

**MIDDLE FLINT REGIONAL E911 AUTHORITY REQUIRES THE FOLLOWING SERVICES**

1. ANNUAL FINANCIAL STATEMENT AUDIT
2. MANAGEMENT LETTER

MIDDLE FLINT REGIONAL E911 AUTHORITY REQUIRES THE AUDITORS TO PRESENT THE AUDITED FINANCIAL STATEMENTS TO THE BOARD AT A SCHEDULED BOARD MEETING ON THE 3RD TUESDAY IN NOVEMBER.

ALL PROPOSALS MUST INCLUDE:

1. EVIDENCE OF THE FIRM'S QUALIFICATIONS TO PROVIDE THE ABOVE SERVICES;
2. BACKGROUND AND EXPERIENCE IN AUDITING.
3. THE SIZE AND ORGANIZATIONAL STRUCTURE OF THE AUDITOR'S FIRM.
4. STATEMENT OF THE FIRM'S UNDERSTANDING OF WORK TO BE PERFORMED AND A PROPOSED TIMELINE FOR FIELDWORK AND FINAL REPORTING.
5. PROPOSED FEE STRUCTURE AND THE MAXIMUM FEE THAT WOULD BE CHARGED; YOU MAY SUBMIT A FEE STRUCTURE AND THE MAXIMUM FEE CHARGED FOR FY20 AND TWO SUBSEQUENT YEARS.
6. DESCRIPTION OF THE FIRM'S BILLING RATES AND PROCEDURES FOR TECHNICAL QUESTIONS THAT MAY COME UP DURING THE YEAR, OR WHETHER THESE OCCASIONAL SERVICES ARE COVERED IN THE PROPOSED RATE STRUCTURE;
7. NAMES OF THE PARTNER, AUDIT MANAGER, AND FIELD STAFF WHO WILL BE ASSIGNED TO THE AUDIT AND PROVIDE BIOGRAPHIES;
8. REFERENCES AND CONTACT INFORMATION FROM AT LEAST THREE (3) COMPARABLE AUDIT CLIENTS.

PLEASE SUBMIT YOUR RESPONSE TO THE RFP FOR PROPOSAL BY MONDAY, FEBRUARY 21, 2020.

DEADLINE TO SUBMIT OFFICIAL RESPONSE TO THE RFP IS MARCH 6, 2020 BY 4:00 PM. TWO (2) COPIES OF THE PROPOSAL MUST BE SUBMITTED IN A SEALED ENVELOPE TO MIDDLE FLINT REGIONAL E911 AUTHORITY, P. O. BOX 449, ELLAVILLE, GA. 31806 TO THE ATTENTION OF DIRECTOR JENNIFER R. ENGLISH. PHONE 229/937-5026.

THE AUTHORITY WILL EVALUATE PROPOSALS ON THE BASIS OF WHICH FIRM IT THINKS CAN BEST SERVE THE NEEDS OF THE AUTHORITY. THE CONSIDERATIONS IN THE SELECTION PROCESS WILL INCLUDE, BUT NOT BE LIMITED TO: PRICE/BUDGET, AVAILABILITY TO COMPLETE THE AUDIT WITHIN THE PROPOSED TIMELINE, RELEVANT EXPERIENCE, AVAILABLE RESOURCES AND STAFF, PERCEIVED VALUE OF SERVICES AND POSITIVE REFERENCES.