

REQUEST FOR PROPOSALS

Annual Audit Services



Big Sky Fire District
P.O. Box 160382
Big Sky, Montana

June 14, 2017

Request for Proposals Annual Audit Services
Big Sky, Montana

PROJECT BACKGROUND AND DESCRIPTION

The Big Sky Fire District (aka Big Sky Fire Department or BSFD), a Montana Rural Fire District, is seeking qualified independent licensed auditors by the State of Montana (Auditor) to perform an annual audit of the District's financial operations for Fiscal Year 2016-2017, with an opportunity for performing annual audits for FY 2017-2018 and 2018-2019 upon the successful completion of the FY 2016-2017 audit.

BSFD is seeking an Auditor with sufficient governmental and auditing experience, as measured by past project history. This Request for Proposal (RFP) is for submission of a proposal for an audit that shall be performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and as required by the applicable Montana Codes Annotated, the Administrative Rules of Montana and Federal regulations.

This RFP shall not commit the BSFD to enter into any agreement to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The BSFD reserves the right to accept or reject any and all responses to this RFP.

This RFP is governed by the laws of the State of Montana and venue for all legal proceedings shall be the Eighteenth Judicial District, Gallatin County. By offering to perform services under this Procurement, all Offerors agree to be bound by the laws of the State of Montana and the local authority having jurisdiction.

I. RFP TIMELINE

- Advertisement Dates 6/14/17 to 6/30/17
- Deadline to Receive RFP Responses 7/7/17 – 10 am
- RFP Review by BSFD Administration 7/10/17 – 7/13/17
- Recommendation to BSFD Board of Trustees and Selection of Auditor 7/26/17

II. SELECTION PROCEDURE

Under this RFP, the selection procedure is intended to evaluate the capabilities of qualified Auditor firms to provide services to the BSFD for this Project. The responses to this RFP will be evaluated by the BSFD in accordance with criteria listed below. The Auditor will be selected based on the overall merit of its proposal, information contained in RFP responses to the criteria, references, interviews and information obtained from any other reliable source.

Annual Audit Services Evaluation Criteria

(Total of 100 possible points)

1. HISTORY AND EXPERIENCE WITH SIMILAR PROJECTS (50 points):

- Describe firm's history, size, complexity and relevance to this project. Emphasis to be placed on firms that have experience with rural fire district auditing experience.

2. TOTAL COST FOR PROPOSAL (50 points):

- The costs quoted for this project shall include all costs needed to complete this project.

III. SUBMITTAL INFORMATION

Provide one (1) original and two (2) copies of the written response to this RFP not later than 10:00 a.m. July 7, 2017.

Send sealed copies titled "**Big Sky Fire Department 2017 Auditor RFP**" to the Big Sky Fire Department via US Mail the following address:

**Big Sky Fire Department
P.O. Box 160382
Big Sky, Montana 59716**

Hand delivery, UPS or FedEx delivery of sealed copies titled "**Big Sky Fire Department 2017 Auditor RFP**" to the Big Sky Fire Department can be made at the following address:

**Big Sky Fire Department
650 Rainbow Trout Run
Big Sky, Montana 59716**

All questions and contacts regarding this RFP must be submitted in writing before 3 PM on July 3, 2017 to Fire Chief William Farhat at wfarhat@bigskyfire.org or at the post office box listed above.

IV. INSTRUCTIONS TO PROPOSERS

Response to the RFP must be signed by an officer, principal or authorized agent of your firm.

V. FORM OF AGREEMENT

The BSFD anticipates using winning firm's purchase contract once it has been reviewed by the fire district's attorney and found to be in legal compliance with the laws of the State of Montana and of the needs of the District.