



City of Morrow Request for Proposals

Forensic Audit Services

Proposal Deadline January 16, 2015 at 2pm

Be advised that any conversations (in reference to this bid) between vendors and any City employee or City official outside of the contact identified in this bid during the entire competitive bidding process is strictly prohibited. Such actions will result in removal of the vendor from the bidder's list and rejection of the vendor's bid. The ONLY official position of the City is that position which is stated in writing in this document. No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

Purpose: The City of Morrow is seeking proposals for a forensic audit for the City of Morrow.

The City of Morrow will hereinafter be referred to as the "City." Respondents to the RFP shall be referred to as "Vendors." The Vendor to whom the contract is awarded shall be referred to as the "Contractor."

City Info: The City departments currently include Administration, Community Development, Economic Development, Administrative Support, Police, Fire, Public Works, and Court, all headed by the City Manager's Office. The Human Resource Manager is not a separate department and reports directly to the City Manager.

All financial accounts, payables and receivables, Mayor and Council expenses, Downtown Development Authority expenses, Morrow Business and Tourism Association expenses as well as assist management, payroll, bonds and confiscated assets are all managed through the Administrative Services Department.

Personnel issues including hiring and firing, disciplinary actions, pay adjustments, sick, vacation and holiday leave, and benefits are documented through the Human Resource Manager who serves as a department of one. Exceptions to this exist in that the Fire Department manages sick, vacation and holiday leave monitoring, and Finance calculates all final pay adjustments. All

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business related to the Mayor and Council is documented in minutes and ordinances/resolutions, through Administration Department, Office of the City Clerk.

Contract:

This Solicitation or the response shall not constitute a contract with the City. No contract is binding or official until approved by Mayor and Council. The selected Vendor shall be required to sign a Contract which the City determines to be fair, competitive and reasonable.

Minimum Qualifications:

To be eligible to respond to this Solicitation, the Vendor must demonstrate that it has sufficient qualifications, resources and experience to provide the Services under this Solicitation. Any Respondent that fails to meet all the following minimum qualification requirements may be noted as “NON-RESPONSIVE”. Those qualifications are as follow:

- Vendor shall have a minimum of 5 years experience in forensic audits.
- The lead CPA shall be certified by the American Institute of Certified Public Accountants as Certified in Financial Forensics.
- Vendors must be properly registered to practice their professional and licensed to engage in contracting in the State of Georgia at the time of the Proposal submission.
- Vendor must provide at least 3 references of clients to which similar services have been provided in the last 4 years.

Communication:

It is the responsibility of the Vendor to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The City will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFP must be made to:

Sylvia Redic, GPC
Interim City Manager
sylviaedic@cityofmorrow.com

The deadline for all inquiries is January 14, 2015 at noon.

Evaluation: From the proposal submitted, the City of Morrow will select a vendor based on:

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- Demonstrated capacity and experience
- Qualifications of staff
- Relevant experience within the last 4 years
- How well the proposal responds to the information in requested in the RFP

Negotiations:

The City of Morrow Mayor and Council will join into negotiations with the selected vendor to determine the specific scope of work and the cost for such work. If the selected vendor and the Mayor and Council cannot reach an agreement, the Mayor and Council reserve the right to select a second vendor from the respondents or to begin a new solicitation.

Award:

It is the intent of the City to award this bid all to one Vendor. The City reserves the right to conduct any tests it may deem advisable and to make all evaluations. The City reserves the right to reject any or all proposals, in whole or in part and will accept the proposal best suites the City and the City's services. The City reserves the right to waive minor irregularities. A proposal may be rejected if it is in any way incomplete or irregular and preference will be given to local Vendors.

It is the responsibility of the Vendor to inquire about any details of this RFP that are not understood. All inquiries must be submitted by email. Responses to inquiries, **if they change** the RFP in a substantial manner, will be forwarded by email addenda to all parties that have received a copy of the RFP. Therefore, it is the responsibility of the Vendor to ensure an email address has been provided.

Submission: A **SIGNED** original, two (2) copies and one digital copy of the proposal must be received at Morrow City Hall, 1500 Morrow Road, Morrow, GA 30260. **Deadline for submittals is January 16, 2015 at 2pm.** The proposal must be date/time stamped by Morrow City Hall in order to be considered. Vendors are strongly encouraged to submit proposals in advance of the due date/time to avoid the possibility of missing the deadline due to unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The City assumes no responsibility for delays caused by any package or mail delivery service or unforeseen condition. A postmark on or before the due date **WILL NOT** be a substitute for receipt of proposal. Proposal packages must come as a whole set of information, do not submit parts of the proposal on different days through different methods. Proposals received after the due date and time will be not be returned. Additional time will not be granted to any single bidder, however, additional time may be granted to all Vendors when the City determines that circumstances require it. **FAXED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED.**

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Envelope: The signed proposal should be submitted in an envelope or package, sealed and identified **ON THE OUTSIDE OF THE ENVELOPE** with contact name, contact email, company name and due date.

Materials to Include:

1. Contact Information
2. Description of Company (including capacity)
3. Narrative statement to discuss an understanding of forensic audits as they pertain to municipalities
4. Credentials of Relevant Staff
5. List of project staff who will be directly working on this project
5. Description of similar experience (Including those served within last 4 year)
6. E Verify Affidavit or Statement
7. Certificate of Insurance
8. Professional Certifications
9. References as previously described

Selection: All of the proposals are due on or before **January 16, 2015, 2pm**. Each proposal will be evaluated by the appropriate staff. If necessary, three (3) vendors will be placed on a “short list” and may be asked to come in for an interview. The vendors that maybe selected to come in for an interview may be asked to submit additional information. You will be notified within one (1) week prior to the interview date of any additional information that will be needed from our office. We reserve the right to ask for clarification or additional information contained so that a fair and comprehensive evaluation of all proposals can be conducted. If three (3) or fewer proposals are received, the City reserves the right to terminate this process and begin again or to choose from the submissions.

The final vendor selection will be posted on the website within 60 days of proposal submission deadline or notification of progress if selection cannot be made within this timeframe.

Debarment: Submission of a signed proposals in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

E-Verify: All Vendors must submit an affidavit to certify that they participate in the Federal Employment Eligibility Verification. Participation in the E-Verify program must commence before the bid deadline, and E-Verify affidavit is included in the package.