

## **Request for Qualifications Cash Receipts and Disbursement Audit**

Pittsylvania County Board of Supervisors (BOS) is soliciting Qualification Statements from interested persons and/or firms for the provision of the professional services for Auditing Services for Pittsylvania County Board of Supervisors through a Request for Qualification (“RFQ”) process. Persons and/or firms interested with the provision of such service must prepare and submit a Qualification Statement in accordance with the procedure set forth below. The County will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required to be included as described (in the sole judgment of Pittsylvania County). Pittsylvania County intends to qualify a person and/or firm that possess the professional, financial, and administrative capabilities to provide the proposed service, and agree and meet the terms and conditions determined by the County that provide the greatest benefit to the taxpayers of Pittsylvania County.

### **A. BACKGROUND:**

The Board of Supervisors requires that all Fire/Rescue agencies receiving greater than \$5,000 from the County annually, submit a I-990 form. There will be two agencies selected at random for a annual audit.

### **B. QUALIFICATIONS**

The factors to be considered by the Board include but are not limited to: (i) experience and reputation in the profession; (ii) knowledge of the subject matter to be addressed under contract; (iii) any other factors demonstrated to be in the best interest of Pittsylvania County.

### **C. GENERAL REQUIREMENTS**

The Qualification statement submitted by the respondent must meet or exceed the professional, administrative, and financial qualifications set forth in this and shall incorporate the information requested below. Respondents are encouraged to be clear, factual, and concise in their presentation of the following information:

1. Experience of the firm with audits.
2. Knowledge of Code of Virginia
3. Ability of the firm and assigned personnel to evaluate, prepare documents, and complete other tasks needed for a Cash and Disbursement audit.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of the Respondent, its ownership, and its organizational structure.

**D. . SELECTION CRITERIA** The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation; (40 points)
2. Experience and references; (30 points)

3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter. (30 points)

**E. . PROPOSAL REQUIREMENTS**

- Provide all required and requested documentation and forms as indicated in this RFQ.

**F. GENERAL INSTRUCTIONS TO OFFERORS**

DUE DATE: Sealed Proposals will be received until **May 14, 2018, no later than 10:00AM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: One (1) original and 2 (2) copies of the proposals should be mailed, or hand delivered to:  
Pittsylvania County Purchasing Department:  
Att: Connie Gibson  
1 Center Street  
Chatham, VA 24531.

All Proposals must be in a sealed envelope marked in the lower left corner: "Sealed Proposal - RFQ #20210423, "Audits". Proposals not so marked or sealed shall be returned to the offeror and will not be considered offer. All expenses for making Proposals to Pittsylvania County shall be borne by the offeror.

A cost proposal shall be in a separate envelope, sealed and attached to the RFQ response.

Any questions, contact Connie Gibson, [connie.gibson@pittgov.org](mailto:connie.gibson@pittgov.org) or 434-432-7744.

**F. RENEWALS**

It is the intent of the County to have a contract in place for one (1) year with four (4) one- year renewals.

Note: The County of Pittsylvania, Virginia, does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §§ 2.2-4343.1, 1950 as amended, or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by Federal, State, and County law relating to discrimination in employment or contracting.

\*\* Pittsylvania County General Terms and Conditions shall be made part of the awarded contract. A copy of the General Terms and Conditions can be obtained by contacting the Purchasing Department.