

South Central Regional Council of Governments

REQUEST FOR PROPOSALS

FOR

AUDITING SERVICES

April 4, 2018

LEGAL NOTICE

AUDITING SERVICES RFP

The South Central Regional Council of Governments (SCRCOG), North Haven, Connecticut is requesting proposals from qualified certified public accounting firms, in accordance with the provisions of the Connecticut General Statutes, to conduct an examination and to render an opinion on the annual financial statements of SCRCOG. Proposals will be received at the SCRCOG offices until 12 PM on May 2, 2018 after which time no further proposals will be received. The RFP document can be viewed at SCRCOG's website: www.scrkog.org or can be made available upon request. For questions concerning this Request for Proposals, contact Carl Amento, Executive Director, at (203) 466-8625.

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I. INTRODUCTION

A. General Information

The South Central Regional Council of Governments (SCRCOG) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2018, with the option of auditing its financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, *the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards (1988), the provisions of the federal Single Audit Act of 1984 and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments, and Non-Profit Organizations and the provisions of Sections 4-230 through 4-236 of the Connecticut General Statutes concerning the State Single Audit Act.*

The auditor(s) shall state that the primary purpose of the audit is to express an opinion on the general purpose financial statements taken as a whole and that the audit is subject to the inherent risk that errors or irregularities may occur and not be detected.

There is no expressed or implied obligation for SCRCOG to reimburse firms for any expenses incurred in preparing proposals in response to this request.

To be considered, three (3) copies of a proposal must be received by May 2, 2018 at 12 PM. SCRCOG reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by SCRCOG Executive Committee. During the evaluation process, the Executive Committee and SCRCOG reserve the right, where it may serve SCRCOG's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of SCRCOG, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

SCRCOG reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between SCRCOG and the firm selected.

It is anticipated that the selection of a firm will be completed by May 25, 2018. Following the notification of the selected firm it is expected an engagement letter will be executed between both parties within 30 days.

B. Terms of Engagement

A three (3) year contract is contemplated, subject to the annual review and recommendation of the Executive Committee, the satisfactory negotiation of terms (including a price acceptable to both SCRCOG and the selected firm), the concurrence of SCRCOG and the annual availability of an appropriation.

II. DESCRIPTION OF THE GOVERNMENT

A. General

The auditor's principal contact with SCRCOG will be Carl Amento, Executive Director, or a designated representative, who will coordinate the assistance to be provided by SCRCOG to the auditor.

B. Background Information

SCRCOG serves an area of fifteen (15) municipalities with a population of approximately 570,000 people. SCRCOG's fiscal year begins on July 1 and ends on June 30.

SCRCOG provides the following services:

- Transportation Planning for the Region via FHWA, FTA, ConnDOT, and local funding;
- Land use referrals from the region to SCRCOG Regional Planning Commission;
- Census information to the municipalities in the region;
- Regional issue forums such as housing, public safety and homeland security;
- State regional services grant for regional planning activities;
- State grants for a regional GIS program;
- State CIRCA grant for coastal resilience planning;
- Federal grants for a Multi-Jurisdiction Hazard Mitigation Plan and coastal resilience planning; and
- Potential other similar grants.

SCRCOG has a total payroll of approximately \$535,000 covering seven (7) full time employees, and, from time to time, temporary employees.

More detailed information on finances can be found in the following documents provided with this Request for Proposal:

1. *Comprehensive* Annual Financial Report
2. Budget Summary

C. Fund Structure

SCRCOG uses the following fund types, all under general ledger control, and account groups in its financial reporting:

<u>Fund Type</u>	<u>Fiscal Year 2016-17 Amounts</u>
General Fund	<u>\$ 158,614</u>
Special Revenue Funds	<u>\$ 2,011,985</u>

D. Budgetary Basis of Accounting

SCRCOG prepares its budgets on a basis consistent with generally accepted accounting principles.

E. Pension Plans

SCRCOG participates in the following pension plans:

<u>Plan</u>	<u>Contribution Source</u>
401	Employer
457	Employee

Administrative services for these plans are provided by Principal Financial Group.

III. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Statements and Schedules and other pertinent information to be prepared by SCRCOG

SCRCOG Staff will prepare or provide the following statements and schedules for the auditor as follows:

1. Adjusted trial balance for all funds
2. Detailed schedules of revenues and expenditures, expenses, accounts payable and receivable, and encumbrances
3. Detail of balance sheet and subsidiary account activity
4. Check registers for all funds
5. Bank reconciliations for all accounts
6. Detail of capital projects expenditures on a project to life basis
7. Analysis of accounts as requested
8. Investment activity schedules
9. Debt schedules
10. Fixed assets schedules
11. Payroll records
12. Schedule of Compensated Absences
13. Schedule of federal and state assistance

B. General

Office space will be provided in close proximity to the financial records. Telephones will be made available as well as the use of a copy machine during the engagement. The auditor will be required to provide any other necessary equipment and office materials.

IV. NATURE OF SERVICES REQUIRED

A. General

SCRCOG is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2018 with the option to audit SCRCOG's financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Qualifying Requirements

Qualified Firm:

Firms submitting proposals must be qualified to perform independent audits of Councils of Governments of the State of Connecticut.

Location:

The auditor must have an office located within the State of Connecticut, and resident staff must be able to offer the full range of auditing services required by this Request for Proposal.

Non-Discrimination:

No person shall be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provision), marital status or the presence of any sensory, mental or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by SCRCOG and may result in ineligibility for further SCRCOG contracts. The proposer shall at all times in the proposal and contract process comply with all applicable state and federal anti-discrimination laws, rules, regulations and requirements thereof.

Other:

Supervisory members of the audit team should be Certified Public Accountants and have a minimum of two (2) years of municipal, regional agency, non-profit audit experience in the State of Connecticut. The Executive Committee intends to strongly consider Government Auditing Standards experience in evaluating the proposal.

C. Scope of Work to be Performed

SCRCOG desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with generally accepted accounting principles.

The scope of work includes Schedules to be completed and filed to meet the federal and state requirements of the agency.

The scope of work also includes the preparation of Quarterly (941, CT941, UC2) and Annual (W-2, W-3, CTW-2, CTW-3, 1096, 1099, CT1096, and CT1099) Tax Statements.

D. Auditing Standards to be Followed

To meet the requirements of this request for proposals, 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. Comptroller General's Government Auditing Standards*, *the provisions of the Single Audit Act of 1984*, *the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments and Non-Profit Organizations*, and in conjunction and conformity with sections 4-230 through 4-236 of the Connecticut General Statutes (*the State Single Audit Act.*)

E. Reports to be Issued

Following the completion of the audit of each fiscal year's financial statements, the auditor shall issue, as required by generally accepted auditing standards, and Government Auditing standards, *OMB Circular A-133*, and *the Connecticut General Statutes*, including but not limited to the following:

A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.

A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.

A report on compliance with applicable laws and regulations.

*Reports on the supplementary schedules of federal and state financial assistance.
Reports on the internal control structure used in administering federal and state financial assistance programs.*

Reports on compliance with laws and regulations related to major and non-major federal and state financial assistance programs. This report should include an opinion on compliance with specific requirements applicable to major federal and state financial assistance programs, a report on compliance with general requirements applicable to major and non-major federal and state financial assistance programs, and a report on

compliance with laws and regulations applicable to non major federal and state financial assistance program transactions tested.

Reports or statements as seen in the FY 2016/2017 audit.

The auditor shall communicate in a letter to SCRCOG any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. The auditor shall recommend changes to address any reportable conditions or perceived deficiencies in SCRCOG financial procedures.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by SCRCOG of the need to extend the retention period. The auditor will be required to make working papers available, upon request by SCRCOG.

In addition, the firm shall respond to the reasonable inquiries of successor Auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

G. Implied Requirements

All services not specifically mentioned in this request for proposals that are necessary to provide the functional capabilities described by the auditor shall be included in the Scope of Services.

V. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposal issued on	April 4, 2018
Inquiries Deadline	April 26, 2018
Due date for proposals	May 2, 2018
Appointment by SCRCOG by	May 25, 2018
Contract date by	June 25, 2018

B. Schedule for the Annual Audit for the Fiscal Year Ending June 30, 2018

Preliminary field work begins by	September 10, 2018
Final audit work begins by	October 1, 2018
Draft to staff by	November 5, 2018
Completed Draft to Executive Committee by	November 13, 2018
Exit conference to review draft and significant findings by	November 21, 2018
Draft comments returned to Auditors by	November 28, 2018

For any subsequent fiscal year audit, for which SCRCOG shall elect to utilize the auditor, a similar schedule shall be prepared in consultation with SCRCOG staff.

C. Report Submissions

Copies of all reports shall be addressed to the Executive Director, SCRCOG. *The successful proposer will also submit copies of reports as required by state and federal audit requirements.*

The submission dates for the various reports to SCRCOG and the appropriate cognizant agencies (as determined for each audit period in consultation with SCRCOG staff) as follows:

Comprehensive Annual Financial Report by	December 31, 2018
Single Audit Report by	December 31, 2018

Where an extension of time may be required, it will be the responsibility of the Auditor to promptly notify SCRCOG, in writing. The Auditor shall promptly notify SCRCOG of any suspicion of fraud, defalcation or misapplication of funds. Such notice shall be in addition to any notice to grantors required by single audit legislation.

The final report, nineteen (19) signed copies, and (1) one .pdf version should be delivered to Carl Amento, Executive Director, SCRCOG, 127 Washington Ave., 4th Floor West, North Haven, CT. 06473.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Carl Amento
127 Washington Ave., 4th Floor West, North Haven, CT 06473

Telephone: (230) 466-8625 Fax: (203) 234-9850 Email: camento@scrcog.org

Inquiries must be received by 12 PM on April 26, 2018.

SCRCOG will arrange as addenda, which shall be made a part of this Request for Proposals, all inquiries received as above provided and the responses regarding each. No later than (2) days prior to the receipt of proposals (See “Section V.” above), SCRCOG staff will post a copy of any such addenda to SCRCOG’s website, located at www.scrcog.org. **It shall be the responsibility of each Request for Proposals Respondent to determine whether any addenda have been issued and if so, to download copies directly from SCRCOG’s website.**

2. Submission of Proposals

The following material is required by May 2, 2018 for a proposing firm to be considered:

a. The Proposal and two (2) copies are to include the following:

i. Title Page

Title page showing the request for proposal’s subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.

ii. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period covered.

iii. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI B of this request for proposals.

iv. Guarantees and Warranties

Executed copies of Proposer Guarantees and Proposer Warranties attached to this request for proposals (Appendix B).

- a. The proposer shall submit an original and two (2) copies of a dollar cost bid attached to this request for proposals (Appendix D).
- b. Proposers should send the completed proposal to the following address:

Carl Amento, Executive Director
South Central Regional Council of Governments
127 Washington Ave., 4th Floor West
North Haven, CT 06473

B. Technical Proposal

1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of SCRCOG in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The technical proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in Appendix D). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals.

2. Independence

The firm should provide an affirmative statement that it is independent of SCRCOG as defined by generally accepted accounting standards and the U.S. Comptroller General's Government Auditing Standards.

The firm should also list and describe the firm's professional relationships involving SCRCOG or any of its agencies for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

3. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the staff to be so employed on a part-time basis.

The firm shall also provide information on the results of the firm's latest federal or state desk reviews or field reviews of its audits. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Connecticut. The firm also should indicate how the quality of staff over the term of the agreement would be assured.

The proposer should identify the extent to which its staff reflects SCRCOG's commitment of Affirmative Action.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of SCRCOG. However, in either case, SCRCOG retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of SCRCOG, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Audit Approach

Proposers will be required to provide the following information on their audit approach:

- a. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- b. Extent of use of software in the engagement.
- c. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- d. Approach to be taken in drawing audit samples for purposes of tests of compliance.

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from SCRCOG.

C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this Request for Proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

SCRCOG will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.

2. Rates for Additional Professional Services

If it should become necessary for SCRCOG to request the auditor to render any additional services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between SCRCOG and the firm. Any such additional work agreed to between SCRCOG and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid in Appendix D.

4. Manner of Payment

Payment will be made 30 days after receipt of invoice. One invoice will be rendered at the completion and acceptance of all final documents required, including schedules and forms required by the federal and state governments.

VII. EVALUATION PROCEDURES

A. Evaluation Criteria

The following represent the principal selection criteria, which will be considered during the evaluation process of proposals.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Connecticut.
- b. The audit firm's professional personnel have received adequate continuing professional education within the preceding three years.
- c. The firm has no conflict of interest with regard to any other work performed by the firm for SCRCOG.
- d. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.

2. Technical Qualifications

- a. Expertise and Experience
 1. The firm's past experience and performance on comparable government engagements.
 2. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
 3. Experience with the preparation of federal and state financial assistance and related reports.

C. Oral Presentations

During the evaluation process, a Selection Panel comprised of SCRCOG staff, member(s) and municipal CEO(s) may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any

questions the Selection Panel may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

D. Final Selection

The Selection Panel will recommend a firm for approval by SCRCOG Executive Committee and full SCRCOG Board.

It is anticipated that a firm will be selected by May 25, 2018. Following notification of the firm selected, it is expected a contract will be executed between both parties within thirty (30) days of approval.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between SCRCOG and the firm selected.

SCRCOG reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms and to waive minor inconsistencies with the request for proposal.

APPENDIX A

LIST OF KEY PERSONNEL, OFFICE LOCATIONS AND TELEPHONE NUMBERS

Name	Location	Telephone
Carl Amento	SCRCOG Offices	(203) 466-8625
Albert Ruggiero Jr	SCRCOG Offices	(203) 466-8622
Christopher Rappa	SCRCOG Offices	(203) 466-8610

APPENDIX B

**PROPOSER GUARANTEES
AND
PROPOSER WARRANTIES**

Proposer Guarantees

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section IV, Nature of Services Required.

Proposer Warranties

1. Proposer warrants that it is willing and able to comply with State of Connecticut and Federal laws.
2. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of SCRCOG.
4. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX C

INSURANCE

INSURANCE EXHIBIT - PROFESSIONAL SERVICES

The professional individual or firm shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the work hereunder by the individual or the firm, his agents, representatives, or employees.

For the purpose of this clause, the term “professional individual or firm” shall also include the individual’s or firm’s respective officers, agents, officials, employees, volunteers, boards and commissions.

A. Minimum Scope and Limits of Insurance

1. Broad Form Comprehensive General Liability
\$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, and products / completed operations.
2. Automobile Liability
\$1,000,000 combined single limit per occurrence for bodily injury and property damage
3. Umbrella Liability
\$1,000,000 per occurrence, following form.
4. Workers’ Compensation
Limits as required by State of Connecticut Labor Code
5. Employers’ Liability
\$100,000 each accident
\$500,000 disease/policy limit
\$100,000 disease/each employee

6. Professional Liability (if used on a claims-made basis, insurance coverage shall be maintained for the duration of the contract and for two (2) years following contract completion.)

\$1,000,000 per occurrence

\$1,000,000 aggregate

7. Personal Property Coverage

Adequate insurance to cover the value of personal property (including but not limited to, personal computers) belonging to the Auditor while located on SCRCOG property, while in use or in storage, for the duration of the contract.

D. Notice of Cancellation or Non-renewal

Each insurance policy required by this Exhibit shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced, either in coverage or in limits, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to SCRCOG.

E. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions;

Workers' Compensation and Employer's Liability Coverage

- a. The insurer shall agree to waive all rights of subrogation against SCRCOG for losses arising from the work performed by the Auditor for SCRCOG.
- b. If State statute does not require the Auditor to obtain Workers' Compensation insurance, then the Auditor shall furnish SCRCOG with adequate proof of the self-employment status/ The Auditor agrees to waive all rights of claims against SCRCOG for losses arising from the work performed by the Auditor. In the event that during the contract this self-employment status should change, the Auditor shall immediately furnish proper notice to SCRCOG and a certificate of insurance indicating that Workers' Compensation insurance and Employer's Liability coverage has been obtained by the Auditor as required by this Exhibit.

G. Verification of Coverage

The Auditor shall furnish SCRCOG with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Finance Director

before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. SCRCOG reserves the right to require complete, certified copies of all required policies, at any time.

All insurance documents required by this Exhibit shall be mailed to Carl Amento, Executive Director, SCRCOG.

Signed:

Auditor _____ Date

SCRCOG _____ Date
(South Central Regional Council of Governments)

APPENDIX D

To be submitted on your firm's letterhead.

Firm's Name:

Location of office staffing the audit:

Number of professional audit
staff at this location: _____

Number of staff to be assigned: _____

FIXED FEES

SCRCOG:

Year 1

Year 2

Year 3

Independent Auditor's Report

General Purpose Financial Statements

Supplementary Schedules

\$ _____

\$ _____

\$ _____

Total hours included in Combined Total Fees:

Partner hrs _____ @ _____ /hr

Manager hrs _____ @ _____ /hr

Staff hrs _____ @ _____ /hr

Rate for hours in excess of those above or for services outside the specified scope,
\$ _____ per hour.

Submitted by _____

Date

Signature _____

Title

Telephone _____

Fax

APPENDIX E

SAMPLE AUDIT SERVICES PROPOSAL LETTER
(To be submitted on your firm's letterhead)

Attn: Carl Amento, Executive Director
SCRCOG
127 Washington Ave., 4th Floor West
North Haven, CT 06473

Dear Executive Committee Members of SCRCOG:

We have read the Request for Proposal and fully understand its intent and contents. We certify that we have adequate personnel, insurance, equipment, and facilities to fulfill the specified requirements. We understand that our ability to meet the criteria and provide the required services shall be judged solely by the Executive Committee.

We have attached the following:

1. Proposal as outlined in Section VI
2. Appendix B: Proposer Guarantees and Warranties
3. Appendix C: Insurance
4. Appendix D: Fixed Fees

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to SCRCOG.

Submitted by _____ Date

Signature _____ Title