

CITY OF MOUNTAIN PARK

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES

July 27, 2016

**City of Mountain Park
Request for Proposal for Professional Audit Services**

I. Introduction

A. General Information

The City of Mountain Park, hereinafter referred to as the City, intends to award a five-year contract for the performance of professional audit services. The City is requesting proposals from qualified firms of certified public accountants to audit its financial statements for fiscal years ending June 2016-2020. The contract also includes the preparation of the City's financial report. The City's fiscal year runs from July 1 through June 30. The audit is to be performed in accordance with generally accepted auditing standards.

The anticipated audit services Request for Proposal (RFP) schedule is as follows:

Wednesday, July 27, 2016	Issue RFP
Wednesday, August 31, 2016	Proposal Due Date
Wednesday, September 21, 2016	Recommend 2-3 candidates to City Council
Monday, September 26, 2016	Finalist chosen by council
Friday, September 30, 2016	Contract executed between parties

Interested firms must submit two (2) copies of their response to this Request for Proposal no later than **2:00 p.m. EST on Wednesday, August 31, 2016** at City Hall, 118 Lakeshore Drive, Mountain Park, Georgia 30075, Attention: Karen Segars, City Administrator. Proposals received after the specified time will not be considered.

Any proposal submitted shall constitute an irrevocable offer to the City to provide the proposed services at the proposed compensation. The proposal must be valid for 120 days. All submittals are public record to the extent required by the Georgia Open Records Act. Following notification of the selected firm, it is expected that contracts will be executed between all parties no later than September 30, 2016. The City reserves the right without prejudice to reject any or all proposals, to call for new proposals, or to award the contracts based on the next most qualified proposal if the selected firm does not execute a contract within thirty (30) days after notification that its proposal has been accepted.

Inquiries concerning the request for proposal, the City's accounting system and procedures must be made to:

Karen Segars
118 Lakeshore Drive, Mountain Park, GA 30075
Phone: (770) 993-4231
Email: city.clerk@mountainpark-ga.gov

B. Contract Term

A three (3) year contract is desired, subject to the satisfactory negotiation of terms (including a price acceptable to the City and the selected firm), satisfactory performance and annual appropriation of funds. It is anticipated that the contract will include an option to renew for an additional three (3) years. Additionally, the Mayor and City Council may terminate this agreement by providing written notification to the auditors by providing a 30-day notice.

C. Evaluation Criteria

Proposals will be evaluated initially on the basis of the written documentation provided. Further evaluations may include an oral presentation to City staff by representatives of selected firms. Proposals must include the completed Mandatory Pre-Qualification Form, Attachment A. The purpose of the Mandatory Per-Qualification Form is to determine if the auditor meets the following mandatory criteria:

1. The proposer is properly licensed for public practice as a certified public accountant.
2. The proposer meets the independence requirements of the Government Auditing Standards issued by the Comptroller General of the United States.
3. The auditor's staff working on or associated with the engagement must meet the continuing education requirements of the Government Auditing Standards.
4. The auditor does not have a record of substandard audit work.
5. The proposer agrees to abide by the terms and conditions established in Section D, Terms and Conditions.

Consideration will be given, but not limited to, the following criteria in evaluating the responsiveness of each proposal:

1. Mandatory Elements

- The audit firm is independent and licensed to practice in the State of Georgia as a certified public accounting firm.
- The firm has no conflict of interest with regard to any other work performed by the firm for the City.
- The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

2. Technical Qualifications

- Qualifications and technical competence of the firm and of the proposed audit personnel including the firm's management support personnel to be assigned to the engagement.
- Experience and past performance of the firm and its proposed personnel on local government audits of comparable size and complexity, including such factors as quality of work, control of cost, and ability to meet schedule.
- Capacity of the firm to absorb the work while meeting quality standards and using a realistic estimate of time requirements.
- Record of the firm for quality work as evidenced by quality control reviews and client references. Please provide a copy of your firm's most recent quality control peer review report.
- Expressed understanding of the City's audit objectives and requirements, and technical soundness of the audit approach to be used to achieve them.

- Cost of audit services. The City is seeking a high quality audit performed in a cost effective manner. Cost will not be the primary factor in the selection of an audit firm.

D. Terms and Conditions

Submittal of a proposal indicates acceptance by the proposer of the conditions contained in this request. The City reserves the right to reject without prejudice any or all proposals. The City reserves the right to waive formalities and negotiate with any proposer.

By submitting a proposal, a firm certifies that it has fully read and understands this RFP and the included financial reports; has full knowledge of the nature, scope, quantity, and quality of work to be performed; the detailed requirements of the services to be provided; and the conditions under which the services are to be performed. If a firm wishes to suggest any alternatives to RFP items, such alternatives must be clearly specified and described in a memo accompanying the proposal.

The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

The City will not reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The RFP and the successful proposal are the basis for written contracts between the City and the proposing firm and may be incorporated into the final contracts. The City reserves the right without prejudice to reject any contract that does not conform to the RFP or to any City requirements for agreements and contracts.

The audit firm shall not assign nor transfer any interest in the contract without prior written consent of the City. The firm shall not subcontract any part of the audit without prior written consent of the City.

The audit firm selected must present proof of liability insurance coverage including workers compensation in a minimum amount of \$1,000,000 with the City as the named insured's. If a firm wishes to suggest an alternative arrangement, it must be clearly specified in the proposal and alternatives must be priced.

The City may at any time during the contract period, make changes within the general scope of their organizations contract and its technical provisions. If such change causes any increase or decrease in the audit firm's cost of performance, an adjustment to the contract price or in time allowed for performance, or both, will be negotiated between the affected organization and the firm, and an amendment shall be made to the contract.

Any claim by the firm for such adjustment must be made in writing and prior to proceeding with the service for which an adjustment is requested. Nothing in this clause shall excuse the firm from proceeding with performance of this contract in accordance with its original terms and conditions and any approved changes.

The City reserves the right to terminate their organization's contract, for its convenience, by giving the audit firm 90 days written notice. The firm will be paid for its services provided to the terminating party through the effective date of termination.

If the audit firm should fail to fulfill its obligations in a timely and proper manner, the City shall have the right to terminate the contract upon 30 days written notice to the firm. In such cases, the firm shall be paid only for work satisfactorily completed.

II. Nature of Services Required

A. General

The City is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2016, and for four subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposal.

B. Scope of Work to be Performed

The City wishes the auditor to examine and express an opinion on the fair presentation of their general purpose financial statements, the combining statements by fund type, the individual fund or account group statements, the SPLOST schedule, and the supporting schedules in conformity with accounting principles generally accepted in the U.S. When applicable, the examination will also include a Single Audit in accordance with the U.S. Office of Management and Budget (OMB) Uniform Guidance, and the Government Audit Standards issued by the United States General Accounting Office. It must also meet the requirements of the applicable laws of the State of Georgia.

In accordance with the Official Code of Georgia Annotated, Section 48-8-121, a schedule shall be included in each annual audit which shows for each project in the resolution or ordinance calling for imposition of the Special Purpose Local Option Sales Tax the original estimated amount, the current estimated cost if it is not the original estimated cost, amounts expended in prior years, and amounts expended in the current year. The auditor shall verify and test expenditures sufficient to provide assurance that the schedule is fairly presented in relation to the financial statements. The auditor's report on the financial statements shall include an opinion, or disclaimer of opinion, as to whether the schedule is presented fairly in all material respects in relation to the financial statements taken as a whole.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

C. Preparation of Financial Statements

1) The City intends to issue each year a financial report prepared in accordance with generally accepted government accounting principles and all applicable federal and state requirements. The audit firm will provide the City a complete final unbound report as well as an electronic copy of the report within 180 days of the end of the fiscal year. An additional 10 bound copies will be created by the audit firm.

Throughout the contract period the auditor shall advise the City on the implementation of new accounting standards as promulgated by authoritative bodies. The auditor shall also advise the City on specialized accounting questions, which may arise. The City acknowledges its responsibility for the reliability, accuracy, and completeness of all financial presentations. Finance staff from each organization will participate in a thorough review of the draft report prepared by the audit staff.

D. Auditing Standards to be 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 American Institute of Certified Public Accountants.

E. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements and the assistance in preparing the financial statements, the auditor shall issue the following reports for each year of the audit contract.

- An opinion on the examination of the financial statements, including the combined financial statements and the combining, individual fund, and account group statements.
- An opinion on the Schedule of Federal Financial Assistance and all reports on compliance and internal control necessary to meet the Compliance requirements described in the U.S. Office of Management and budget (OMB) Uniform Guidance that are applicable to each of its major Federal Programs.
- Recommendations for improving the City's accounting procedures, internal accounting controls, and related areas. Recommendations should be developed by the auditor during the course of the examination. Areas in need of improvement should be communicated verbally during the course of the audit. Within thirty (30) days after the financial report is issued to the City, the findings and the recommendations for improvement should be summarized in a draft report (management letter). Three copies of the draft are to be delivered to the City Administrator who will have a work plan prepared to address the recommendations.
- The auditor's report on the financial statements should include an opinion as to whether the Schedule of Projects Constructed with Special Purpose Local Option Sales Tax Proceeds is presented fairly in all material respects in relation to the financial statements taken as a whole.

The auditor shall communicate in a letter to City management any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware to the City Administrator.

Auditors shall assure themselves that management is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments
5. Other information in documents containing audited financial statements

6. Disagreements with management
7. Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

F. Required Audit Time Schedule

Preliminary audit work may commence prior to the closing of the general ledger accounts. For each fiscal year, the audit is to be scheduled so that the exit conference and a preliminary copy of the financial report is in print by December 10th. The final financial report should be submitted by December 30th. The final financial report should be submitted in both an unbound hardcopy and in electronic format. All Funds will be closed and ready for audit by September 20th of each year if not before.

Following the signing of the audit contract, a pre-audit conference will be held by the selected firm with City financial staff. At this time a detailed schedule for the 2016 audit will be developed. A similar conference will be held in each year of the contract. The City reserves the right to specify the order in which Funds are to be audited each year. Circumstances may require that a particular Fund be given priority.

The City would normally expect to be billed for services after the financial report is in print. Any other billing arrangements must be clearly specified in the proposal. City requires audit costs billed be identified by Fund.

G. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available to various parties as requested by the City and other governmental agencies. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

H. Assistance Available to Auditor

City financial staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations.

City staff will prepare confirmation letters following the format provided by the auditors, to banks, paying agents, and grantors. City staff will prepare supporting detail schedules for General Ledger account balances. They will prepare reconciliations of "Due To" and "Due From" accounts and Interfund Transfer accounts among Funds. City staff will pull and refile requested documents, including journal entries and accounts payable vouchers. Adequate audit workspace will be provided.

Auditors will be provided with their own copies of the Chart of Accounts including Fund Trial Balances, year-end expenditure and revenue summaries by Fund, expenditure, revenue, and general ledger activity details covering the entire fiscal year, and a General Fund report organized according to financial report Schedule of Expenditures requirements. Also, they will be provided with an accounts payable report covering the full year that shows amounts charged by department and account number.

Prior year audit reports and working papers can be made available to the auditors. Management letters from prior years can be made available, if needed.

I. Audit Firm Replacement Personnel

All replacement personnel to be assigned by the audit firm to perform services to the City are subject to approval by the City. Replacement personnel should have education and experience equivalent to the individual whom they replace, or at least a level sufficient, in the City's judgment, to perform their duties well. Resumes of replacement personnel are to be submitted to the City for review, and the City reserves the right to interview replacement personnel prior to approving them. Replacement personnel are to be given thorough review and training on City systems and operations prior to their assignment. This preparation is to be performed by experienced audit firm personnel at no charge to the City.

III. Government Entities to be Audited

A. Definition of City of Mountain Park Government Entity

1. City of Mountain Park

The entity to be audited includes all City of Mountain Park operating departments as authorized by the City Council and under the supervision of the City Administrator. The auditor's principal contact for coordinating the assistance provided by the City to the auditor will be the City Administrator. The City Administrator oversees accounting services on a day-to-day basis and is responsible for maintaining the accounting records as well as purchasing procedures and controls. The City Administrator is responsible for audit coordination, and will meet on an as needed basis with the audit staff. All finance personnel are instructed that assistance to audit staff and meeting audit schedule deadlines are high priority. All accounting documents are located at City Hall, 118 Lakeshore Drive, Mountain Park, Georgia 30075. The City seeks continued financial improvement and it is important that the City's audit firm be prepared to actively participate in the improvement process. The City welcomes constructive suggestions, both during the audit and in the management letter.

2. Accounting Systems and Records

In 2001, the City converted their financial system to the QuickBooks accounting and reporting software. The City processes payroll and accounts payable through the QuickBooks software. The City uses MuniBilling utility software to process monthly utility bills and record payments. These transactions are then processed via journal entries into the QuickBooks accounting software.

Excel is used to account for capital assets. The City's accounting records are maintained on a GAAP basis and the City will make every effort to record all payables and receivables at year-end.

3. Background Information

The City of Mountain Park was incorporated in 1927. The city is primarily located in the northwest portion of Fulton County with a small portion extending less than 1,000 feet into southeastern Cherokee County. As of the 2010 census, the city had a total population of 547.

The City is governed by a Mayor and a City Council comprised of five members. The Mayor and council members are elected to office in citywide wide elections in staggered four-year terms. The City also employs a City Administrator to manage day to day operations for the City. The City has a total of 3 regular employees, including the Administrator.

The City of Mountain Park provides the following services to its citizens:

- General Administration and Finance Operations
- Police and Fire Protection
- Highway and Street Maintenance
- Water and Sewer
- Recreation and Community Services
- Sanitation Collection and Disposal

Detailed information on the City and its finances can be found in the 2014 annual financial report.

4. Fund Structure

The following is a list of funds included in the City audit:

General Fund

Water and Sewer Fund

SPLOST fund

These are the primary funds. Other funds may be added from time to time.

5. Budgetary Basis of Accounting

The City of Mountain Park prepares its budgets on a basis consistent with generally accepted accounting principles.

6. Pension Plan

All of the City's full-time regular employees are eligible to participate in the City's single-employer defined contribution pension plan which is administered by a private investment company. The Plan is contributory in nature with contributions coming from both the City and its covered employees. All eligible employees become participants in the Plan upon completion of three months of continuous employment, while elected officials are not covered.

IV. Proposal Requirements

The following section describes the required elements and response format for your firm's use in addressing the RFP. Responses that do not follow the format could be considered non-

responsive. If your proposal includes any suggested alternative terms and conditions, they must be clearly spelled out in a memo accompanying your proposal format.

A. Response Format

All responses must follow the format listed below.

1. 1 Mandatory Pre-Qualification Form (Attachment A)
2. Title Page showing the request for proposal subject; the firm's name; the name, address, telephone number, and email address of the contact person; and the date of the proposal.
3. Table of Contents
4. Transmittal Letter - A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 120 days.
5. Detailed Proposal - The detailed proposal should follow the order set forth in Section IV, B. of the RFP.
6. Cost - The cost component should be included in a separate sealed envelope. This section will be after all other technical requirements have been reviewed first.
7. Additional Information

B. Detailed Proposal

1. Qualifications of Firm and Experience

Provide reasons why your firm is qualified to perform the City's audit under the guidelines established in this RFP.

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time and on a part-time basis.

Proposals should provide information about the firm and should address the qualifications and depth of experience of the firm's local office in conducting governmental audits, including a listing of all governmental audits in the past five (5) years.

2. Qualification of Personnel

Provide resumes of senior and staff personnel who will be assigned to perform the audit for the City. List responsibilities of each of the individuals and the role they will play in performing the audit.

Proposals should address the qualifications and experience of each senior and higher level person to be assigned to the audit. Qualifications include education, certification, special training, and professional activity. Experience should be quantified by degree of responsibility as well as number of years.

The audit firm's professional personnel should have received adequate continuing professional education within the preceding two years.

3. Approach to Audit

Describe the approach your firm would make to the audit including on additional sheets if necessary:

- Type of audit program to be used (custom, standard governmental, or other)

- Use of statistical sampling
- Use of computer audit specialties
- Organization of audit work team and percentage of time to be spent by each position on audit
- Assistance expected from City's staff

4. Client References

Proposals should provide the names and telephone numbers of previous and/or current governmental clients whom the City can contact for a candid appraisal of the firm's services. The most effective references will come from entities, comparable in size of Mountain Park, for which your firm has provided services very similar to those the City is requesting.

5. Quality Control

Proposals should address the firm's participation in quality control programs, either AICPA-sponsored or comparable. Also include the results of peer reviews during the past three years, and a description of any regulatory action taken by any oversight body against the firm and/or its staff in the last three years.

6. Objectives and Requirements

State your understanding of the City's audit objectives and requirements.

7. Work Plan and Schedule

Briefly outline the audit work plan and schedule your firm would follow, for each organization, to meet the December deadline.

8. Workload

On a separate sheet address your firm's ability to absorb workload described above including availability of personnel and the firm's commitment to provide service on a timely basis.

C. Cost

State the total hours and hourly rate required by staff classification and the resulting all-inclusive maximum fee, including out of pocket costs for which the requested work will be done. A separate all-inclusive fee must be stated for each audit for each year.

The recommended format of the cost component is shown as Attachment A-1.

D. Additional Information

Proposals may include any other information about your firm which you believe would be relevant to the City's selection of its auditor for the Fiscal Years 2016-2020.

Interested vendors should complete the following attachments and return to the below address by Wednesday, August 31, 2016 at 2:00 PM:

**City of Mountain Park
Attn: Karen Segars
City Administrator
118 Lakeshore Drive**

Mountain Park, GA 30120

The attachments can be found beginning on page 12 of this RFP and are:

- 1.) Attachment A: Mandatory Pre-Qualification Form**
- 2.) Attachment A-1: Schedule of Professional Fees and Expenses**
- 3.) Attachment B: Subcontractor Affidavit**
- 4.) Attachment B-1: Contractor Affidavit and Agreement**

ATTACHMENT A: MANDATORY PRE-QUALIFICATION FORM

To be answered by Contractor
Section A - General Information

1. Firm Name: _____

Contact Person: _____ Telephone Number: _____

1. Address: _____

3. Firm FEI Number: _____

4. Firm's Georgia CPA State License Registration
Number: _____

5. Type of Accounting Practice (place an "X" next to the appropriate response)
a. _____ Individual
b. _____ Partnership
c. _____ Corporation - Give name of the State where incorporated:

6. Section B - Contractor Firm's Quality Program For Audits

		Check One (x)	
		No	Yes
1	Quality Control: Does the Contractor Firm have internal procedures to ensure proper quality control for its governmental audit assignments? (If yes, ATTACH A DESCRIPTION OF THE PROCESS)		

2	Quality Review: Does Contractor Firm participate in an External Quality review program every 3 years? (If yes, ATTACH A COPY OF LAST PEER REVIEW OR QUALITY REVIEW REPORT AND LETTERS OF COMMENT. PLEASE ENTER ENDING DATE OF LAST PERIOD COVERED BY REVIEW _____) If no, explain the reason and your plan to participate.		
3	Professional Membership: Do the partners of the Contractor Firm belong to either the AICPA or the Georgia Society of CPAs?		
4	Proper License: Is Contractor Firm properly licensed to practice public accounting in Georgia?		
5	Special Governmental Audit Requirements: Is Contractor Firm familiar with the AICPA's ethical ruling called Interpretation 501-3, "Failure to Follow Standards and/or Procedures or other Requirements in Governmental Audits"? (According to this ruling, if a CPA agrees to follow specified standards, guides, rules and procedures in addition to GAAS, then the CPA is OBLIGATED to follow all such requirements. Also, the auditor must report any deviations from the agreed-upon engagement procedures.)		
6	Subcontracts: Does Contractor Firm agree not to subcontract any work required without the prior express written consent of the auditee?		
7	Federal Audit Laws and Rules: If federal audit work is required, does Contractor Firm agree to perform the audit work in accordance with the Single Audit Act Amendments of 1996, the provisions of OMB Uniform Guidance and AICPA Statement of Position 98-3, as necessary?		
8	Confidentiality: Does Contractor Firm agree not to publish or distribute any information concerning work done for auditee, except as provided by law or rule?		
9	Access to Records and Workpapers: Does Contractor Firm agree to keep workpapers and reasonable records to support work claims for at least 3 years and make them available for audit or review by any authorized parties?		
10	Other Federal and State Laws and Rules: Does Contractor Firm agree to comply with all other Federal and State laws, rules and regulations which pertain to this engagement?		
11	Independence: Does Contractor Firm meet the independence standards of the current "Government Auditing Standards", issued by the Comptroller General of the United States? (If "No", attach a brief summary of facts.)		

12	Continuing Education: Does Contractor Firm have sufficient staff who meet continuing professional education requirements for government audits as set forth in "Government Auditing Standards"?		
13	Conflict of Interest: Does Contractor Firm declare that there is no public or private interest which would conflict in any manner with performance of an audit for the auditee or would violate any laws of the State of Georgia?		
14	No Substandard Work: Do Contractor Firm and all proposed Audit Team Members have a record of an acceptable standard of audit work? (Contractor Firm must answer this question "No" if the Firm or any Audit Team Member has received an enforcement action for substandard audit work during the past three years or has a related investigation pending by a professional or regulatory group. Attach a brief summary of any enforcement actions.)		
15	Ethics: Does Contractor Firm certify that its proposals are made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other auditor, supplier, manufacturer or subcontractor in connection with their proposals, and that it has not conferred on any government entity employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged; that it is not in violation of the Official Code of Georgia Annotated, Sections 16-10-2 and 16-10-22, for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions?		
16	Provisions of RFP: Does Contractor Firm agree to abide by all General Terms and Conditions and Special Terms and Conditions specified in the RFP?		
17	Immigration Compliance Requirements: Firm has registered with and uses the federal work authorization program commonly referred to as "E-Verify" and/or any and all other immigration compliance requirements as set forth under the "Georgia Security and Immigration Compliance Act" and Georgia Code Sections 13-10-90 and 13-10-91 as amended (See Attachments B and B-1).		

Schedule of Professional Fees and Expenses

	TOTAL HOURS	HOURLY RATE					TOTAL				
		2016	2017	2018	2019	2020	2016	2017	2018	2019	2020
PARTNERS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MANAGERS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUPERVISORY STAFF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OTHER (SPECIFY)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		TOTAL FOR SERVICES DESCRIBED IN RFP					<input type="text"/>				
		OUT OF POCKET EXPENSE:					<input type="text"/>				
		MEALS AND LODGING					<input type="text"/>				
		TRANSPORTATION					<input type="text"/>				
		OTHER (SPECIFY)					<input type="text"/>				
		TOTAL ALL INCLUSIVE PRICE					<input type="text"/>				

Firm Name _____

Signature _____

CONTRACTOR FIRM CERTIFICATION STATEMENT

I (we) certify that the information contained herein is true and correct to the best of my/our knowledge, and that the person submitting the RFP on behalf of the proposer has the authority to submit this RFP and make all representations contained herein. I (we) understand that the inclusion of false information may result in rejection of the proposal submitted in response to this RFP.

Contractor Firm Name

Signature of Preparer

Date

Attachment B

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of City of Mountain Park has registered with and is participating in federal work authorization program being* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. The undersigned subcontractor is using and will continues to use the federal work authorization program throughout the contract period.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent Date
(Subcontractor Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

The link to register for E-verify is: http://www.dhs.gov/files/programs/gc_1185221678150.shtm

Attachment B-1

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with City of Mountain Park has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with City of Cartersville, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Cartersville at the time the subcontractor(s) is retained to perform such service.

The undersigned Contractor is using and will continue to use the federal work authorization program throughout the contract period.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent Date
(Contractor Name)

Contractor/Entity Name Title of Authorized Officer or Agent of Contractor

Contractor Address

Printed Name of Authorized Officer or Agent
SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

The link to register for E-verify is: http://www.dhs.gov/files/programs/gc_1185221678150.shtm