



HILLTOWN TOWNSHIP REQUEST FOR PROPOSALS (RFP)

AUDITING SERVICES

SCOPE OF WORK

Preparation of the annual audit of Hilltown Township, consisting of completion of the audit report and submission of annual audit report to: Hilltown Township Board of Supervisors, 13 W. Creamery Road, Hilltown, PA 18927, in compliance with the Second Class Township Code, Act of May 1, 1933 (P.L.103, No. 69) Reenacted and Amended November 9, 1995 (P.L.350, No. 60) as Amended, shall be conducted in accordance with the Generally Accepted Auditing Standards and shall be required to perform the following:

1. To audit, settle and adjust the accounts of all elected or appointed officials of the Township and its boards or agencies that received or disbursed funds of or owing to the Township during the immediately preceding calendar year by the end of the first quarter; and
2. To make an audit of the dockets, transcripts and other official records of the district justices to determine the amount of fines and costs paid over or due the Township, and the dockets and records of the district justices shall be open to inspection by the auditors for that purpose; and
3. To comply with and all Federal and State audit requirements applicable to any Township programs, grants, and contracts funded by those sources.

GENERAL PROPOSAL REQUIREMENTS

1. The proposal shall provide:
 - a. A summary of qualifications to include the curriculum vitae and certifications of the principal personnel to be involved in the scope of work; including engagement partners, managers, other supervisors and specialists who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Pennsylvania.
 - b. A copy of your most recent external quality control review, with a statement indicating whether the quality control review included specific government engagements.
 - c. Pennsylvania Second Class Township client references.



- d. The approximate date the field work will commence, the date the drafts of the audit report will be submitted to the Township Treasurer and the date of submission of the final audit report for presentation to the Board of Supervisors.
- e. Describe your approach to the audit including the following points:
 2. A work plan including an explanation of the audit methodology to be followed to perform the services.
 3. Proposed segregation of the engagement and the approximate time allotted for each segment.
 4. Level of staffing and identification of each staff member to be assigned to this project.
 5. Sample sizes and the extent to which statistical sampling will be used in the engagement. State the approach to be taken in drawing audit samples for purposes of compliance testing.
 6. Extent to which municipal staff will be used in the engagement.
 7. Provide your client assistance package:
 - a. Outline the tasks needed to be performed and the hours associated with each task.
 - b. The financial staff of the Municipality is willing to cooperate and participate in this process and will be available on a limited basis to provide information, explanations and assistance as the need arises to the extent that time constraints allow.
 8. Approach to be taken in determining laws and regulations that will be subject to audit test work.
 9. Describe your specific policies and procedures used to develop information for the management letter issues or audit findings throughout the course of the audit.
 10. Provide your firm's procedures for monitoring the progress of the audit and communicating the same to the client and the cognizant agency for audit, while the audit is in progress.
 11. Fee Basis



- a. If separate hourly fees are charged, please indicate those fees. If there are a specific number of hours included in the overall audit fee, please indicate the quantity of these hours and how these hours will be managed for tracking purposes.
- b. The proposal shall include all pricing information relative to performing the audit engagement as described in this RFP. Costs associated with a single audit (if required) should be priced separately from the annual financial audit.
- c. The all-inclusive price for each type of review to be bid should be the cost including all direct costs, indirect costs and all out of pocket costs.
- d. The audit firm shall not be reimbursed for any travel, per diem, photocopying, telephone or other expenses above and beyond the all-inclusive maximum price.
- e. The Township will not be responsible for expenses incurred in the preparation and submittal of this technical proposal. Such costs should not be included in the proposal.
- f. Provide the hourly rates and number of hours anticipated for each employee classification proposed, separated by calendar years 2021, 2022 and 2023.

12. Insurance Requirements

- a. The bidder shall provide Hilltown Township a Certificate of Insurance naming the Township as an additional insured during the term of this contract and shall maintain insurance for not less than the following limits of liability: Liability - \$1,000,000 Each Occurrence Workers Compensation – as required by the State of Pennsylvania.

13. Indemnification

- a. All Contractors and Subcontractors shall indemnify and hold harmless Hilltown Township from and against all claims, damages, losses and expenses including Attorney's fees arising out of or resulting from the performance of the work provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (b) is caused in whole or in part by any negligent act or omission of the Contractor and Subcontractor, anyone directly or indirectly employed by any of them or anyone or whose acts any of them may be liable, regardless of



whether or not it is caused in part or by a party indemnified hereunder.

- b. Any or all claims against Hilltown Township by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them shall be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damage, compensation or benefits payable by or for the Contractor or any Subcontractor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.
- c. As part of the evaluation of the proposals submitted, the Township or its representatives may interview the firm.
- d. The Township, at its discretion, reserves the right to reject any and all proposals and to waive any irregularities within any proposal.
- e. Proposals are to be submitted in a clearly labeled and sealed envelope by 12:00pm, Monday, November 4, 2024, to the Township, either in person or via mail carrier addressed to the following location:

Hilltown Township
13 West Creamery Road
Hilltown, PA 18927

For more information, please contact Deanna Ferry, Hilltown Township Manager at 215-453-6000, x212 between the hours of 8:00am and 4:00pm.