

REQUEST FOR PROPOSALS

Certified Public Accountant

The Connecticut Metropolitan Council of Governments (MetroCOG) is seeking the services of a Certified Public Accountant to prepare a financial audit of the Council's records. MetroCOG receives grant funds from the US Department of Transportation, the State of Connecticut and municipal members totaling approximately \$2,000,000.

Financial records are maintained on a cash basis during the year and converted to full accrual at year end. The accounting system used is QuickBooks Pro and PayChex automated payroll.

Scope of Work:

The scope of services required under this solicitation includes, but are not limited to, the following:

- A. The primary focus of the work is to examine the Council's financial records in accordance with generally accepted auditing standards as defined and described in:
 1. Statement of Auditing Standards published by the American Institute for Certified Public Accountants.
 2. Standards for Audit of Governmental Organizations, Programs, Activities, and Functions as published by the GAO.
 3. Prospective CPAs must have experience in, be familiar with and have an understanding of accounting and auditing of federal and state grants.
 4. Provide technical assistance, not to exceed 28 hours, to the Executive Director and MetroCOG staff regarding routine accounting and bookkeeping matters.
- B. The audit shall take place at the Council office in Bridgeport, Connecticut. The fieldwork may be rescheduled upon mutual agreement of the parties.

Deliverables:

1. The auditor shall present the results of the audit to the Executive Director and Council Board. All review material and draft audit report shall be submitted to the Executive Director at least three (3) weeks prior to the November 28, 2017 MetroCOG meeting, and
2. Completion of the final audit with approval of the Council Board by November 28, 2017.



Three (3) hard copies of the proposal should be submitted to Matt Fulda, Executive Director, MetroCOG, 1000 Lafayette Blvd, Suite 925, Bridgeport, CT 06604.

Anyone interested in this solicitation must submit proposals by 4:00 pm EST on August 28, 2017. All inquiries shall be directed to Matt Fulda, Executive Director, MetroCOG, 1000 Lafayette Blvd, Suite 925, Bridgeport, CT 06604 at (203) 366-5405 x28 or via email at mfulda@ctmetro.org.