

Fremont County, Colorado

Request for Proposals Special Audit Services



Pursuant to Colorado Revised Statute 30-10-709.2 the Fremont County Board of County Commissioners invites qualified independent auditors having sufficient governmental accounting and auditing experience to perform a special audit of the Fremont County Treasurer's Office. The firm will be responsible for reviewing internal controls, operational procedures, and financial transactions of the Fremont County Treasurer's Office from 2012 to current.

BACKGROUND

Fremont County is classified as a Category II County. The current population is approximately 47,500 residents.

The Fremont County Treasurer is responsible for collection of all county revenues, as well as the collection and disbursement of property taxes for the various municipalities, school districts, and special districts throughout the county. The total funds collected by the Fremont County Treasurer are approximately \$70,000,000 per year.

In November 2012 the Fremont County Treasurer's Department converted from Affiliated Computer Services (ACS) software to Tyler Technologies Eagle software.

SCOPE OF WORK

1. Review internal controls in the Fremont County Treasurer's Office and determine weaknesses or areas that need improvement made.
2. Review operational procedures to ensure that proper methods are occurring on transactions including the receipt and disbursement of funds.
3. Review financial transactions relative to bank reconciliations from 2012 to current.

DELIVERABLES

1. A clear list of recommended implementable action items. The list should also be accompanied by an estimated timeline for implementation.
2. A final, written report in both hard copy and electronic format.
3. A verbal presentation to the Fremont County Board of County Commissioners.

SUBMITTING A PROPOSAL

Qualified parties should submit the following no later than 4:00 p.m. on October 12, 2017. Proposals should be submitted to:

Sunny Bryant, Fremont County Manager
615 Macon Avenue, Room 106
Canon City, CO 81212
sunny.bryant@fremontco.com

1. A proposal describing your qualifications and how the tasks would be carried out.
2. An estimate of time from the agreed upon start date to delivery of the written report.

3. Your approach to the audit and proposed staffing to accomplish.
4. A list of at least three governmental references with contact information.
5. A fixed/maximum price cost for the review based on the scope outlined above.

Please also provide the following statements:

1. A statement that you are licensed in the State of Colorado.
2. A statement of understanding the work to be performed.
3. A statement that your fee proposal constitutes an irrevocable offer.

Your fee proposal should be in **TOTAL** and include travel, lodging, meals, report preparation, and presentation.