



THE CITY OF BRISTOL, TENNESSEE
801 Anderson Street
P. O. Box 1189
Bristol, Tennessee 37621-1189

Department of Administration
Purchasing Division

Telephone: (423) 989-5528
Facsimile: (423) 968-7197
Email: purchasing@bristoltn.org

March 3, 2017

Re: Request for Proposal to Audit the Financial Statements of the City of Bristol, Tennessee and Various Related Entities for the Fiscal Year Ending June 30, 2017 (RFP 17001)

Dear Audit Firm:

The City of Bristol, Tennessee is soliciting proposals from qualified firms of certified public accountants to audit the City of Bristol, Tennessee's financial statements, the financial statements of the Joint Sewerage System (A Joint Venture of City of Bristol, Tennessee and Bristol Virginia Utility Authority), and the Industrial Development Board (IDB) of the City of Bristol, Tennessee for the fiscal year ending June 30, 2017, with the option of auditing the entities' financial statements for the four (4) subsequent fiscal years. The financial statements of the Bristol, Tennessee Board of Education School Activity Funds is also included in this proposal for the fiscal year ending June 30, 2018, with the option of auditing the financial statements for the three (3) subsequent fiscal years. A contract for the School Activity Funds already exists for FY 2017. The audit of the City's financial statements will include all funds except the Electric Fund and Bristol Tennessee Essential Services OPEB Trust Fund that are currently audited as part of a separate engagement. Enclosed for your consideration is a Request for Proposal (RFP).

To be considered for this engagement, the firm must meet the qualifications and satisfy the requirements set forth in the RFP.

Completed proposals must be received at the following address by **5:00 p.m. EST on March 17, 2017**.

Crystal Key
Purchasing Agent
City of Bristol, Tennessee
801 Anderson Street
Room 204
Bristol, Tennessee, TN 37620

Request for Proposal to Perform Audit Services
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All municipal, IDB, or Joint Sewerage questions and correspondence should be in writing and directed to Tara E. Musick, CPA, Finance Director, at the above address or by email at tmusick@bristoltn.org. All school system questions and correspondence should be in writing and directed to Rebecca Adams, CPA, CMA, Supervisor of Business and Finance; 615 Martin Luther King Jr. Blvd.; Bristol, Tennessee 37620 or by email at adamsb@btcs.org. Contact with City of Bristol, Tennessee or Bristol Tennessee City School System personnel other than those noted above regarding this RFP may be grounds for elimination from the selection process.

Sincerely,

Crystal Key
Purchasing Agent

City of Bristol, Tennessee
Request for Proposal

RFP Reference No. 17001

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CITY OF BRISTOL, TENNESSEE
REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The City of Bristol, Tennessee is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2017, with the option of auditing its financial statements for each of the four (4) subsequent fiscal years. Proposals are also being requested for the financial statements of the Industrial Development Board of the City of Bristol, Tennessee (IDB) and Joint Sewerage System (A Joint Venture of City of Bristol, Tennessee and Bristol Virginia Utility Authority) for this same period. Proposals to audit the financial statements of the Bristol, Tennessee Board of Education School Activity Funds are being requested for the four (4) subsequent years to FY 2017 since a contract already exists for FY 2017. Each of these audits are to be performed in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; U.S. Office of Management and Budget (OMB) *OMB Compliance Supplement*; as well as the requirements of the laws and/or regulations of the State of Tennessee and requirements of Comptroller of the Treasury of the State of Tennessee.

There is no expressed or implied obligation for the City of Bristol, Tennessee to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Proposals submitted will be evaluated by City of Bristol, Tennessee municipal and school system staff that will make a recommendation to Mayor and City Council Members and the Board of Education.

To be considered, four copies of the proposal must be received by the Purchasing Agent at 801 Anderson Street, Room 204, Bristol, Tennessee, TN 37620 by 5:00 p.m. EST on March 17, 2017. Staff reserves the right to waive any informality in the proposal process, the right to request clarifications from proposers and make corrections, and the right to accept or reject any or all proposals received in a manner that is most advantageous to the City of Bristol, Tennessee and related entities.

During the evaluation process, the City of Bristol, Tennessee reserves the right, where it may serve the City of Bristol, Tennessee's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of finance staff, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Bristol, Tennessee reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals and the standard state contract form unless clearly and specifically noted in the proposal submitted and confirmed in the contracts between the City of Bristol, Tennessee or related entities and the firm or firms selected.

B. Term of Engagement

A one-year contract is contemplated, with options for renewal for four years, subject to the annual availability of an appropriation, annual review, and satisfactory recommendation of the staff to the City Manager, City Council Members, Director of Schools, Board of Education Members, and IDB Members.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Bristol, Tennessee is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2017, which contains all governmental funds (including the Board of Education's General Purpose School Fund, Federal Projects Fund, and the School Nutrition Fund), enterprise funds (excluding the Electric Fund which currently is under a separate audit engagement), agency funds, and fiduciary funds (excluding the Bristol Tennessee Essential Services OPEB Trust which currently is included as part of the Electric Fund's audit engagement) with the option to audit the City of Bristol, Tennessee's financial statements for each of the four subsequent fiscal years. The audits for the Bristol, Tennessee Board of Education School Activity Funds, IDB, and Joint Sewerage System will be treated as separate engagements and will be issued as separate reports. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The City of Bristol, Tennessee desires the auditor to express an opinion on the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information that collectively comprise the City's basic financial statements. The Electric Fund (which is a major fund) and Bristol Tennessee Essential Services OPEB Trust Fund are audited under separate audit engagements not included in the scope of work to be included in this proposal.

The scope of the engagement will also include respective changes in financial position and cash flows and budgetary comparisons for the general fund, Chapter 420 fund, and general purpose school fund.

The scope of the engagement for the Bristol, Tennessee Board of Education School Activity Funds will include the cash and asset balances of each school activity fund and the revenues it received and expenditures it paid during the year.

The auditor is not required to audit the introductory section, combining and individual nonmajor fund financial statements and schedules, the statistical section, and the schedule of expenditures of federal awards. However, the auditor is to provide an "in-relation-to" opinion on the combining and individual nonmajor fund financial statements and schedules and the schedule of expenditures of federal awards in relation to the basic financial statements taken as a whole. The auditor is not required to opine on the introductory section and statistical section of the report.

The auditor shall also be responsible for performing certain limited procedures involving Management's Discussion and Analysis (MD&A) and Required Supplementary Information (RSI) required by accounting principles generally accepted in the United States of America.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audits shall be performed in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; U.S. Office of Management and Budget (OMB) *OMB Compliance Supplement*; as well as the requirements of the laws and/or regulations of the State of Tennessee.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, a comprehensive annual financial report will be issued for the City of Bristol, Tennessee as a whole. The Bristol, Tennessee Board of Education School Activity Funds and Joint Sewerage System will also require the following reports, if applicable. Each financial report will include the following:

1. Independent Auditors' Report,
2. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*,

REQUEST FOR PROPOSAL (CONTINUED)

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3. Independent Auditors' Report on Compliance for each Major Federal Program and Report on Internal Control over Compliance Required by the Uniform Guidance, and
4. Schedule of Findings and Questioned Cost.

In the required report on internal control, the auditor shall communicate any deficiencies in internal control, material weaknesses, and/or instances of noncompliance deemed reportable. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management that shall be referred to in the report on internal controls. The report on internal control and compliance, report on compliance with uniform grant guidance, and separate management letter shall include all instances of noncompliance.

Irregularities and Illegal Acts

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:

For the Municipal Portion of the Audit, IDB, and the Joint Sewerage System:

Mayor and City Council Members,
Joint Sewerage System Committee (if applicable),
Industrial Development Board Members,
City Manager,
Finance Director, and
The Comptroller of the Treasury, State of Tennessee.

For the Bristol Tennessee City School System Portion of the Audit:

Board of Education Members,
Director of Schools,
Supervisor of Business and Finance, and
The Comptroller of the Treasury, State of Tennessee.

REQUEST FOR PROPOSAL (CONTINUED)

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Reporting to Financial Management and the Mayor and City Council Members, Industrial Development Board Members, Joint Sewerage Committee, and Board of Education Members

Auditors shall assure themselves that the City of Bristol, Tennessee's and Bristol Tennessee City School System's management and all governing bodies are informed of each of the following:

1. The auditors' responsibility under auditing standards generally accepted in the United States of America,
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, and
9. Difficulties encountered in performing the audit.

E. Special Considerations

1. Fieldwork for the School Nutrition Fund should ideally be completed by the end of the school year in May.
2. The City of Bristol, Tennessee will send its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting Program. Proposers must have knowledge of this program and the special reporting requirements.
3. The City of Bristol, Tennessee may prepare one or more official statements in connection with the sale of debt securities which will contain the basic financial statements and the auditors' report thereon. The auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."

4. The Schedule of Expenditures of Federal Awards and related auditors' report, as well as the reports on the internal controls and compliance are to be issued as part of the comprehensive annual financial report.
5. The City of Bristol, Tennessee, Bristol, Tennessee Board of Education School Activity Funds, and the Joint Sewerage System engagements had no audit findings for FY 2016.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditors' expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of Bristol, Tennessee or the Comptroller of the Treasury, State of Tennessee of the need to extend the retention period. The auditor or auditors will be required to make working papers available, upon request, to the following parties or their designees (where applicable):

City of Bristol, Tennessee,

Bristol Tennessee City School System,

Bristol Virginia Utility Authority,

Industrial Development Board of the City of Bristol, Tennessee,

U.S. General Accounting Office (GAO),

Parties designated by the federal or state governments or by the City of Bristol, Tennessee as part of an audit quality review process,

Auditors of entities of which the City of Bristol, Tennessee is a subrecipient of grant funds,

The Comptroller of the Treasury, State of Tennessee or his representatives, agents, and legal counsel during normal working hours while the audit is in progress and/or subsequent to the completion of the report.

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.

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Persons/Organizational Chart/Location of Offices

The auditors' principal contact with the City of Bristol, Tennessee, IDB, and the Joint Sewerage System will be:

Tara E. Musick, CPA
Finance Director
City of Bristol, Tennessee
801 Anderson Street
Bristol, Tennessee 37620

423-989-5646
tmusick@bristoltn.org

If necessary, a designated representative will coordinate the assistance to be provided by the City of Bristol, Tennessee to the auditor.

The auditors' principal contact with the Bristol Tennessee City School System will be:

Rebecca Adams, CPA, CMA
Supervisor of Business Services
Bristol Tennessee City School System
615 Martin Luther King Jr. Blvd.
Bristol, Tennessee 37620
423-652-9218
adamsb@btcs.org

If necessary a designated representative will coordinate the assistance to be provided by the School System to the auditor.

B. Background Information

The City of Bristol, Tennessee serves an area of approximately thirty-three (32.6) square miles with a population of 26,705. The City of Bristol, Tennessee's fiscal year begins on July 1st and ends on June 30th.

The City of Bristol, Tennessee provides its citizens with the following services:

Government administration, public school system operated by the Board of Education, police and fire protection, refuse collection, street maintenance, community development, codes enforcement, parks and recreation, other public venue events, an internally used demolition landfill, and utility services.

Excluding the School System and Bristol Tennessee Essential Services (BTES), the City of Bristol, Tennessee is organized into eleven departments. They are Administration, Community Development, Community Relations, Economic Development, Finance, Fire, Juvenile Court, Legal, Parks and Recreation, Police, and Public Works. The accounting and financial reporting functions of the City of Bristol, Tennessee are centralized with some decentralized revenue collections by Community Development, Parks and Recreation, Police, and Community Relations. The City's Finance Department oversees the financial operations of the Joint Sewerage System and performs accounting functions for the entity.

Bristol Tennessee City School System's accounting, cash receipts, disbursements and procurement, and financial reporting functions are performed independently of the City of Bristol, Tennessee. However, staff has a close working relationship and many transactions occur that involve all parties.

More detailed information on the government and its finances can be found in the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2016, and the Annual Budgets for fiscal year 2017. These documents are available online at <http://www.bristoltn.org>.

C. Fund Structure

The City's accounts are currently organized on the basis of funds, each of which is considered a separate accounting entity. Each fund is accounted for by a separate set of self-balancing accounts that includes assets, liabilities, fund balance/net assets, revenues, and expenditures/expenses. The individual funds account for the resources allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or restrictions.

REQUEST FOR PROPOSAL (CONTINUED)

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The City of Bristol, Tennessee currently uses the following fund types in its financial reporting:

City of Bristol, Tennessee Fund Information		
Fund Type	Number of Individual Funds	Number with Legally Adopted Annual Budgets
General Fund	1	1
Special Revenue Fund	12*	12*
Debt Service Fund	1	1
Capital Project Fund	2	2
Enterprise Fund	3*	3*
Internal Service Fund	1	0
Agency Fund	3	0
Fiduciary Fund	2*	0

Note: The number of special revenue funds includes the three funds of the Bristol, Tennessee City School System listed below. Bristol, Tennessee Essential Services (BTES) is reflected as the Electric Fund of the City of Bristol, Tennessee. However, BTES is audited independently of the City. The Bristol Tennessee Essential Services OPEB Trust Fund is also reflected within this number and audited independently of the City.

The Board of Education is currently contemplating a School Capital Project Fund for FY 2018.

The funds are grouped into four categories as described below:

Governmental Activities

These are the funds through which most governmental functions are typically financed. The funds included in this category are as follows:

General Fund - This fund is charged with all cost of operating the government for which a separate fund has not been established. General fund expenditures (excluding transfers out) budgeted for the fiscal year ending June 30, 2017, are \$25,411,161.

REQUEST FOR PROPOSAL (CONTINUED)

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Special Revenue Funds - These funds are established to account for the proceeds of specific revenue sources other than special assessments or major capital projects that are legally restricted to expenditures for specified purposes. The City operates twelve special revenue funds including the School System funds. The City operated funds are the Chapter 420 Fund, Community Development Fund, Drug Fund, Electronic Citation Fee Fund, Grant Fund, HOME Consortium Fund, Solid Waste Fund, State Street Aid Fund, and Transportation Grant Fund. The combined annual budget for these special revenue funds for the fiscal year ending June 30, 2017, is \$5,983,790. The School System's three special revenue funds are the General Purpose School Fund, School Federal Projects Fund, and School Nutrition Fund. The combined budget for these special revenue funds is \$42,679,267 for fiscal year 2017.

Capital Project Funds - These funds were established to account for financial resources to be used for the acquisition and construction of major capital facilities, the purchase of equipment, and other restricted projects. The fiscal year 2017 budget for the capital projects funds is \$12,119,741.

Debt Service Fund - The fiscal year 2017 budget for Debt Service Fund is \$3,756,241.

Business-type Activities

These funds account for operations that are organized to be self-supporting through user charges. The funds included in this category are:

Enterprise Funds - The City has three enterprise funds, including the Electric Fund. Council elected during the 2012 fiscal year to combine the Water Fund and Sewer Fund into a Waterworks Fund. The annual budget for the fiscal year ending June 30, 2017, for the Waterworks Fund is \$8,490,573 and the Stormwater Fund is \$575,201.

Internal Service Funds - These funds are established to account for the financing of goods or services provided for other departments of the City on a cost-reimbursement basis. The City is self-insured for medical and dental insurance which is accounted for in the Employee Insurance Fund. This is the only internal service fund of the City and does not include this type of insurance for the School System or BTES. The Employee Insurance Fund has an annual operating budget for the year ending June 30, 2017, of \$4,058,500. The fund primarily serves the governmental funds and is consolidated in the government-wide financial statements as part of governmental activities. City finance staff will prepare all entries required to allocate the fund to the functions at the government-wide level as part of the consolidation process.

Agency Funds

These funds account for assets held by the City as a trustee or agent for individuals, private organizations and other units of government. The City currently has three agency funds. These funds account for the Internal Schools Fund, Youth Counselor Office Fund, and the Joint Sewerage System Fund.

Fiduciary Funds

These funds were established to account for separate trusts established in response to the new reporting requirements for other post employment benefits under GASB Statement 54. There are currently two trust funds. They are the Other Post Employment Benefits Trust Fund and BTES Other Post Employment Benefits Trust Fund (which is audited as part of BTES's annual audit).

City finance staff accounts for general long-term debt and capital assets through the use of various spreadsheets.

Bristol Tennessee City School System Information		
Fund Name	Number of Individual Funds	Number with Legally Adopted Annual Budgets
General Purpose School Fund	1	1
Federal Projects Fund	1	1
School Nutrition Fund	1	1

The Bristol Tennessee Board of Education School Activity Funds are comprised of seven schools with their own accounting records. Staff at the central office reviews the financial records on a routine basis for consistency in accounting principles and to identify any problem areas.

The Joint Sewerage System is a stand-alone enterprise fund with accounting records maintained by the City of Bristol, Tennessee.

The Industrial Development Board of the City of Bristol, Tennessee is a stand-alone general fund with accounting records maintained by the City of Bristol, Tennessee.

D. Budgetary Basis of Accounting

Governmental funds are budgeted on the modified accrual basis of accounting. Proprietary funds are budgeted on the accrual basis of accounting. Formal budgetary accounting is employed as a management control for all funds of the City. Annual operating budgets are adopted each fiscal year through passage of an annual budget ordinance and amended as required by ordinance passed by a majority of City Council.

E. Federal and State Financial Assistance

Appendix B is the Schedule of Expenditures of Federal Awards and the Schedules of Expenditures of State Awards for the fiscal year ended June 30, 2017. City finance staff will prepare these schedules for testing and the formal schedules for the CAFR for grants obtained by the City. School System and BTES information will be incorporated into the City schedules when available.

F. Pension Plans

The City and Bristol, Tennessee City Schools participate in the Tennessee Consolidated Retirement System and offers a legacy plan, a PSO bridge plan (City only), and a hybrid plan with a 401k component. The City also offers a 457 plan to employees with investment alternatives available under the State of Tennessee Plan. The School System has contracted with OMNI to be the 403(b) plan administrator. The administrator distributes to the appropriate plans.

G. Component Units

The management of the City has identified one component unit for inclusion in the City of Bristol, Tennessee's financial statements. The Industrial Development Board of the City of Bristol, Tennessee is a discretely-presented component unit that has been audited as part of the City. This proposal includes auditing this entity as a separate audit engagement with separate billings.

H. Joint Ventures

The City of Bristol, Tennessee entered into joint ventures with the City of Bristol, Virginia to operate a wastewater treatment plant referred to as the Joint Sewerage System, as well as the Bristol Public Library. During the 2011 fiscal year, the City of Bristol, Virginia transferred their ownership of the Joint Sewerage System to Bristol Virginia Utilities Authority. The City has three other joint ventures that are disclosed in the CAFR.

I. Magnitude of Finance Operations

The Finance Department of the City of Bristol, Tennessee is headed by Tara E. Musick, CPA, Director of Finance, and consists of fourteen (14) employees. Staff work primarily on finance areas such as accounting, budget, customer service, municipal court, property taxes, and utility billing.

The principal functions performed and the numbers of employees assigned to each are as follows:

<u>Function</u>	<u>Number of Employees</u>
Director/Recorder	1
Accounting Manager	1
Accounting Supervisor	1
Accounting	5
Billing and Collections	6

The Business Services Office for Bristol, Tennessee City Schools is headed by Rebecca Adams, CPA, CMA, Supervisor of Business and Finance, and consists of six employees.

The principal functions performed and the numbers of employees assigned to each are as follows:

<u>Function</u>	<u>Number of Employees</u>
Supervisor	1
Accounting	3
Purchasing	1
Payroll	1

Full-time bookkeepers/secretaries are present at Tennessee High School and Vance Middle School. The elementary schools have part-time bookkeepers/educational assistants. Central Office finance personnel review the school activity funds on a routine basis and provide guidance and assistance.

The City of Bristol, Tennessee Finance Department manages the accounting for the Joint Sewerage System and the Industrial Development Board. Either the Finance Director or Senior Accountant has traditionally performed most of this work.

J. Computer Systems

The City's accounting system is partially maintained on one server that is networked and on a new SaaS ERP System. The City is in the middle of an ERP System conversion. The financial applications are running on Munis from Tyler Technologies. The major financial applications are: Accounts Payable, General Ledger, and Miscellaneous Receipts. Municipal Court is running on Incode which is also a Tyler Technologies product. The other functions such as property taxes and utility billing are still on a local server and managed by Zortec, a Local Government Corporation Product. These applications operate on the server over terminal services connections. Users in remote locations have access to the system. However, access is inquiry access only and secure. The City's computerized accounting system provides a full range of reports consisting of balance sheets, budgetary revenue and expenditure/expense reports, and various user defined reports.

The Joint Sewerage System and IDB financial records are currently processed by the same systems that the City utilizes.

The school system's financial applications are running on Skyward, a finance and human resources administrative software for K-12 school districts. The software is remotely hosted with ISCorp-Integrated Systems Corporation, an Application Service Provider. The major financial applications are: Finance including General Ledger, Cash Disbursements, Cash Receipts, Purchase Orders and Financial Reporting, Automatic Check Reconciliation, Payroll, Employee Management, Employee Access, Substitute Tracking, and School Based Activity Accounting. Users of the database are system-wide with users in the various schools having access to the system's applications, and the appropriate central office and school based employees having access to the School Based Accounting application. The computerized account system provides a full range of reports consisting of budgetary expenditure and revenue reports, various activity reports, and balance sheets. A separate audit report is required for the School Activity Funds.

K. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' financial reports and management letters should contact Tara Musick, CPA, Finance Director; 801 Anderson Street; Bristol, Tennessee, TN 37620, or via email at tmusick@bristoltn.org.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposal issued	March 3, 2017
Due date for proposals	March 17, 2017

B. Notification and Contract Dates

Selected firm notified by	April 5, 2017
Contract date	April 19, 2017

C. Date Audit May Commence

Bristol Tennessee City School System will have all records ready for audit and all management personnel available to meet with the firm's personnel on or about September 5, 2017. The City of Bristol, Tennessee will have all records ready for audit on or about September 11, 2017. The Joint Sewerage System audit must be issued by the end of September in order for Bristol Virginia Utility Authority to meet their filing dates. The Joint Sewerage Audit Engagement can commence on September 5, 2017.

D. Proposed Schedule for the 2017 Fiscal Year Audit (A similar time schedule will be developed for audits of future fiscal years if the City of Bristol, Tennessee exercises its option for additional audits)

Each of the following should be completed by the auditor no later than the dates indicated.

1. Detailed Audit Plan - The auditor shall provide the City of Bristol, Tennessee by **June 1, 2017**, both a detailed audit plan and a list of all schedules to be provided by the City of Bristol, Tennessee.
2. Interim Work – should ideally be completed by the end of the school year for child nutrition, which is typically the end of May. Inventory observations will take place at year end.

REQUEST FOR PROPOSAL (CONTINUED)

3. Fieldwork - The auditor shall complete all fieldwork by **October 31, 2017**.
4. Completed Draft Reports – With the exception of the Joint Sewerage System timeline discussed in IV. C., the auditor shall have drafts of the City of Bristol, Tennessee, Bristol, Tennessee Board of Education School Activity Funds (for applicable years), and Industrial Development Board of the City of Bristol, Tennessee financial statements and the audit reports thereon and recommendations to management available for review by the City Manager, Director of Schools, Supervisor of Business and Finance, and Director of Finance (as applicable per engagement) by **November 17, 2017**.

E. Entrance Conferences, Progress Reporting and Exit Conferences (A similar time schedule will be developed for audits of future fiscal years if the City of Bristol, Tennessee exercises its option for additional audits)

At a minimum, the entrance, progress, and exit conferences should be held on or before the dates recommended on the following schedule:

Conference Type	Personnel in Attendance	Purpose	Tentative Date
Entrance	Finance Director and key personnel from both the City and Bristol, Tennessee City Schools	The purpose of this meeting will be to discuss prior audit problems and the interim work to be performed. This meeting will be used to establish overall liaison for the audit and to make arrangements for work space and other needs of the auditor.	Mutually agreeable date in May
Progress	Finance Director and Supervisor of Business and Finance during separate meetings, key Finance Department staff, and program managers	The purpose of this meeting will be to discuss the year-end work to be performed.	June 26, 2017
Entrance	Finance Director and Supervisor of Business and Finance	The purpose of this meeting will be to discuss and commence year-end audit work	September 5, 2017
Exit	Finance Director and Supervisor of Business and Finance	The purpose of this meeting will be to summarize the results of the field work and to review significant findings.	November 17, 2017

F. Date Final Report is Due

The completed Comprehensive Annual Financial Report will be presented by the auditors on or about December 8, 2017, with all agreed upon adjustments properly posted. Report drafts and the schedule of findings and questioned costs should be presented to management by November 17, 2017, to review. Once the report is finalized, the City will be responsible for printing copies for distribution. It is anticipated that this process will be completed and the final report delivered to the Mayor and City Council Members and Board of Education Members for review by December 20, 2017. The Industrial Development Board engagement shall follow this same timeline, except 25 copies of the report will need to be provided. The Joint Sewerage System engagement will also need reports printed by the audit firm and 25 copies of the report provided.

The completed CAFR and the signed auditors' reports should be delivered to Tara E. Musick, CPA, Director of Finance; 801 Anderson Street; Bristol, Tennessee 37620 for the City of Bristol, Tennessee, Joint Sewerage System, and IDB. The completed reports for the School Activity Funds should be delivered to Rebecca Adams, CPA, CMA, Supervisor of Business and Finance; 615 Martin Luther King Jr. Blvd.; Bristol, Tennessee 37620.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department Professional and Clerical Assistance

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. Schedules will be made available at the start of field work for all material balance sheet accounts. Other schedules will be prepared upon request of the auditor. Government-wide schedules to support financial statement adjustments will also be prepared and available for review. Each entity should receive a list from the auditors of required schedules by the end of May 2017.

B. Electronic Data Processing (EDP) Assistance

Finance Department personnel will be available to provide information, as possible, in a computerized format for use in testing.

C. Work Area, Photocopying, and FAX Machines

The auditor will be provided with reasonable workspace at each facility. The auditor will also be provided with access to photocopying facilities and FAX machines.

D. Report Preparation

Preparation of the financial statements and the notes thereon shall be the responsibility of the audit firm. The auditor will also need to prepare the reports for the other entities. The City will be responsible for final review of the draft reports, accepting responsibility for the information contained within, and printing of the Comprehensive Annual Financial Report for the City. Additionally, the auditor will provide supporting documentation for any adjustments proposed.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the City of Bristol, Tennessee, IDB, and Joint Sewerage portions of the request for proposals must be made to:

Tara Musick, CPA, Finance Director
City of Bristol, Tennessee
801 Anderson Street
Bristol, TN 37620
423-989-5646
tmusick@bristoltn.org

Inquiries concerning the Bristol, Tennessee City Schools System portion of the request for proposals must be made to:

Rebecca Adams, CPA, CMA, Supervisor of Business and Finance
Bristol, Tennessee City Schools
615 Martin Luther King Jr. Blvd.
Bristol, TN 37620
423-652-9218
adamsb@btcs.org

CONTACT WITH PERSONNEL OF THE CITY OF BRISTOL, TENNESSEE OTHER THAN TARA MUSICK, FINANCE DIRECTOR, OR REBECCA ADAMS, SUPERVISOR OF BUSINESS AND FINANCE OF BRISTOL, TENNESSEE CITY SCHOOLS REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Submission of Proposals

The following material is required to be received no later than 5:00 p.m. EST, **March 17, 2017** for a proposing firm to be considered:

a. Two copies of a Technical Proposal to include the following:

i. Title Page

Title page showing the request for proposals subject, the firm's name, the name, address, and telephone number of the contact person, and the date of the proposal.

ii. Table of Contents

iii. 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 best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for a period of sixty (60) days

iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI. B of this request for proposals.

v. Executed copies of Proposer Guarantees and Proposer Warranties, attached to this request for proposal (Appendix C and Appendix D)

b. The proposal packet should be submitted in a sealed envelope marked and identified on the outside of the envelope as follows:

SEALED TECHNICAL PROPOSAL
FOR
CITY OF BRISTOL, TENNESSEE
FOR
PROFESSIONAL AUDITING SERVICES

- c. The proposer shall submit an original and a copy of a dollar cost bid based upon hourly fees with a maximum contract price in a separate sealed envelope marked as follows on the outside of the envelope:

SEALED DOLLAR COST BID PROPOSAL
FOR
CITY OF BRISTOL, TENNESSEE
FOR
PROFESSIONAL AUDITING SERVICES
FOR THE FISCAL YEAR ENDING JUNE 30, 2017

- d. Proposers should send the completed proposal consisting of the two separate sealed envelopes to the following address:

Crystal Key
Purchasing Agent
City of Bristol, Tennessee
801 Anderson Street
Room 204
Bristol, Tennessee, TN 37620

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake an independent audit of the City of Bristol, Tennessee in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the dollar cost bid).

The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, Item Nos. 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that the firm is independent of the City of Bristol, Tennessee as defined by auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

The firm also should provide an affirmative statement that it is independent of all of the component units of the City of Bristol, Tennessee as defined by those same standards.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the City of Bristol, Tennessee or any of its (agencies or component units) for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City of Bristol, Tennessee written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in the State of Tennessee

An affirmative statement should be included that the firm and all assigned key professional staff are properly registered or licensed to practice in Tennessee.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on 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 basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory, and Staff Qualifications and Experience

The firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement, and indicate whether each such person is registered or licensed to practice as a certified public accountant in the State of Tennessee. The firm shall provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. The firm shall provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to each engagement and indicate how the quality of staff over the term of the agreement will be assured.

The proposer should identify the extent to which staff to be assigned to the audit reflect the City of Bristol, Tennessee's commitment to Affirmative Action.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Bristol, Tennessee. However, in either case, the City of Bristol, Tennessee retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the City of Bristol, Tennessee, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, the proposal should include a list of the most significant engagements (maximum - 5) performed in the last five (5) years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. The proposal should indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, the firm should reference such sources of information as City of Bristol, Tennessee's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagements
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagements
- c. Estimate of sample size and the extent to which statistical sampling is to be used in the engagements
- d. Extent of use of EDP software in the engagements
- e. Estimate of type and extent of analytical procedures to be used in each engagement
- f. Approach to be taken to gain and document an understanding of the City of Bristol, Tennessee's and Bristol Tennessee City Schools System's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City of Bristol, Tennessee, and Bristol Tennessee City Schools.

9. Report Format

The proposal should include sample formats for required reports.

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagements as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City of Bristol, Tennessee will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.

The first page of the dollar cost bid should include the following information:

- a. Name of Firm
- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of Bristol, Tennessee.
- c. A Total All-Inclusive Maximum Price for the engagements to audit the fiscal year ending June 30, 2017. This price should be further apportioned into four fees representative of the engagements:
 - City of Bristol, Tennessee
 - City of Bristol, Tennessee Board of Education
 - Joint Sewerage System
 - Industrial Development Board of the City of Bristol, Tennessee

REQUEST FOR PROPOSAL (CONTINUED)

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If actual hours incurred and actual reimbursable costs do not exceed the amounts quoted as the maximum prices, the entities will pay the amount of actual costs incurred and not the maximum prices quoted.

2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each Engagement

The second page of the dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix G) that supports the total all-inclusive maximum price. The cost of special services described in Section II of this request for proposal should be disclosed as separate components of the total all-inclusive maximum price. The format in Appendix G (Page 3-6) should be used for the proposals of the schedule of fees for the four additional optional years.

3. Out-of-Pocket Expenses Included in the Total All-Inclusive Maximum Price and Reimbursement Rates

Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed following the policy and rates the City of Bristol, Tennessee has for its employees which utilizes per diem rates set by location per www.gsa.gov. A mileage rate is also set per the IRS on a yearly basis. All estimated out-of-pocket expenses to be reimbursed should be presented in the format provided in the attachment (Appendix G). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

In addition, a statement must be included in the dollar cost bid stating the firm will accept reimbursement for travel, lodging, and subsistence that follows the current policies and rates set forth by City of Bristol, Tennessee for its employees.

4. Rates for Additional Professional Services

If it should become necessary for City of Bristol, Tennessee or the Bristol, Tennessee School System to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on these engagements, then such additional work shall be performed only if set forth in an addendum to the contract between the entities and the firm. Any such additional work agreed to between the entities and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid.

5. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal not to exceed the total all-inclusive maximum price.

Interim billing shall cover a period of not less than a calendar month. A summary of hours worked extended by the agreed upon rates should accompany each request for payment.

All engagements will require separate billings and tracking of time. Separate billings should be prepared for City of Bristol, Tennessee; City of Bristol, Tennessee Board of Education; Bristol, Tennessee Board of Education School Activity Funds; Industrial Development Board of the City of Bristol, Tennessee; and the Joint Sewerage System.

VII. EVALUATION PROCEDURES

A. Selection Committee

Proposals submitted will be evaluated by selected staff of City of Bristol, Tennessee staff and Bristol Tennessee City Schools Finance staff.

B. Review of Proposals

Staff will use a point formula during the review process to score proposals. Each staff member involved will first score each technical proposal by each of the criteria described in Section VII C below. Staff will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the dollar cost bid will be opened and additional points will be added to the technical score based on the price bid. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

C. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in the State of Tennessee
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the City of Bristol, Tennessee
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work

2. Technical Quality

- a. Expertise and Experience
 - i. The firm's past experience and performance on comparable government engagements
 - ii. The quality of the firm's professional personnel to be assigned to the engagements and the quality of the firm's management support personnel to be available for technical consultation
 - iii. The firm's past experience in auditing entities with comparable computerized systems and the professional personnel's experience auditing computer systems
 - iv. The firm's past experience auditing federal and grant programs
- b. Audit Approach
 - i. Adequacy of proposed staffing plan for various segments of the engagements

- ii. Adequacy of sampling techniques
 - iii. Adequacy of analytical procedures
 - iv. Adequacy of audit plan for evaluating the electronic data processing function
3. Price

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM

D. Oral Presentations

During the evaluation process, staff may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions staff may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection

Staff will make a recommendation to the City Manager, City Council Members, Director of Schools, IDB Members, Joint Sewerage Committee Members, and Board of Education Members, as applicable, at a regularly scheduled meeting.

The relevant parties may select a firm upon hearing the recommendation of staff.

It is anticipated that a firm will be selected at the April 4th meeting of the Mayor and City Council Members. Following notification of the firm or firms selected, it is expected that contracts in the format of standard forms prescribed by the Comptroller of the Treasury, State of Tennessee will be executed between all parties within two weeks for submission to the Comptroller of the Treasury.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Bristol, Tennessee and the firm selected.

REQUEST FOR PROPOSAL (CONTINUED)

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The Mayor and City Council Members of the City of Bristol, Tennessee as well as the City of Bristol, Tennessee School Board, the IDB Board, and the Joint Sewerage Committee reserves the right to waive any informality in the proposal process, to request clarifications from proposers and make corrections, and to accept or reject any or all proposals received in a manner that is most advantageous to the City of Bristol, Tennessee.

CITY OF BRISTOL, TENNESSEE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND
SCHEDULE OF EXPENDITURES OF STATE AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

PROPOSER GUARANTEES

- I. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Section II, Nature of Services Required.
- II. The proposer agrees to be bound by the contractual requirements delineated in Appendix D.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Tennessee laws with respect to foreign (non-state of Tennessee) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Bristol, Tennessee.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

STATE OF _____

COUNTY OF _____

Comes the affiant after having first been duly sworn and testifies as follows:

1. My name is _____. I hold the principal office of _____
(Name of principal office)

for _____.
(Name of bidding entity)

2. _____ has submitted a bid to the City of Bristol Tennessee for _____.
(Name of bidding entity)

3. _____ has more than five (5) employees.
(Name of bidding entity)

4. In accordance with *Tennessee Code Annotated* Section 50-9-113, this is to certify that _____
(Name of bidding entity) has in effect at the time of submission of its bid for the above-referenced projects, a drug-free workplace program that complies with Title 50, Chapter 9 of the Tennessee Code.

5. This affidavit is made on personal knowledge.

Further the affiant saith this _____ day of _____, 20____.

(Signature of affiant)

(Title of affiant)

Subscribed and sworn before me this _____ day of _____, 20____.

(Signature of notary public)

My commission expires _____

NOTE: This affidavit is to be attached to the Bid Form at the time of submission.

TITLE VI COMPLIANCE

It is the policy of the City of Bristol Tennessee to ensure equal opportunity in all aspects of its programs and services without regard to race, color, sex, or national origin under Title VI of the Civil Rights Act of 1964. This policy applies to the administration of programs, facilities, benefits, or services that receive assistance from the Federal government. During the performance of this contract, the successful vendor agrees as follows:

1. To comply with the regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, (hereafter referred to as "Regulations") as they may be amended.
2. To ensure nondiscrimination on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and lease of equipment. The vendor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices.
3. That during solicitations either by competitive bidding or negotiation made by the vendor for work to be performed under a subcontract, including procurement of materials or lease of equipment, all potential subcontractors be notified by the vendor of their obligations under this contract and Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.
4. That all information and reports required by the Regulations be readily accessible by the City of Bristol Tennessee or the Tennessee Department of Transportation as may be pertinent to ascertain compliance with the Regulations.
5. That in the event of noncompliance with the nondiscrimination provisions of the contract, the City shall impose contract sanctions as it or the Tennessee Department of Transportation may determine to be appropriate, including but not limited to:
 - a. Withholding payments until compliance is made, and/or
 - b. Cancellation, termination, or suspension of the contract, in whole or in part.
6. That the vendor include these provisions in all subcontracts, including procurement of materials and leases of equipment.

TITLE VI VOLUNTARY DISCLOSURE BY VENDORS/CONTRACTORS

The purpose of this request is to provide statistical information related to Title VI regulations. This is a VOLUNTARY disclosure. The information requested pertains to the company owner.

Race: White
 Black
 Hispanic
 Asian
 American Indian and Alaskan Native
 Native Hawaiian or other Pacific Islander
 Other

Gender: Male
 Female

This form will be maintained on file in the Purchasing Department for review by the City of Bristol Tennessee and the Tennessee Department of Transportation Title VI Compliance Office.

SUMMARY SCHEDULE OF ALL PROFESSIONAL FEES AND EXPENSES
FOR THE AUDITS OF THE 2017 FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify): _____	_____	_____	_____	_____
Subtotal				_____
Total for services described in Section II of the RFP (Detail on subsequent pages)				_____
Out-of-pocket expenses				_____
Meals and lodging				_____
Transportation				_____
Other (specify): _____				_____
Total all-inclusive maximum price for 2017 audits				_____

Note: Yearly amount paid will be based on actual costs, such as number of hours times agreed upon fees and other actual costs. The all-inclusive maximum price is not representative of the contract price if hours are less and the maximum price is not reached. The entities will not be responsible for amounts in excess of the all-inclusive maximum price for the 2017 audits.

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT OF THE 2017 FINANCIAL STATEMENTS:

COMBINING SCHEDULE - ALL SERVICES

DESCRIBED IN RFP SECTION II

<u>Nature of Service to Be Provided</u>	<u>Total Maximum Price</u>
City of Bristol, Tennessee Audit	_____
City of Bristol, Tennessee Board of Education Audit	_____
Joint Sewerage System (Joint Venture of Bristol, TN and BVUA) Audit	_____
Industrial Development Board of the City of Bristol, Tennessee	_____

EACH SERVICE DESCRIBED IN RFP SECTION II SHOULD BE SUPPORTED BY AN INDIVIDUAL SCHEDULE IN THE FORMAT PROVIDED ON PAGES 3 -7 OF THIS APPENDIX.

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT OF THE 2017 FINANCIAL STATEMENTS:

SUPPORTING SCHEDULE FOR CITY OF BRISTOL, TENNESSEE ENGAGEMENT

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify): _____	_____	_____	_____	_____
Subtotal				_____
Out-of-pocket expenses				_____
Meals and lodging				_____
Transportation				_____
Other (specify): _____				_____
Total all-inclusive maximum price for 2017 audit				_____

Note: Yearly amount paid will be based on actual costs, such as number of hours times agreed upon fees and other actual costs. The all-inclusive maximum price is not representative of the contract price if hours are less and the maximum price is not reached. The City will not be responsible for amounts in excess of the all-inclusive maximum price for the 2017 audit.

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT OF THE 2017 FINANCIAL STATEMENTS:

SUPPORTING SCHEDULE FOR CITY OF BRISTOL, TENNESSEE
BOARD OF EDUCATION ENGAGEMENT

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify): _____	_____	_____	_____	_____
Subtotal				_____
Out-of-pocket expenses				_____
Meals and lodging				_____
Transportation				_____
Other (specify): _____				_____
Total all-inclusive maximum price for 2017 audit				_____

Note: Yearly amount paid will be based on actual costs, such as number of hours times agreed upon fees and other actual costs. The all-inclusive maximum price is not representative of the contract price if hours are less and the maximum price is not reached. Bristol Tennessee City Schools will not be responsible for amounts in excess of the all-inclusive maximum price for the 2017 audit.

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT OF THE 2017 FINANCIAL STATEMENTS:

SUPPORTING SCHEDULE FOR JOINT SEWERAGE SYSTEM ENGAGEMENT

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify): _____	_____	_____	_____	_____
Subtotal				_____
Out-of-pocket expenses				_____
Meals and lodging				_____
Transportation				_____
Other (specify): _____				_____
Total all-inclusive maximum price for 2017 audit				_____

Note: Yearly amount paid will be based on actual costs, such as number of hours times agreed upon fees and other actual costs. The all-inclusive maximum price is not representative of the contract price if hours are less and the maximum price is not reached. The System will not be responsible for amounts in excess of the all-inclusive maximum price for the 2017 audit.

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT OF THE 2017 FINANCIAL STATEMENTS:

SUPPORTING SCHEDULE FOR INDUSTRIAL DEVELOPMENT BOARD
OF THE CITY OF BRISTOL, TENNESSEE

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify): _____	_____	_____	_____	_____
Subtotal				_____
Out-of-pocket expenses				_____
Meals and lodging				_____
Transportation				_____
Other (specify): _____				_____
Total all-inclusive maximum price for 2017 audit				_____

Note: Yearly amount paid will be based on actual costs, such as number of hours times agreed upon fees and other actual costs. The all-inclusive maximum price is not representative of the contract price if hours are less and the maximum price is not reached. The IDB will not be responsible for amounts in excess of the all-inclusive maximum price for the 2017 audit.