



Town of Mendon
2282 US Route 4
Mendon, VT 05701
802-775-1662
mendontown@comcast.net
www.mendonvt.org

Request for Proposals – Municipal Audit

May 30, 2019

The Town of Mendon is seeking proposals from qualified auditing firms for municipal auditing services for the Town of Mendon, Vermont.

This Request for Proposals includes the following:

- A full annual audit of municipal finances, as set forth in Vermont Statute. Final documents must be provided to the Town in both paper copy and high-resolution electronic copy.

Responses to the Request for Proposals should consist of:

- 1) A letter expressing interest in working with the Town of Mendon.
- 2) A description of the approach to be taken to carry out the proposal.
- 3) Documentation of relevant experience, qualifications, and licenses.
- 4) Proposed timeline, milestones, and completion date.
- 5) Proposed fee structure.
- 6) Any other applicable information.

Period of Performance

Work shall commence upon the date that a contract is fully executed. Work shall be completed and final documents provided to the Town of Mendon no later than November 15, 2019.

Submissions

Proposals from interested parties must be received by the Mendon Town Treasurer, Nancy Gondella, no later than 1:00 p.m. on **Monday, June 24, 2019**. Submissions must be emailed to mendontown@comcast.net. Proposals will be evaluated based upon the contractor's experience, background, and ability to perform the requested services at an affordable price. Cost will not be the sole determining factor in the award of this contract. The Town of Mendon reserves the right to reject any proposal that does not meet the criteria specified in this RFT, is received after the deadline, or is not complete. The Town of Mendon also reserves the right to seek clarification from any contractor that submits a proposal once all of the proposals have been reviewed.

E-Mail all submissions and direct all inquiries to:

Nancy Gondella, Mendon Town Clerk/Treasurer
2282 US Route 4
Mendon, VT 05701
E-Mail: mendontown@comcast.net
Telephone: 802-775-1662
Website: www.mendonvt.org
Office Hours: Monday – Thursday 8:00 am – 5:00 p.m.