



Granville County RFP

Granville County is accepting proposals from qualified CPA firms to provide agreed-upon procedures reports based on a review of cash receipts, disbursements, and changes in cash balances ("Agreed-Upon Procedures Reports") for up to twelve non-profit volunteer fire departments. We invite your firm to submit a proposal to us by 2:00 p.m. June 14, 2024, for consideration. A description of the organizations, the services needed, and other pertinent information follows:

Background

Granville County funds twelve non-profit volunteer fire departments from the Fire Department Service District tax fund. Granville County contracts with each of these departments to provide fire suppression service in their respective district on an annual basis. This Agreed-Upon Procedures Report requirement is part of the contract with these agencies to be conducted yearly. Granville County will provide reimbursement to each of these departments for an Agreed-Upon Procedures Report. The selected CPA firm will contract directly with each department. Departments are not required to use the CPA firm selected by the County as a result of this RFP and may use another CPA firm of their choice.

Services to be Performed.

As stated, the selected firm will agree to conduct a review of cash receipts, disbursements, and changes in cash balances and produce an Agreed-Upon Procedures Report for each of the twelve departments that chooses to contract with the selected firm so that the departments may comply with the requirements of their contracts with the County, specifically the following provision:

Beginning with fiscal year 2023-2024, the Fire Department agrees to present to Granville County an annual agreed-upon procedures report based on a review of cash receipts, disbursements, and changes in cash balances prepared according to generally accepted accounting principles (GAAP) by an independent certified public accountant for the preceding fiscal year no later than 5:00 PM on the last working day of December of the current fiscal year. The Fire Department is responsible for making a good faith effort to submit their data to the CPA in accordance with this timeline. Granville County will issue a request for proposals (RFP) for certified public accounting firms to provide the above-described agreed upon procedures reports for those departments that wish to contract with the selected accounting firm. The County will reimburse each department from the Granville County General Fund, subject to appropriation by the Granville County Board of Commissioners, for the agreed upon procedures review up to the amount offered by the firm responding to the RFP.

Period

Granville County intends to continue the relationship with the CPA firm on a negotiation-basis after completion of the first year Agreed-Upon Procedures Reports. Each year after negotiation has taken place, a bi-annual contract documenting the terms will be signed. Since one governing board may not obligate future governing boards, the remaining years of the agreement are subject to annual governing board approval. The County of Granville reserves the right to request proposals at any time following the first year of this contract.

List of Fire Departments:

Bullock
Cornwall
Virgilina
Granville Rural
Providence
Corinth
Brassfield
Creedmoor
Antioch
Berea
Stem
Stovall

We are seeking proposals for the fiscal year ending June 30, 2024. The Agreed-Upon Procedures Reports will be due to the County by the last working day in December.

Requests for additional information or questions concerning this request for proposal should be addressed to Jennifer Baird, Granville County Finance Director. Copies of prior year audits and tax filings may be obtained from each respective fire and rescue agency.

Your Response to this Request for Proposal

We request the following information:

1. Detail your firm's experience in providing auditing services to volunteer fire departments.
2. Discuss the firm's independence with respect to the twelve volunteer fire departments specified.
3. Identify the partner, manager, and in-charge accountant who will be assigned primary responsibility for the work if your firm is successful in its bid and provide details of their relevant experience.
4. Describe how your firm will approach the financial review of the organizations, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also discuss (1) the firm's use of technology in conducting the agreed-upon procedures engagement; (2) the communication process used by the firm to discuss issues with the management and board of directors for each fire department.
5. Set forth your firm's fee proposal for the FY 2023-2024 providing the Agreed-Upon Procedures Reports with whatever guarantees can be given regarding increases in future years. The fee should be shown as a flat fee per department. Please provide an hourly rate schedule if additional services are required beyond the scope of providing the Agreed-Upon Procedures Reports.
6. Please provide a certificate of insurance showing coverage maintained by the firm including coverage for professional liability insurance.

7. Describe how you will bill for questions on technical matters that may arise throughout the year.
8. Provide the names and contact information for other similarly sized clients of the partner and manager that will be assigned to this engagement for reference purposes.

Evaluation of Proposals

Granville County will evaluate proposals on a qualitative basis. This may include interviews with senior engagement personnel, results of discussions with other clients, and the firm's completeness and timeliness in its response.

We would also appreciate a response if you decline to submit a proposal.

Time Schedule for Awarding Contract

The proposal should be submitted by 2:00 p.m., June 14 30, 2024, at the Granville County Finance Office, 141 Williamsboro Street, Oxford, NC 27565 and be clearly marked "Response to RFP for VFD Financial Review". The proposals will be opened at that time. All inquiries and submissions are to be directed in writing to: Jennifer Biard, Finance Director, at the above address. The Finance Office will review the proposals and make a recommendation to the Board of Commissioners on July 1, 2024, at which time the contract will be awarded.