of error or omissions.

The City and Utilities 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 Selected Firm of 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, Utilities and the Selected Firm.

It is anticipated the selection of a firm will be completed by early-to-mid October 2020. Following the notification of the firm selected, it is expected a contract will be executed between the parties in November, 2020.

Questions concerning the RFP Document and/or City financial systems should be directed to Cynthia Haggard, City Finance Director at (608) 355-2700 (ext. 7338) or chaggard@cityofbaraboo.com.

Information provided to assist firms submitting a proposal:
- 2019 Adjusting journal entries prepared by Baker Tilly Virchow Krause, LLP.
- 2019 Get Ready Lists provided by Baker Tilly Virchow Krause, LLP.

**B. 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 this request for proposals. In developing the work plan, reference should be made to such sources of information as the City of Baraboo’s budget and related materials, organizational charts, programs, and financial and other management information systems.

Firms will be required to provide the following information on their audit approach:

- Proposed segmentation of the engagement.
- Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- Sample sizes and the extent to which statistical sampling is to be used in the engagement.
- Type and extent of analytical procedures to be used in the engagement.
- Approach to be taken to gain and document an understanding of the City of Baraboo’s internal control structure.
- Approach to be taken in determining laws and regulations that will be subject to audit test work.
- Approach to be taken in drawing audit samples for purposes of tests of compliance.
- Approach to be taken in auditing departments.
C. Firm Profile

Profile of Independent Auditor—The profile of the respondents is requested for general background information:

- An affirmation that the firm and all assigned key professional staff are properly licensed to practice in Wisconsin as a certified public accountant.
- An affirmation that the firm meets the independence requirements of Generally Accepted Government Auditing Standards (GAGAS), defined by the U.S. General Accounting Office’s Government Auditing Standards as they relate to the City of Baraboo and all its component units.
- The organization and 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, by staff level.
- A description of the range of activities performed by the assigned office such as auditing, accounting, tax service, or management services.

Summary of the Firm’s Qualifications and Experience

- Identify the principal supervisory and management staff, including engagement partners, managers, other supervisor and specialists, who would be assigned to the engagement; provide information on relevant continuing professional education for the past three years and membership in professional organizations relevant to the performance of this audit. No more than one member of the audit field work team can have less than two years of experience.
- Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Audit personnel may be changed, but the firm, should indicate how the quality of staff over the term of the agreement will be assured.
- List the most significant municipal engagements performed in the last three years by the firm’s office assigned to this audit. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.
- A description of your firm’s quality control procedures that ensure compliance with firm and AICPA standards. Highlight such events as Peer Review audit if that review included the governmental sector of your firm. Please attach a copy of your most recent external quality control review.
- Provide a response to whether any disciplinary action has been taken against the firm by the State Board of AICPA, or any other agency during the past three years. If disciplinary action has been undertaken, the current status of the action and appropriate details of the circumstances should be disclosed.
- A statement of the firm’s staff capability to audit computerized systems, including the number and specialties of personnel skilled in computer sciences who will work on the audit.
• Inclusion of any recommendations/evaluations from Wisconsin Municipalities. Provide information on the results of any federal or state reviews of your audits during the past three years.
• Provide information on the firm’s experience in working with the Public Service Commission.
• Provide information on the firm’s experience in working with the Department of Housing and Urban Development.
• Provide information on the firm’s experience and/or training in the implementation of GASB changes that affect municipal clients.
• Provide information on newsletters and training materials offered by your firm to municipal clients.

VI. CITY’S RIGHTS, TERMS AND CONDITIONS

A. Right of the City to reject proposals
The City of Baraboo reserves the right to reject any or all proposals, to waive irregularities, to solicit new proposals on the same RFP, and to accept a proposal considered to be in the best interest of the City. Any such decision shall be considered final and not subject to review. Accepted proposals are subject to execution of a written contract between the bidder and the City of Baraboo. All such contracts are contingent upon approval by the City of Baraboo Common Council.

B. Insurance
All proposals must include either a description of the Firm’s insurance or a certificate of insurance outlining the Firm’s insurance policies which evidence a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof. The City’s minimum requirement for errors and omissions coverage is $1,000,000. The successful Firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the City. Such insurance shall be primary. Prior to or concurrent with the execution of the written contract, the Selected Firm shall furnish the City with a Certificate of Insurance listing the City as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for a 30-day advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the City’s discretion. Additionally, the Selected Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by the City of Baraboo.

C. Applicable Law
Any lawsuits related to or arising out of disputes arising under or pertaining to this RFP or the contract shall be commenced and tried in the Circuit Court of Sauk County, Wisconsin, and the City and successful Firm shall submit to the jurisdiction of the Circuit Court for such lawsuits.
D. Equal Opportunity Employment/Affirmative Action

The City of Baraboo is an Equal Opportunity/Affirmative Action Employer. In the event the Selected Firm is in noncompliance with any provision of this Equal Employment Opportunity Clause, the Wisconsin Fair Employment Practice Act, or the Fair Employment Practices Commission’s Rules and Regulations for Public contracts, the Selected Firm may be declared not responsible and therefore ineligible for future contracts or subcontracts with the City, and the contract may be cancelled or avoided in whole, or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

E. Nondiscrimination

In connection with the performance of work under the contract, the Selected Firm agrees not to discriminate against any employee or application for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

F. Assignment of Subcontractor

The contract may not be assigned or subcontracted by the Selected Firm without the prior written consent of the City.

G. Independent Contractor Status

The Selected Firm agrees that it is an independent contractor with respect to the services provided pursuant to the contract. Nothing in the contract, or in this RFP, shall be considered to create the relationship of employer and employee between the parties.

H. Indemnification and Defense of Suits

The Selected Firm and any responder to this RFP agree to indemnify, hold harmless, and defend the City, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Selected Firm or responder to this RFP, its employees, agents or subcontractors.

I. Termination of Contract for Cause

If through any cause, the Selected Firm shall fail to fulfill in a timely and proper manner the obligations under the contract, or if the Selected Firm shall violate any of the covenants, agreements or stipulations of this contract, the City shall thereupon have the right to terminate the contract by giving written notice to the Selected Firm specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the Firm under this contract shall, at the option of the City, become the property of the City of Baraboo.

Notwithstanding the above, the Selected Firm shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the contract by the Selected Firm, and the
City may withhold any payments to the Firm for the purpose of set off until such time as the exact amount of damages due to the City from the Firm is determined.

J. Auditor Access

All parties contracting with the City shall, upon reasonable request, provide access to and furnish the Selected firm with requested information, records and regarding powers, duties, activities, organization, property, financial transactions, methods of operation, or any and all other records, reports or information in their custody. In addition, they shall provide access for the Selected Firm to inspect all property, equipment and facilities within their custody.
### VII. ATTACHMENT A – COST PROPOSAL

I hereby certify that I am entitled to represent ________________________________ (the Firm), empowered to submit this proposal, and authorized to sign a contract with the City of Baraboo.

Date __________________________
Name __________________________
Title __________________________

<table>
<thead>
<tr>
<th>All Inclusive Maximum Price</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>Total</th>
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<tr>
<td>City Audit</td>
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<tr>
<td>Sewer Utility Audit</td>
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<td>Storm Water Utility Audit</td>
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<td>Airport Audit</td>
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<td>TID compilations, per District</td>
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<td><strong>Total</strong></td>
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| Total All                  |      |      |      |      |      |       |

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<tr>
<th>Staff Levels</th>
<th>Hourly Rate</th>
<th>Estimated Hours</th>
<th>Extended Cost</th>
<th>Discount, if any</th>
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<tr>
<td>Partner</td>
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<td>Senior Manager(s)</td>
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<td>Senior Associate(s)</td>
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<td>Other Staff</td>
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<td>Clerical and direct costs</td>
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</table>
VIII. ATTACHMENT B - REFERENCES

Provide at least five customer references for similar audits, at least three must be from municipalities. Provide performance results.

COMPANY______________________________________________________________
ADDRESS________________________________________________________________
CITY, STATE, ZIP________________________________________________________
CONTACT PERSON________________________________________________________
TELEPHONE____________________________________________________________
EMAIL___________________________________________________________________
PERFORMANCE RESULTS _________________________________________________

COMPANY______________________________________________________________
ADDRESS________________________________________________________________
CITY, STATE, ZIP________________________________________________________
CONTACT PERSON________________________________________________________
TELEPHONE____________________________________________________________
EMAIL___________________________________________________________________
PERFORMANCE RESULTS _________________________________________________

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ADDRESS________________________________________________________________
CITY, STATE, ZIP________________________________________________________
CONTACT PERSON________________________________________________________
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PERFORMANCE RESULTS _________________________________________________