

Town of Norwich

REQUEST FOR PROPOSALS AUDITING SERVICES

ISSUE DATE:	October 21, 2026	
QUESTIONS DUE BY:	November 9, 2026	4:00 pm
DUE DATE and TIME:	November 23, 2026	4:00 pm

OVERVIEW

The Town of Norwich, Vermont, is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending June 30, 2027, with the option of auditing its financial statements for each of the four subsequent fiscal years. The Town of Norwich (population 3,612) provides the following services to its citizens:

- public safety (police and fire)
- highways and streets
- transfer station
- parks and recreation
- planning and zoning
- town clerk
- general administrative services (manager, finance)
- several different public service committees

The Town has a total payroll of \$2,100,000, covering approximately 22 full-time and up to 30 part-time or seasonal employees. The approved budget for the most recent fiscal year is \$7,445,429 for the General Fund.

The Town prepares its financial statements using the modified accrual basis of accounting for governmental funds. Town's financial statements are prepared in accordance with Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments.

Previous audits and financial statements can be found at the following link:
<https://norwich.vt.us/town-reports-and-audits/>

1. NATURE OF SERVICES REQUIRED

The Town of Norwich, Vermont, desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with generally accepted accounting principles for government entities as defined by the Government Accounting Standards Board (GASB). The Town also desires the auditor to express an opinion on the fair presentation of the combining and individual fund financial statements and schedules in conformity with GASB generally accepted accounting principles.

The audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants; the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards; the provisions of the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996 (when applicable); and the provisions of the U.S. Office of Management and Budget (OMB) 2 CFR, Chapter I, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The Town does not anticipate spending in excess of \$1,000,000 in federal awards and will not require an audit in accordance with the Single Audit Act of 1984, but the possibility exists in the future.

It is expected that in determining the extent of test procedures, full consideration will be given to the apparent effectiveness of the system on internal accounting controls. The feasibility of recommendations for improvements in the accounting system and internal controls will be discussed during the course of the engagement.

After a period of change within the department, it is critical that the test procedures are thorough, complete, and involve the full scope of the town's financial liabilities. In the required report on internal control, the auditor shall communicate any reportable conditions found during the audit. Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by the auditors shall also be reported in a separate management letter, which shall include all instances of noncompliance.

The audit is expected to commence no later than August 15, 2027 and be completed no later than November 30, 2027.

The auditor will deliver an electronic copy of the auditor's report to the Town Manager and Selectboard as well as 10 spiral bound copies of the completed document upon completion. Additional copies of the report shall be submitted to the federal cognizant audit agency and any agencies of the State of Vermont, as required.

At the conclusion of the audit, the auditor will meet with the Selectboard to discuss the results of the audit and explain any findings that are included in the auditor's management letter.

All working papers and reports shall be retained for a minimum of three years, unless the firm is notified in writing by the Town of the need to extend the retention period.

2. PROPOSAL REQUIREMENTS

Interested firms shall submit its proposal separated into two sections: the **technical proposal** and the **cost proposal**.

3.1 Technical Proposal

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the audit in conformity with the requirements of this request for proposals. The technical proposal will provide the qualifications of the firm and of the particular staff to be assigned to this engagement. It will also specify an audit approach that will meet the request for proposals requirements. The technical proposal shall provide the necessary information in the following sequence:

- A. Background of the firm. The proposer should state the size of the firm, the size of the firm's governmental auditing staff, and the number and nature of the professional staff to be assigned to this engagement. The firm is also required to submit a copy of the report on its most recent quality control review, along with a statement of whether that quality control review included a review of specific government engagements.

- B. Partner, supervisory and staff qualifications and experience. The proposer should identify the principal supervisory and management staff assigned to the engagement and disclose each person's government auditing experience.
- C. Similar engagements with other government entities. The proposal shall describe the five most significant engagements performed in the last five years that are similar to the engagement described in this request for proposals. Indicate the scope of the work and the name and telephone number of the client contact.
- D. Specific audit approach. The proposal should set forth a work plan of implementation, including an explanation of the audit methodology for this engagement. The work plan should include:
 - i. a description of tasks,
 - ii. estimates of work effort
 - iii. time budgets
 - iv. detailed breakdown of responsibilities of all audit personnel

3.2 Cost Proposal

This proposal is for a five-year engagement; one year with renewal options through the fifth year. Proposers will provide the following:

- A. Total all-inclusive maximum price for the engagement for the year ending June 30, 2027, and for each of the four subsequent engagement years for which the Town has the option of continuing in this contract.
- B. Breakdown of costs by year by partner (principal), supervisory and staff level.
- C. Out-of-pocket expenses included in the total all-inclusive maximum price and reimbursement rates.
- D. Progress payments will be made on the basis of hours of work completed during the course of the engagement.
- E. Interim billing shall cover a period of not less than a calendar month and should provide sufficient detail for verifying that the work was completed.
- F. Unit pricing for non-audit services that are in compliance with independence standards should those be required.

3. EVALUATION CRITERIA

The final selection of an audit firm will be based on two criteria:

- technical qualifications
- price

The technical qualifications will compare each proposer's expertise and experience in providing quality audit services to government entities and the quality of the firm's professional personnel who would conduct the audit. The approach of the audit and the plan for implementation will also be scrutinized.

Cost will not be the primary factor in the selection of the audit firm.

4. Selection Process

Each firm submitting may be interviewed by the Town Manager and Finance Director to further discuss their proposal and answer any questions they may have. This can occur either in person or via Zoom/equivalent.

There is no expressed or implied obligation on the part of the Town of Norwich to reimburse responding firms for any expenses incurred in preparing or presenting proposals in response to this request.

The Town of Norwich reserves the right to retain all proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in any contract between the municipality and the selected firm.

The Town of Norwich reserves the right to accept or reject any proposal, at their sole discretion, and to award a contract based solely on their determination of the best proposal considering all of the circumstances.

During the evaluation process, the Town reserves the right, where it may serve in the Town's best interest, to request additional information or clarification from proposers.

Please direct all questions regarding this request for proposals in writing to Jonathan DeLaBruere, Finance Director, at jdelabruere@norwich.vt.us , phone (802) 649 1419 ext.105. Questions deadline is November 9, 2026, at 4pm.

Based on the recommendation of the Town Manager the Selectboard will approve entering into a contract with the chosen provider on or around December 9, 2026.

5. Submission Requirements

Proposals are to be submitted by 4:00 PM on Monday, November 23, 2026
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via email ONLY to:

Jonathan DeLaBruere – Finance Director, jdelabruere@norwich.vt.us

Brennan Duffy – Town Manager, bduffy@norwich.vt.us

Brennan Duffy, Town Manager, Town of Norwich
300 Main St. or PO Box 376
Norwich, VT 05055