

**TOWN OF CAVE CREEK
37622 N. Cave Creek Road
Cave Creek, Arizona 85331**

**NOTICE OF REQUEST FOR PROPOSAL
April 1, 2019**

PROPOSAL: Auditing Services – Privilege License Sales Tax

DUE DATE: May 8, 2019 – 4:00 pm

LOCATION: Town of Cave Creek, Attention: Robert Weddigen, Finance Director
37622 N. Cave Creek Road, Cave Creek, AZ 85331

The Town of Cave Creek issues this Request for Proposals for a full range of Transaction Privilege (sales) and Use Tax auditing services on behalf of the Town beginning July 1, 2019 for a contract period of one year with the option of two one year extensions, not to exceed \$30,000 annually.

Competitive proposals for the services specified in this notice will be received by the Town of Cave Creek at the above specified location until the time and date cited. Proposals must be in the actual possession of the Town of Cave Creek on or prior to the exact time and date indicated above. Late proposals will not be considered.

Proposals must be submitted and labelled “Auditing Services – Privilege License Sales Tax” and include the Offeror’s name and address clearly indicated on the envelope. All proposals must be completed in ink or typewritten and a complete Request for Proposal data must be returned along with the proposal by the time and date cited above. Additional instructions for preparing a proposal are provided with this notice.

I. INSTRUCTIONS TO BIDDERS

A. Preparation of Proposals:

1. All proposals shall be on the Offeror’s letterhead and the forms provided in this Request for Proposal package. It is permissible to copy these forms if required. Facsimile transmittal, E-mail or similarly transmitted proposals will be accepted.

2. The proposal documents and the Proposal Data Sheets (see Section VI) must be submitted with an original ink signature by the person authorized to sign the offer.
 3. Erasures, interlinear markings or other modification in the proposal shall be initialled in original ink by the authorized person signing the offer.
 4. No proposal or data sheets shall be altered, amended, or withdrawn after the specified due time and date.
 5. It is the responsibility of all Offerors to examine the entire Request for proposal package and seek clarification of any item or requirement that may not be clear and check all responses for accuracy before submitting a bid. Negligence in preparing a Proposal confers no rights of withdrawal after due time date.
- B. Inquiries: Any question(s) related to this solicitation must be directed to the Town Finance Director and/or, the Town Manager. Questions should be submitted in writing when time permits. The Town may require any and all questions to be submitted in writing at the Town's sole discretion. Any correspondence related to a solicitation should refer to the Request for Proposal page and paragraph number.
- C. Late Offers: Late offers will not be considered. An Offeror submitting a late proposal shall be so notified.
- D. Withdrawal of Offer: At any time prior to the specified proposal due time and date an Offeror (or designated representative) may withdraw their proposal, facsimile transmittals E-mail or similarly transmitted withdrawals will be considered.
- E. Amendment of Proposal: Receipt of solicitation amendment must be acknowledged by signing and returning the document(s) prior to the specified proposal due time and date.

II. REQUIRED SERVICES

- A. It is expected that the firm retained by the Town as the service provider shall enter into a contract with the Town to provide the required services at a fair and reasonable compensation. The bidder will provide their preferred method of progress payments whether by hour, by units of production or by some other reasonable methodology. For such compensation the service provider will be expected to provide part or all the following services for a period of one year with the possibility of an additional years renewal.
1. Independently conduct Town Transaction Privilege (Sales) and Use Tax audits of a varying complexity and size, according to Generally Accepted Accounting Principles, Generally Accepted Auditing Procedures, and in coordination with the

Arizona Department of Revenue's required processes and procedures. The successful bidder should be able to audit various businesses and transaction types, including but not limited to: residential rental, retail, restaurant and bar, and construction. Proposal may include an annual detailed audit plan including number and types of audits to be covered by the proposed pricing. Note: The successful bidder may be required to audit a specific entity at the request of the Town Manager or Finance Director.

2. Compile spreadsheets, audit notes, analyze and file reports which meet all established audit policy requirements and procedures.
3. Estimate Town Transaction Privilege (Sales) and Use Tax liability from taxpayer records or other available information in accordance of statute or Town Code.
4. Observe, compare, and review financial records of businesses to determine compliance with the Town of Cave Creek's Tax Code and the Model City Tax Code statutes and regulations.
5. Attend meetings and/or work at the taxpayer's business location, or the taxpayer's appointed representative's location to compile financial information from the taxpayer's source documents and records.
6. Follow and document the audit trail in the audit file for each assigned audit.
7. Write audit findings and conclusion summaries.
8. Examine and verify accuracy of taxpayer's bookkeeping records such as invoices, sales journals, general ledgers, bank statements, and inventory records.
9. Search records to identify entries critical to tax liability or procedural propriety as it relates to internal controls and conformance to tax laws.
10. Attend tax hearings and give testimony regarding work performed and the basis of the assessments, findings or conclusions.
11. Educate business managers in computing and reporting taxes due by explaining legal requirements, rules, regulations, procedures, and ordinances of the Town of Cave Creek and other agencies when requested.
12. Promptly respond to telephone inquiries regarding the current status of all audit files as requested.
13. Ensure successful and timely completion of all requested or planned audits.

14. Provide detailed work history summaries of all auditors that will be working on Town requested audits.

15. Remain in compliance with all state and local auditing laws and regulations.

III. ADDITIONAL CONSIDERATIONS

A. Each firm(s) or individual(s) assigned to conduct the duties resulting from this RFP process shall meet the following minimum requirements:

1. Reporting to Management Firm(s) or individual(s) submitting proposals shall be able to report to Town staff and Town Council as required.
2. Office and Staffing Requirements Firm(s) or individual(s) shall provide all workspace, personnel, equipment and supplies necessary to complete professional services set forth in the scope of work.
3. Arizona Transaction Privilege (Sales) and Use Tax Audits Firm(s) or individual(s) must possess at least five (5) years of experience in Arizona Transaction Privilege (Sales) and Use Tax audits and review, and at least three (3) years of experience in municipal tax audit and review.
4. Professional Conduct Firm(s) or individual(s) shall demonstrate professional conduct at all times.
5. Compliance Firm(s) or individual(s) shall demonstrate compliance with all state and local auditing laws including obtaining training and certifications as required by law throughout the term of the contract.
6. Insurance Firm(s) or individual(s) must be able to provide documentary proof of the required insurance coverage as set forth in this document.
7. References Firm(s) or individual(s) must be able to provide at least three (3) professional references from other cities or towns or other appropriate related experience.

B. Upon awarding the contract, to assist the contractor, the Town can make the following information available:

1. Town administered business licensee data.
2. State provided Town transaction privilege tax collection summary and detailed collection reports on a monthly basis.

3. Construction permits issued by the Town.
4. County provided listings of newly registered rental properties.

IV. AWARD OF CONTRACT (If over \$10,000)

- A. The Town of Cave Creek Town will award a contract for services to the firm which best meets the needs of the Town as demonstrated by the proposals as submitted.
- B. Notwithstanding any other provision of this Request for Proposal, the Town expressly reserves the right to:
 1. Waive any defect or informality; or
 2. Reject any or all offers, or portions thereof; or
 3. Reissue a Request for Proposal; or
 4. Withhold the award for any reason; or
 5. Extend the deadline for the Proposal.
- C. A response to a Request for Proposal is an offer to contract with the Town based upon the terms, conditions, and specifications contained in this Town of Cave Creek's Request for Proposal prepared by the Offeror. Proposals do not become contracts unless and until they are accepted by the Town. A contract is formed when the Town provides a signed copy of a contract to the successful Offeror. The successful contracts inception is the signing of the contract by the appropriate Town official. All terms and conditions and information contained in this Request for Proposal will be incorporated for reference and made a part of the contract, unless modified by a solicitation amendment or a contract amendment signed by the authorized Town official.

V. TERMS AND CONDITIONS

- A. Proposal Opening: Proposals shall be opened publicly at the time and place designated on the cover page of this document. The name of each Offeror shall be read publicly, and recorded. All other information contained in proposals shall be confidential so as to avoid disclosure of contents prejudicial to competing Offerors during the process of negotiation. Prices will not be read. Proposals will not be subject to public inspection until after contract award.

- B. Offer Acceptance Period: Proposals are an irrevocable offer for 90 days after the opening time and date. Pricing: Pricing must be submitted on an all-inclusive basis and shall include all taxes and other related cost factors associated with providing the services described in this document. Proposed services will be paid in monthly installments over the period of the contract.
- C. Contract: Any contract entered into pursuant to accepting the proposal shall be valid from the date of award for a period of one year with the option of two one year extensions.
- D. Cancellation Notice: The Town reserves the right to cancel the whole or any part of the subsequent contract without cause. The Town will issue a written thirty (30) day notice of such cancellation. Any subsequent contract must include such a clause.
- E. Evaluation: In accordance with Town policy, an award shall be made to the responsible Offeror whose proposal is determined to be the most advantageous to the Town taking into consideration the evaluation factors set forth in this Request for Proposal. After reviewing and evaluating the written materials submitted, finalists will be invited to an oral interview. The Town will contact the finalists to schedule those interviews.

Evaluation criteria shall include:

1. Firm's demonstrated competence and qualifications to perform the required services.
2. Firm's experience working with municipalities or other governmental bodies.

VI. PROPOSAL DATA SHEETS

Firm Name: _____

Address of office that would serve this account:

Business Phone: _____

Type of organization (check the appropriate line as indicated and provide indicated information)

_____ A corporation organized and existing under the laws of the State of Arizona

_____ A partnership, if so, please list partners who will work on or have responsibility for this contact.

Partners responsible for this contract:

_____	_____
Name	Area of Expertise

_____	_____
Name	Area of Expertise

_____	_____
Name	Area of Expertise

_____ Check if an Individual (sole proprietor) responsible for this contract:

_____	_____
Name	Area of Expertise

Number of years in business: _____

Managers assigned to oversee this contract:

Organization	Area of Experience Provided	Date
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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Employees assigned to this contract:

Name	No. of Years Employed	Area of Experience
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list all current clients (add additional sheets, if required):

Include an executive summary and/or any supplementary data or brief that will enable the Town to become better aware of your qualifications.

VII. OFFER

TO THE TOWN OF CAVE CREEK, ARIZONA

The undersigned hereby offers and agrees to provide the services at the price(s) set forth in this Request for Proposal in compliance with all terms, conditions, specifications and amendments in the solicitation and any written exceptions in the offer.

Name: _____

Phone: _____

Company Name

Authorized Signature

Address

Printed Name

City, State, Zip

Title