



April 24, 2024

The Hamblen County/Morristown Solid Waste Disposal System is seeking proposals for financial and compliance audit services. It is the System's hope to enter into a contractual agreement with an audit firm for a period of three (3) years beginning with the audit for the fiscal year ending June 30, 2024. Proposals are due by 10:00 a.m., Friday, May 10, 2024.

Please review the enclosed request for proposal documents. If you have any questions or require any additional information, please do not hesitate to contact Mrs. Amy Hemminger, CPA. Mrs. Hemminger can be reached by phone at 423-586-4850 or by email at ahemminger@pccsc.com. I look forward to receiving your proposal for the System's audit services.

Sincerely,

Dennis Barnes
Director

**HAMBLEN COUNTY/MORRISTOWN SOLID WASTE DISPOSAL SYSTEM
REQUEST FOR PROPOSAL – FINANCIAL AND COMPLIANCE AUDIT**

PURPOSE

The Hamblen County/Morristown Solid Waste Disposal System has issued this request for proposal to interested auditors, who are qualified under state law and regulations, for the performance of a financial and compliance audit of the System in accordance with the requirements of the laws and/or requirements of the State of Tennessee.

SCOPE

The audit will examine the financial statements and records of the System for the fiscal years ending June 30, 2024, June 30, 2025, and June 30, 2026. The final contract shall include provisions for the System to terminate the agreement at any time for cause.

TYPE OF AUDIT

The audit will be a financial and compliance audit and will be conducted in accordance with Government Auditing Standards issued by the Comptroller General of the United States and requirements prescribed by the Comptroller of the Treasury, State of Tennessee, as detailed in the Audit Manual. Furthermore, if applicable, the audit will be conducted in accordance with the provisions of the Single Audit Act and U.S. Office of Management and Budget (OMB) Circular A-133 and any other applicable federal management circulars. The audit will conform to standards, procedures, and reporting requirements established by the Comptroller of the Treasury.

GENERAL REQUIREMENTS

1. The auditor shall submit to the System's Board a printed report of the audit. This report shall contain an expression of opinion on the financial statements as required by the Audit Manual. Additionally, the auditor shall include a report on internal control and on compliance with laws and regulations and other matters. The report shall be issued regardless of whether the System receives federal funding. If the System is subject to the provisions of the Single Audit Act and OMB Circular A-133, the auditor shall include the additional report required by that circular.
2. Ten (10) bound copies and one (1) electronic copy of the report will be furnished to the System's Board and one (1) electronic copy to the Comptroller of the Treasury, Division of Local Government Audit.
3. The audit shall begin prior to, and the reports shall be submitted prior to, but in no circumstance later than six (6) months after the fiscal year end.
4. The auditor shall retain the working papers for no less than five (5) years from the date the report is received by the Comptroller of the Treasury, and they shall be available for review by the Comptroller of the Treasury or a designated representative.
5. Pertinent data from the working papers shall be available for five (5) years for reference if requested by the System.

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6. In the event that circumstances arise during the audit that requires work to be performed above original estimates, such cost will be negotiated prior to commencement of the work.
7. An audit exit conference with the Board Chairperson, and/or his designee(s), and the System’s Director will be conducted by the auditor in charge. In addition to this exit conference, the auditor in charge will be available to meet with the entire Board as a whole to discuss the audit prior to, during, and /or after the issuance of the final audit report.
8. The records of the System will not be removed from the System offices except with expressed written permission of the Director of the System.
9. The RFP and the auditor’s proposal will become part of the audit contract as prescribed by the State Comptroller.
10. All adjusting entries will be discussed with the Board Chair and/or his designee(s) and the Director of the System or his designee in writing with sufficient explanation so that they can be easily understood and properly posted to the financial records.

GENERAL INFORMATION

The System shall have closed and balanced all accounts and shall have prepared financial statements to be examined by the auditor no later than August 31 following the close of the fiscal year to be audited. Details related to the System’s operations are included herein:

A. Budgeted Revenues	\$3.5 Million
B. Bank/Investment Accounts	7
C. Average Monthly Deposits	203
D. Average Monthly Checks	84
E. Number of Full-Time Employees	12
F. Frequency of Payroll	Weekly

If additional information is required prior to submitting a proposal, inquiries should be directed as follows:

Purkey, Carter, Compton, Swann, & Carter, PLLC
Amy Hemminger, CPA
423-586-4850
ahemminger@pccsc.com

PROPOSAL FORMAT

The proposal shall be styled at the discretion of the submitter. However, at a minimum it must address these areas:

1. Breadth and depth of the firm’s governmental auditing experience.
2. Organization size and structure of the firm.

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3. Qualifications of staff to be assigned to the work; this will be determined from resumes submitted. Education, position in firm and years and types of experience will be considered.
4. Availability of the auditor to the System for specialized consultation and support assistance on sensitive or highly specialized issues, specifically closure/post closure cost.
5. Type and level of training provided to the firm's staff.
6. A list of references from other local government clients.
7. The Board desires to enter into a three-year contract for services as outlined in this document. Proposals shall state an annual, all-inclusive fixed audit fee including estimated incidental expenses, such as travel and supplies.

INTERVIEW

The Board reserves the right to require a proposer to appear for an oral interview to discuss their proposal.

SUBMITTAL INFORMATION

Proposals shall be submitted no later than 10:00 a.m. Eastern Standard Time (local prevailing time), Friday, May 10, 2024 to:

Hamblen County/Morristown Solid Waste Disposal System
Attn: Dennis Barnes
3849 Sublett Road
Morristown, TN 37813

Proposals shall include the following:

- A. COMPLETE, BOUND, ORIGINAL, Request for Proposal, (including proposer initialed pages)
- B. Complete, electronic, Copy of Request for Proposal (including proposer initialed pages).
- C. All Requests for Proposals shall be submitted SEALED, envelope clearly marked with the Proposal name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.
- D. Copy of Firm's IRS W-9 Form.

PROPOSAL APPROVAL

The Board will approve the selected proposal at its May 17, 2024 meeting that is held at 9:00 a.m. in the Hamblen County Health Department conference room.

The Board reserves the right to reject any or all proposals, to waive technicalities to informalities, and to accept any proposal deemed to be in the best interest of the System.

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SELECTION CRITERIA

Item	Point Value (Maximum)
Statement of Qualifications: <ul style="list-style-type: none"> • Staff assigned to audit • Type and level of training provided • Technical experience • References from other local government clients 	25 points
Company Background: <ul style="list-style-type: none"> • Organizational size and structure of firm • Audit experience • Auditing of similar entities 	25 points
Availability: <ul style="list-style-type: none"> • The firm should ensure that proposed team members are readily available • Realistic time estimates 	25 points
Cost of the Audit**	25 points
Total Points Available	100 points

**Although cost is a significant factor, it is not the dominating factor. Cost is given more importance when all other evaluation criteria are relatively equal. If there is reason to believe that an unreasonably low proposal has been submitted, it will be rejected.

QUESTIONS

All questions shall be directed to Mrs. Amy Hemminger, unless otherwise stated herein. All communications shall be received by email to ahemminger@pccsc.com.