

DOUGLAS COUNTY GEORGIA BOARD OF COMMISSIONERS
Purchasing Department
September 2017

REQUEST FOR QUALIFICATIONS
ANNUAL AUDIT AND FINANCIAL STATEMENT PREPARATION
SOLICITATION 17-029

The Douglas County Board of Commissioners is soliciting RFQs from qualified firm(s) to provide the professional services of an auditor for annual audit and financial preparation.

The purpose of this Request for Qualifications is to establish a contract for the professional services of an auditor for financial and compliance audits as well as the preparation of the Comprehensive Annual Financial Report (CAFR), and preparation of the Single Audit. The agreement will be for five consecutive fiscal years beginning with the fiscal year ended December 31, 2017, and ending with the fiscal year ended December 31, 2021, subject to annual review and the annual availability of an appropriation for audit services by the government entity. Extending any contract still has to comply with the legal requirements. The Government Finance Officers Association recommends multiyear agreements of at least five years in duration when obtaining the services of independent auditors. Multiyear agreements allow for greater continuity, reduce the potential for disruption in connection with the independent audit, and also reduce audit costs by allowing auditors to recover certain “startup” costs over several years, rather than over a single year.

Copies of this Request for Qualifications may be obtained by contacting the Douglas County Purchasing Department at 8700 Hospital Drive, Douglasville GA 30134, bpeacock@co.douglas.ga.us, and are also available on the Purchasing website located at www.celebratedouglascounty.com.

All Qualifications must be submitted by 2:00 PM on Friday, September 29, 2017. The Qualifications will be publicly opened at 2:00 PM on Friday, September 29, 2017. No late submittals will be opened and shall be returned to the submitter.

A Non-Mandatory Pre-Qualifications conference will be held at 10:00 AM on Wednesday, September 20, 2017, in the Purchasing Conference Room on the third floor of the Douglas County Courthouse located at 8700 Hospital Drive, Douglasville, GA 30134.

All questions must be received by 5:00 P. M., E.T., FRIDAY September 22, 2017 either by e-mail, mail or fax. No questions by telephone will be accepted. All responses will be provided by or no later than 5:00 P.M., E.T., September 25, 2017. No other County staff or officials associated with this Project should be contacted regarding this bid.

The County will make payments in accordance with the Douglas County's Financial Policy. The County typically makes payments within 30-45 days after receipt of an approved invoice or certified payment request from the Vendor.

NOTICE TO PROCEED on this Project will be issued following receipt of the correct and fully executed Contract Documents and upon an approved Purchase Order in the contract amount.

Qualifications shall be submitted in a sealed envelope, so marked as "Solicitation No. 17-029, Annual Audit and Financial Statement Preparation", as well as the Bidder's name, addressed to the Douglas County Board of Commissioners, **ATTENTION:** Purchasing Director's Office, 8700 Hospital Drive, Douglasville, Georgia, 30134.

No Qualifications will be received or accepted after the above specified time and date of the Qualifications Opening. Qualifications submitted after the designated time and date will be deemed invalid and returned unopened to the Bidder.

Douglas County reserves the right to waive any informality, to reject any and all qualifications, to evaluate qualifications, to accept portions of any qualifications which, in its opinion, may be in the best interest of the County. Douglas County reserves the right to add to or delete from the scope of the project when the firm is selected and during contract negotiation. No qualifications may be withdrawn within ninety (90) days after the proposed opening and all qualifications shall remain firm during this period.

Ad Dates; 9/6 & 9/8