



Pelham

A path apart.

**Request for Proposals (RFP)
Financial Statement Audit Services**

Proposals Due:

No later than Thursday, August 25, 2022, 4:00 p.m.

Hard Copy/Bound and Electronic Formats

Submit Proposals to:

City of Pelham

ATTN: Tom Seale, City Clerk/Treasurer

Post Office Box 1419

401 Southgate Drive

Pelham, AL 35124

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Project Overview

In accordance with the Code of Alabama §11-43-85, the City of Pelham (the City) requires an independent annual audit. The City is issuing this Request for Proposals to establish a contract for the professional services of a qualified Certified Public Accountant for financial and compliance audits performed in accordance with generally accepted auditing standards (GAAS) as set forth by the American Institute of Certified Public Accountants (AICPA) and performed in accordance with generally accepted government auditing standards (GAGAS) issued by the Comptroller General of the United States. The contract will be for a term of three (3) years.

Schedule of Events

RFP Issue Date	July 25, 2022
Deadline for Receipt of Written Questions	July 29, 2022
Deadline for City Response to Written Questions	August 5, 2022
RFP Response Due Date	August 25, 2022 (4:00 p.m.)
RFP Opening - RFP Participants Declared	August 26, 2022 (2:00 p.m.)
Interviews with Finalists	August 29-30, 2022
Anticipated Contract Award Date	August 31, 2022

Section 1: RFP Instructions

1.1 Single Point of Contact

Accounting firms shall direct all communications related to any provision of the Request for Proposals (RFP) only to the single point of contact identified below. From the date this RFP is issued until an accounting firm is selected, accounting firms shall not communicate with any staff or elected officials unless requested to do so by the single point of contact. Contact information for the single point of contact is as follows:

Single Point of Contact: Jamie Wagner, Finance Director
Address: Post Office Box 1419
Pelham, AL 35124
Telephone Number: 205.620.6542
Email Address: jwagner@pelhamalabama.gov

1.2 Required Review

1.2.1 RFP Review: Accounting firms should carefully review this RFP in its entirety including all instructions, requirements, specifications, and terms/conditions and promptly notify the Single Point of Contact, identified in *Section 1.1* above, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive requests, or error that may be discovered upon examination of this RFP.

1.2.2 Addenda: The City may revise this RFP by issuing an addendum prior to its opening. The addendum will be posted on the city's website alongside the posting of the RFP. Failure to propose in accordance with an addendum may be cause for rejection. In unusual circumstances, the City may postpone an opening to notify vendors or to give accounting firms sufficient time to respond to addendum.

1.2.3 Forms of Questions: Accounting firms with questions or who require clarification or interpretation of any section within this RFP must address these questions via e-mail to the Single Point of Contact referenced in *Section 1.1* above before the deadline for questions identified on the Schedule of Events within this RFP.

1.2.4 City's Answers: The City will provide an official written answer to all questions received within the period stipulated on the *Schedule of Events*. The City's responses will be by formal written addendum. Any other form of interpretation, correction, or change to this RFP will not be binding upon the City. Any formal written addendum will be posted on the City's website alongside the posting of the RFP.

1.3 Pre-Proposal Conference

There is no pre-proposal conference scheduled for this RFP.

1.4 Submitting a Sealed Proposal

1.4.1 Organization of Proposal: Proposals should be submitted in two parts: Technical Proposal and Cost Proposal. Accounting firms must organize their proposals in the following format with a clear separation between the technical and cost proposals:

- A. Technical Proposal: Accounting firms shall respond comprehensively and clearly to the requirements of *Section 4.2* and shall include all documents, information, exceptions, clarifications, etc., as requested therein. The technical proposal shall be submitted in the format outlined in *Section 5.1*. If any addenda have been issued, complete, sign, and include any addendum acknowledgement that is issued by the City in conjunction with any addendum published. The Technical proposal must not include any cost figures.

- B. Cost Proposal: Accounting firms must present a cost proposal in the format outlined in *Section 5* of this RFP. The cost proposal format outlined in *Section 5* will be used as the primary representation of each accounting firm's cost/price and will be used extensively during proposal evaluations. Additional information should be included as necessary to explain in detail the accounting firm's cost/price. Do not qualify any cost proposal with "if...then," statements.

1.4.2 Failure to Comply with Instructions: Accounting firms failing to comply with these instructions may be subject to scoring reductions. The City may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read, or are missing any requested information.

1.4.3 Multiple Proposals: Accounting firms may, at their discretion, submit multiple proposals, in which case each proposal shall be evaluated as a separate document. Multiple proposals must be submitted in separate envelopes and marked plainly to notify that each envelope contains a separate and single proposal response.

1.4.4 Copies Required:

- A. Technical Proposal: One (1) hard copy marked "Original" and one (1) electronic copy. The electronic copy shall be submitted in a searchable pdf format and organized in the same format as the original submission. Electronic copies will be accepted on a compact disc or flash drive.
- B. Cost Proposal: One (1) hard copy marked "Original" with any original signatures.
- C. Proposals must be received sealed at the address noted on the cover of this RFP no later than the time and date designated on the Schedule of Events.

1.4.5 Late Submissions, Withdrawals, and Corrections:

- A. Late Proposals: Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the accounting firm's sole risk to assure delivery of the RFP by the designated time. Late proposals will not be opened and may be returned or destroyed.
- B. Proposal Withdrawal: An accounting firm requesting to withdraw its proposal prior to the RFP due date and time may submit a letter to the Single Point of Contact requesting to withdraw. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm.

- C. Proposal Correction: If an obvious clerical error is discovered after the proposal has been opened, the accounting firms may submit a letter to the Single Point of Contact within two business days of opening, requesting that the error be corrected. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm.

1.5 Cost of Preparing a Proposal

1.5.1 Cost Responsibility: The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the City are entirely the responsibility of the accounting firm. The City is not liable for any expense incurred by the accounting firm in the preparation and presentation of its proposal.

1.5.2 All Timely Submitted Materials Become City Property: All materials submitted in response to this RFP become the property of the City.

Section 2: RFP Receipt and Evaluation Process

2.1 Authority

This RFP is issued under the authority of the City of Pelham.

2.2 Receipt of Proposals and Public Inspection

2.2.1 Public Information: During the opening of sealed proposals, only the name of each accounting firm shall be announced. No other information will be disclosed, nor shall the proposals be considered open record until after a contract is awarded. All information received in response to this RFP is deemed public information and will be made available for public viewing after a contract is awarded.

2.2.2 Single Point of Contact's Review of Proposals: Upon opening the sealed proposals received in response to this RFP, the Single Point of Contact in charge of the solicitation will review the proposals and begin the classification and evaluation process.

2.3 Classification and Evaluation of Proposals

2.3.1 Initial Classification of Proposals: All proposals will initially be classified as either "responsive" or "nonresponsive". Proposals may be found nonresponsive at any time during the evaluation process or negotiations if any required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the proposal is not within the plans and specifications described and required in the RFP. Proposals found "nonresponsive" may not be considered further.

2.3.2 Determination of Responsibility: The Single Point of Contact will determine whether an accounting firm has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through negotiation if information surfaced that would result in a determination of non-responsibility.

2.3.3 Evaluation of Proposals: The Evaluation Committee will evaluate the remaining proposals. The Evaluation Committee will be comprised of City employees and/or appropriate consultants who are familiar with the City's prior audits. After the Evaluation Committee has scored each proposal and at the City's discretion, no more than five (5)

accounting firms will be selected to conduct an in-person interview with the Evaluation Committee. After the interview process the Evaluation Committee will make their recommendation for selection, or if necessary, seek discussion or negotiation or a “best and final offer” to arrive at a final recommendation.

2.3.4 Completeness of Proposals: Selection and award will be based on the accounting firm’s proposal and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere. Information or materials presented by accounting firms outside the formal response, subsequent discussion/negotiation, or “best and final offer”, if requested, will not be considered, will have no bearing on any award, and may result in the accounting firms being disqualified from further consideration.

2.3.5 Opportunity for Discussion or Negotiation: After receipt of all proposals and after interviews have been conducted with finalists, but prior to the determination of the award, the City may initiate discussion with one or more accounting firms should clarification or negotiation be necessary.

2.3.6 Best and Final Offer: The “best and final offer” is an option available to the City under the RFP process which permits the City to request a “best and final offer” from one or more accounting firms if additional information is required to make a final decision. The decision to seek a “best and final offer” is at the sole discretion of the City. Accounting firms may be contacted asking that they submit their “best and final offer”, which must include all discussed changes.

2.3.7 Negotiation: Upon recommendation from the Evaluation Committee, the Single Point of Contact may begin negotiations with the responsive and responsible accounting firm whose proposal achieves the highest scoring and is, therefore, the most advantageous to the City. If negotiation is unsuccessful or the highest scored accounting firm fails to provide necessary documents or information in a timely manner, or fails to negotiate in good faith, the City may terminate negotiations and begin negotiations with the next highest scored accounting firm.

2.3.8 Contract Award: Award, if any, will be made to the highest-scored accounting firm who provides all required documents and successfully completes the negotiation process.

2.4 Reservation of Rights

While the City has every intention of making an award based on this RFP, issuance of the RFP in no way constitutes a commitment by the City to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP at any time.
- Reject any or all proposals received in response to this RFP.
- Make a contract award, based directly on the proposals received, determined to be in the best interest of the City, in its sole discretion.
- Enter further discussion with one or more accounting firms.
- Waive and/or amend any undesirable, inconsequential, or inconsistent provisions of this RFP that would not have significant impact on any proposal.
- Not award or execute a contract in response to this RFP.

- Terminate any contract if the City determines adequate funds are not available.

Section 3: Scope of Services

3.1 City Overview

City History

The City of Pelham, Alabama was incorporated in 1964 and is in Shelby County. It serves a population of approximately 24,318 (2021) and occupies 39.34 square miles. The Fiscal Year 2022 budget is \$83,984,585. The City is governed by a Mayor-Council form of government. The Mayor is elected at-large to serve a four-year term. Each of the five city councilors are elected at large for terms of four years. The Council is presided over by a president who is elected by the council members and is also a voting member of the Council.

The Mayor is the chief executive officer of the City. The City Manager is the administrative head of the city government and is responsible for the daily management of the City and implementing the policies of the Mayor and City Council. The Mayor and City Manager appoint, discipline, and remove the heads of the City's several departments. These department heads are responsible for the operations of their respective departments.

The City provides a full range of services including general administration, police, and fire protection, building inspections, licenses and permits, refuse collection, construction and maintenance of highways, streets and related infrastructure, recreation and leisure activities, and cultural enrichment.

The City is organized into the following departments:

- | | |
|-----------------------------|------------------------------------|
| • Police Department | • Parks & Recreation |
| • Fire Department | • DSPW |
| • Public Library | • IT |
| • City Manager | • Municipal Court |
| • Office of Mayor | • Water |
| • City Council | • Sewer |
| • Finance | • Human Resources |
| • Communications & Branding | • Pelham Civic Complex & Ice Arena |
| • Economic Development | • Pelham Racquet Club |
| • City Clerk | • Ballantrae Golf Club |

City Fund Structure

- General Fund
- Debt Service Fund
- Capital Projects Fund (Adding in FY2023)
- Special Revenue Funds: Four & Five Cent Gas Tax, Seven Gas Tax, Ten Cent Gas Tax, Motor Vehicle, Municipal Corrections, Municipal Court Admin, Municipal Court Fair Trail, Municipal Court Training, Library State Aid, Library Board, Municipal Judicial, Police 911, Police Vault, Police Forfeitures State and Federal, and Capital Improvements

- Enterprise Funds: Pelham Civic Complex & Ice Arenda, Pelham Racquet Club, Ballantrae Golf Club, Garbage and Water/Sewer

City Accounting System and Records

The City's accounting records are maintained through Enterprise ERP powered by Munis, a Tyler Technology software. This governmental system is a fully integrated ERP system that includes accounts payable, bank reconciliation, cashiering, fixed asset, general ledger, reporting, project management, and purchasing modules. The City has used a third-party payroll company, Webb Payroll, to process payroll, but the City payroll is now fully operational within Enterprise ERP. Tax and business license transactions are handled through Delta, a separate software from Enterprise ERP.

The City's accounting records have recently transitioned to be maintained on the accrual or modified accrual basis of accounting as applicable. The City maintains all records at a fund level. Although the City does reconcile fixed assets each year and has a listing of current debt outstanding, the City does not have a fully developed system of accounting for the City's activities at the government wide level.

City Staff's Audit Participation

The City's Finance Department and the City Clerk/Treasurer will serve as the primary staff to assist in the completion of the audit. The City's Finance Department consists of 7 employees in the following roles: Finance Director, Staff Accountant, Tax Accountant, Financial Analyst, License Clerk, Administrative Assistant, and Accounts Payable Clerk. The City Clerk/Treasurer is appointed by City Council and is not a Finance Department employee.

In terms of performing the audit, the auditor's principal day-to-day contact with the City will be the Finance Director who will coordinate City staff to aid the auditor. With the implementation of the new ERP system, the City plans to perform reconciliations of all bank accounts, fixed assets, due to / due from accounts, prepaid accounts, accounts payable, significant short-term liability accounts, and transfers between funds. The City will attempt to make all necessary adjusting journal entries to close out the year prior to the arrival of auditors, and looks forward to working with the auditors to make continued process improvement to the year-end closing process.

Following the format provided by the auditors, City staff will prepare confirmation letters to financial institutions, or any other organization as requested by the audit staff. City staff will prepare supporting detail schedules for General Ledger account balances. City staff will pull and re-file any requested documents.

Adequate audit workspace will be provided near accounting records. The auditors will have access to copier, telephone, and fax equipment if needed. The auditors will be provided copies of any journal entries, trial balances, general ledger details, and other necessary reports as requested.

3.2 Scope of Services

Proposals are requested for an expression of opinion on the fair presentation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP). The audit must be conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standard applicable to financial audits

contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America.

If a Single Audit is required as part of the annual audit, the audit shall also be performed in accordance with OMB Circular A-133 *Audits of States, Local Governments, and Non-Profit Organizations*.

The auditor will audit the financial statements of the governmental activities, business-type activities and the discretely presented component unit.

The following Required Supplementary Information (RSI) will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis (MD&A)
- Schedule of Revenues, Expenditures, and Changes in Fund Balances Budget and Actual – General Fund
- Schedule of Changes in the Net Pension Liability and Related Ratios
- Schedule of Employer Contributions
- Schedule of Funding Progress – Other Post-Employment Benefits

Supplementary information other than RSI also accompanies the basic financial statements. The following supplementary information will be subjected to the auditing procedures applied in the audit of the basic financial statements and the auditor will provide an opinion on it in relation to the basic financial statements.

- Combining Balance Sheets for Nonmajor Governmental Funds
- Combining Statements of Revenues, Expenditures and Changes in Fund Balances for Nonmajor Governmental Funds
- Schedule of Revenues, Expenditures, and Changes in Fund Balances Budget and Actual for Debt Service, Capital Projects, Nonmajor Governmental, Sewer and Garbage Funds

The following additional information accompanying the basic financial statements will not be subjected to the auditing procedures applied in the audit of the basic financial statements, and no opinion will be expressed on them:

- Introductory Section
- Statistical Section

Preparation of Financial Statements

City Finance Department staff will provide adjusted trial balances for all funds. The auditors will format the information and establish financial statement account groupings based on discussion with management. The auditors will prepare the draft financial statements and any related notes. Management will prepare all Introductory Section items, MD&A, and any necessary statistical schedules. Auditors will need to format these items prepared by management for inclusion in the financial statements.

Throughout the contract period, the auditor shall advise the City on implementation of new accounting standards as promulgated by authoritative bodies. The auditor shall also advise the City

on any specialized accounting issues that may arise. The City will assume all management functions and acknowledges its responsibility for the reliability, accuracy, and completeness of all financial information.

Required Audit Reports

The City will require an independent auditor's report on the fair presentation of the financial statements and a report on consideration of the City's internal control over financial reporting in accordance with *Government Auditing Standards*. Although in recent years the City has not needed to obtain one, the auditors may also be asked to provide a report on the Schedule of Federal Financial Assistance and all reports on compliance and internal controls necessary to meet Single Audit requirements.

Recommendations for improving the City's accounting procedures, internal accounting controls, and related areas should be developed by the auditor during the audit. Areas in need of improvement should be communicated regularly and should be summarized in a Management Letter at the conclusion of the audit.

Required Audit Schedule

Work under this contract will begin for the Fiscal Year ending September 30, 2022. The City's fiscal year runs from October 1 through September 30. For each year auditors will be required to issue draft financial statements and all audit reports no later than May 1st following the fiscal year-end. Auditors will need to meet with City Manager, City Clerk and the Finance Director prior to presenting financials to City Council. City management will communicate with the audit firm awarded a contract and will arrange an audit schedule that will allow for issuance by the due date specified above.

The selected firm will also need to present the financials to City Council for their acceptance no later than **May 31st following** fiscal year-end. The selected audit firm will be responsible for printing twelve (12) hard copies of the draft financial statements and five (5) hard copies of the final financial statements as well as a PDF copy of each.

Other Audit Provisions

The City may, at any time during the contract period, make changes within the general scope of the contract and its technical provisions. If such change causes any increase or decrease in the audit firm's cost of performance, an adjustment will be made in contract price, in time allowed for performance, or both. Any claim by the firm for such an adjustment must be made in writing prior to beginning the service for which an adjustment is needed. Nothing in this clause shall excuse the firm from proceeding with performance of this contract in accordance with its original terms and conditions and any approved changes.

Additional Information

Additional information about the City may be found in the City's financial statements and budgets which are all publicly available on the City's website.

Section 4: Accounting firms Qualifications

4.1 City's Right to Investigate

The City may make such investigations as deemed necessary to determine the ability of the accounting firms to perform the services specified.

4.2 Accounting Firms Experience

In determining the capabilities of an accounting firms to perform the services specified herein, the following informational requirements must be met by the accounting firms. (Note: each item should be thoroughly addressed. Accounting firms taking exception to any requirements listed in this section may be found non-responsive or be subject to ranking reductions.)

4.2.1 Firm Experience

Submittals should provide information about the firm and should address the qualifications and depth of experience of the firm in conducting governmental audits of cities of comparable size, including Single Audits and ACFR preparation.

- Name of Firm:
- Address of Firm Headquarters:
- Number of Employees in Local Office:
- Total Governmental Audit Staff in Local Office:
- Number of Years Firm Has Performed Governmental Audits:
- List any audits performed for local governments in the last three (3) years. Please list the government, specify the fiscal year for which the audit was performed, whether a ACFR was prepared, whether a GFOA certificate was received, and whether a Single Audit was performed.

4.2.2 Quality Control and Peer Review

Submittals should address the firm's participation in quality-control programs. Include the results of the latest peer review performed during the last three (3) years, and a description of any regulatory action taken by any oversight body against the firm and/or its staff in the last three (3) years.

Submittals should describe any lawsuits in the last three (3) years involving the firm's audit services.

4.2.3 Qualification of Staff Assigned to Pelham

At a minimum please identify, provide the following information, and provide biographies for the partner and manager who will be assigned to our job. If the firm knows of any other staff that may participate on the audit team, please provide the same information for those individuals as well.

- Name:
- Title:
- Position:
- Degree(s):
- Years with the Firm
- Years of Governmental Auditing Experience:

- Governmental Audits Performed in the Past Three (3) Years:
- State of Issuance for CPA License:
- Year CPA License Obtained:
- Responsibility on Our Engagement:
- Other Qualifications:

4.2.4 Client References

Accounting firms shall provide a minimum of two (2) references of previous and/or current governmental clients who the City may contact for a candid appraisal of the firm's services.

At a minimum, the accounting firms shall provide the government name, the location where the services were provided, contact person(s), telephone number, a complete list of services performed, and a date for the services performed. Indicate those governmental clients for whom you have prepared an ACFR and which of those ACFRs have received the GFOA Certificate of Achievement. These references may be contacted to verify accounting firm's ability to perform the services requested. The City reserves the right to use any information or additional references deemed necessary to establish the ability of the accounting firms to perform the condition of this request. Negative references may be grounds for proposal disqualification.

4.2.5 Approach and Methodology to Audit

At a minimum, please answer the following about your firm's approach to our audit.

- Describe how your firm will approach the audit including the use of any association or affiliate member firm personnel.
- Address the type of audit program, statistical sampling techniques, and analytical procedures that will be used.
- Discuss the proposed organization of the audit team including estimated time spent on each section.
- Discuss how your firm utilizes technology in the audit process.
- Discuss the communication process used by the firm and how issues with management are addressed.

Section 5: Submittals

5.1 Technical Proposal

Each response to this RFP shall include the information described in this section. Failure to include all the elements specified may be cause for rejection. Additional information may be provided but should be succinct and relevant to this RFP.

- A. Introduction
- B. Basic Information and Experience of the Firm (requirements outlined in *Section 4.2.1* of RFP)
- C. Quality Control and Peer Review (requirements outlined in *Section 4.2.2* of RFP)
- D. Qualification of Staff Assigned to Pelham (requirements outlined in *Section 4.2.3* of RFP)
- E. Client References (requirements outlined in *Section 4.2.4* of RFP)
- F. Firm Approach and Methodology (requirements outlined in *Section 4.2.5* of RFP)

5.2 Cost Proposal

Accounting Firms should provide their proposed annual service fee for each of the three years of the agreement which should be listed as a comprehensive fee but should also provide a breakdown for each service proposed to the City. One price should include any cost associated with completing a Single Audit and one price should exclude any cost associated with completing a Single Audit. The price should be inclusive of all costs including travel, materials, supplies and other items necessary to complete the project. The Cost Proposal must be clearly separated from the Technical Proposal.

Section 6: Evaluations

6.1 Single Point of Contact Review

All proposals received will be reviewed by the Single Point of Contact to ensure that all administrative requirements of the RFP package have been met. Failure to meet these requirements may be cause for rejection. All proposals that meet administrative requirements will be turned over to the Evaluation Committee for consideration.

6.2 Evaluation Committee and Criteria

The Evaluation Committee will review all proposals and score them based on the following criteria:

A. Technical Requirements	
i. Firm's Experience	25 points
ii. Staff Experience Assigned to Pelham	20 points
iii. Firm Approach and Methodology	15 points
iv. Quality Control and Peer Review	<u>10 points</u>
Subtotal	70 points
B. Cost Proposal	20 points
C. Interview	10 points
Total	<u>100 points</u>

6.3 Interviews

At the City's discretion, short-listed accounting firms will be asked to give an in-person presentation to the Evaluation Committee and answer the Committee's questions. Interviews, if necessary, will be tentatively scheduled for the dates noted on the *Schedule of Events* in the RFP, but the City reserves the right to schedule these interviews for different dates if there is a conflict with the Evaluation Committee or the accounting firms being interviewed.

Section 7: Terms and Conditions

7.1 Contract Term

The contract term will be for a term of three (3) fiscal year-end audits beginning with the fiscal year ending September 30, 2022.

7.2 Contract Termination

The City may, by written notice to the accounting firms, terminate any resulting contract without cause. The City must give notice of termination to the accounting firms at least 30 days prior to the effective date of termination.

7.3 Invoicing and Payment

Invoices should be submitted to:

City of Pelham
ATTN: Jamie Wagner, Finance Director
Post Office Box 1419
Pelham, AL 35124

Upon receipt of invoice the City will render payment within thirty (30) days unless any items thereon are questioned, in which event payment will be withheld pending verification.