

TOWN OF BLADENSBURG
REQUEST FOR PROPOSALS
ANNUAL AUDIT SERVICES



Issued by:

**TOWN OF BLADENSBURG
4229 Edmonston Road
Bladensburg, Maryland 20710**

Tel: 301-927-7048

RFP 008 - 2024

**Issue Date: May 20, 2024
Proposal Due Date: June 7, 2024**

Town of Bladensburg

Council Members

Ward I

Trina D. Brown

Kalisha Dixon



Mavor

Takisha James

Council Members

Ward II

Marilyn Blount

Carrol H. McBryde

RFP Summary: Request for Proposal (RFP) Annual Auditing Services for the Town of Bladensburg

Bid Release Date: May 20, 2024

1. Introduction:

The Town of Bladensburg is soliciting proposals from qualified auditing firms to provide auditing services for the period of three years, with the option for two one-year renewals. The selected firm will be responsible for conducting a comprehensive review of all Town financial records, grants, and federal funding.

2. Scope of Work:

The auditing firm shall perform the following tasks:

1. Conduct a thorough review of all Town financial records, including budgets, expenditures, revenues, and financial statements.
2. Audit grants and federal funding received by the Town, ensuring compliance with relevant regulations and guidelines.
3. Specifically review the utilization and compliance of funds allocated through the American Rescue Plan Act (ARPA) for FY24 and FY25 only.
4. Provide an onsite review of financial records and conduct necessary fieldwork as part of the auditing process.
5. Prepare and deliver an annual briefing to the Town Council, presenting the findings of the audit and any recommendations for improvement.
6. Previous audits can be accessed on the Town of Bladensburg's website at https://www.bladensburgmd.gov/government/documents_reports.php#outer-6sub-438

3. Proposal Requirements:

Proposals should include the following information:

1. Firm profile, including qualifications and relevant experience in auditing municipal entities.
2. Proposed approach and methodology for conducting the audit, including the scope of review and timeline.
3. Team composition and qualifications of key personnel who will be involved in the audit.

4. Cost proposal per year with addendums for Alternative Compliance Examinations of ARPA Funds and Single Audit if needed.
5. References from previous clients for similar auditing services.

4. Proposal Submission:

Interested firms must submit their proposals electronically by **June 7, 2024** to the following address:

Town of Bladensburg

Attn: Vito Tinelli, Treasurer

Email: vtinelli@bladensburgmd.gov

A copy must also be sent to clerk@bladensburgmd.gov

5. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications of the auditing firm and its personnel.
2. Proposed approach and methodology for conducting the audit.
3. Cost-effectiveness of the proposal.
4. References and past performance.

6. Contact Information:

All questions and inquiries regarding this RFP should be directed to Vito Tinelli, Treasurer, at vtinelli@bladensburgmd.gov

7. INSURANCE REQUIREMENTS:

The contractor must maintain Comprehensive General Liability Insurance, including Contractual and Personal Injury Liability, with specified limits. Workman's Compensation as required by law and \$1,000,000 in combined bodily injury and property damage coverage are also necessary. The managing agent shall be named as an additional insured under the owner's policies. Certificates of insurance must be provided to the Town of Bladensburg prior to commencing work.

All insurance described shall remain in force as long as the contractor performs work for the Town of Bladensburg under this contract.

8. Disclaimer:

The Town of Bladensburg reserves the right to reject any or all proposals received, to waive any informalities or irregularities in the proposals received, and to select the proposal that best meets the needs of the Town.