


Proposal Submittal Form

COLLETON COUNTY, SOUTH CAROLINA, a body politic and corporate and a political subdivision of the State of SC	MAIL TO: Finance-Purchasing ATTN: Ms. Stacy Langdale PO Box 157 Walterboro, SC 29488	
REQUEST FOR PROPOSAL	HAND CARRY TO: Purchasing Office, Room 208A Harrelson Building, 31 Klein Street Walterboro, South Carolina 29488	
Proposals will be accepted until 2:00 PM, Wednesday, February 24, 2010	TELEPHONE NO. (843) 549-5716	
Then Publicly Opened in Room 208	PROPOSAL NUMBER: FIN-05 Auditing Services	

VENDOR NAME: _____

VENDOR ADDRESS: _____

CITY-STATE-ZIP: _____

MAILING ADDRESS: _____

(If different from above) _____

TELEPHONE NO.(____) _____ FAX NO.(____) _____

FEDERAL ID NO. _____ E-MAIL _____

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and verify that I am authorized to sign this proposal for the proposer. I further state that the company affiliated with this proposal currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment.

Proposer acknowledges receipt of the following addendum:

Number ____ Dated _____

Number ____ Dated _____

Number ____ Dated _____

Number ____ Dated _____

 SIGNATURE

 PRINTED NAME

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INSTRUCTIONS TO PROPOSERS

Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.

1. **Submit an original, so identified, and four (4) complete duplicate copies of the Proposal including a completed W-9 form and Certificate of Insurance for your agency in a sealed opaque package with the proposal number, firm name, as well as the time and date for opening prominently marked on the outside.**
2. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
3. Proposals must be submitted to or at the time, date and exact location specified to be considered. No late proposals, telegraphic, telephonic, or electronic proposals will be accepted.
4. All information requested of the proposer must be entered in the appropriate space on the original forms as contained in this RFP package. Failure to do so may be grounds for disqualification.
5. All information must be entered in ink or typewritten. Mistakes may be crossed out and corrected prior to submission, if initialed by the person signing the proposal. Corrections and/or modifications received after the closing time specified will not be accepted.
6. Proposing Firms are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
7. Prohibition of Gratuities: It shall be unethical for any person to offer, or give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.
8. **Addendum to Proposal:** If it becomes necessary to revise any part of this request for proposals, an addendum will be provided in writing to all vendors receiving this request for proposals. All amendments issued by Colleton County must be acknowledged in writing by vendor. In addition, all addenda will be posted to the Colleton County website at www.colletoncounty.org under "Online Bids." It is the responsibility of the Vendor to check the website for addenda up to the time of the proposal closing.
9. Proposal Closing. At the time that proposals are opened, the only information that will be released is the names of the participating proposers. No other information will be provided before the ranking of bidders and the issuance of award.
10. Colleton County reserves the right to award proposals received on the basis of individual items, groups of items, or the entire list of items; to reject any and all proposals; and to waive any technicalities.
11. In case of tie proposals, price and quality being equal, preference shall be given to Colleton County vendors. In every case, Colleton County reserves the right to make awards deemed to be in the best interest of the County.
12. Unless otherwise indicated in the proposal notice, prices must be firm, and remain in effect for ninety (90) days. Ambiguous proposals which are uncertain as to fees, delivery, or compliance with specifications may be rejected or disregarded.
13. In case of default by contractor, Colleton County reserves the right to purchase any or all items in default in open market, charging the contractor with any excess costs. Periods of performance may be extended if the facts as to the cause of delay are justified in the opinion of the proper Colleton County officials.
14. Failure to Perform: If, during the term of this contract, the vendor should refuse or otherwise fail to perform any of its obligations under the contract, the County reserves the right to: 1) Obtain the goods or services from another

vendor; and/or 2) Terminate the contract; and/or 3) Suspend the vendor from bidding for a period of up to 24 months. If the County exercises this right, the County shall not be responsible for any portion of this contract, nor shall the County be responsible for any pro-rata billings, partial work completed, parts ordered, supplies, or any other vendor related costs related to the cancellation of this contract.

GENERAL PROVISIONS

1. **ORDER OF PRECEDENCE:** In the event of inconsistency between the provisions of this solicitation, the inconsistency shall be resolved by giving precedence in the following order: (A) Colleton County Ordinance Number 2000-0-21 as amended, (B) The proposal schedule and instructions to offerers, (C) General conditions, (D) General provisions, (E) Other provisions of the contract whether incorporated by reference or otherwise, and (F) the Specifications.
2. **S.C. LAW CLAUSE:** Upon award of a contract or Purchase Order under this proposal, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful offerer from requirements that it be authorized and/or licensed to do business in this state, by submission of this signed proposal, the offerer agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, to all matters and disputes arising or to arise under the contract and performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.
3. **EXCUSABLE DELAY:** The contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the fault of a subcontractor, and if such default arises out of control of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
4. **AWARD CRITERIA:** Award will not be issued based solely on price as this award is considered a professional service. Colleton County will consider the proposal to be most advantageous to its own interests. References will be contacted and considered as part of the award criteria based on information provided related to the service history and uniform quality. The County will weigh pricing at 45 points, Uniform Tracking System at 30 points, Quality Control at 15 points, and References/Service Capabilities at 10 points.
5. **SPECIFICATIONS:** Any deviation from specifications in the proposal solicitation must be clearly pointed out; otherwise, it will be considered that the items offered are in strict compliance with these specifications, and the successful offerer will be held responsible therefore. Unless otherwise stated, it is understood and agreed that any item offered or shipped on this proposal shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.
6. **RESPONSIBILITIES:** The offerer must assume that any purchase, responsibility, insurance, and action or activity which is necessary for the satisfactory operation of the services requested in the request for proposal, but which is not specifically designated as a Colleton County responsibility, is a responsibility of the Contractor's operation, and the offerer shall include these in the response to this request for proposal accordingly.
7. **INSURANCE:** Upon award of the contract or Purchase Order under this proposal the contractor shall maintain, throughout the performance of its obligations a policy or policies of **Worker's Compensation** insurance with such limits as may be required by law, and a policy or policies of **general liability** insurance insuring against liability for injury to, and death of, persons, and damage to, and destruction of, property arising out of, or based upon, any act or omission of the contractor or any of its subcontractors of their respective officers, directors, employees or agents. Such general liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract. **Prior to commencing work hereunder, Offeror, at his expense, shall furnish insurance certificate showing the certificate holder as Colleton County, PO Drawer 157, Walterboro, SC 29488, Attention: County Purchasing and with a special notation naming Colleton County as an additional insured on the liability coverage.**
8. **AUDIT:** Contractor's records which pertain to this Contract shall be open for inspection and/or audit by the County upon request for a period of five years after each contract year. For audit purposes, the Contractor shall maintain actual costs related to this contract, including but not limited to, supply costs, rental costs, personnel costs, etc., for a period of five years after each contract year.

PROPOSAL PROCEDURES MUST COMPLY WITH THE PROVISIONS OF SC LAW AND REVISED PURCHASING ORDINANCE NUMBER 2000-0-21 AS AMENDED.

Intent: It is the intent of Colleton County to solicit proposals from full service certified public accounting firms for the audit of the financial statements of Colleton County Government and its component units.

I. Information furnished by the County

Questions Concerning this Proposal should be directed to:

Stacy Langdale, CPPB
Purchasing Manager
31 Klein St., Room 208
PO Box 157
Walterboro, SC 29488
843-549-5716
slangdale@colletoncounty.org

Questions must be submitted in writing at least eight (8) days prior to submittal deadline.

All questions should be provided in writing or by e-mail to the above mailing or e-mail address for Stacy Langdale. County will review all questions. Answers to questions received that would change and/or clarify this solicitation will be provided in writing to all responding firms.

The County will make available for an onsite inspection the previous year's audited financial statements and related reports, reference publications, and a sample of the accounting records to all prospective firms wishing to review. Appointments can be made by contacting Deron Smith, Finance Director via e-mail at dsmith@colletoncounty.org or by phone at (843) 549-5716 Monday through Friday 8:00am-5:00pm.

Nature of Services Required

Each proposal must address the conduct of an audit and expression of an opinion upon the financial statements of Colleton County Government and its component units Colleton County Fire & Rescue Commission, Colleton County Memorial Library and the Colleton County Alcohol & Drug Commission for the years ending June 30, 2010, 2011, 2012. The audit must be performed in accordance with auditing standards generally accepted in the United States of America, the provisions of *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*. The audit must also include audit procedures to ensure that the County has complied with State laws, rules and regulations that could materially affect the basic financial statements and the types of compliance requirements described in the U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of the County's federal programs.

From time to time the County may require assistance from the successful proposer to assist with technical issues. For example, the County may request the successful proposer's assistance in reviewing policy and financial reporting issues related to new GASB pronouncements. The proposal must specify an hourly rate for providing such consultant services by staffing and skill level.

Description of Entity and Records to be Audited

The Colleton County Offices are physically located at 31 Klein St., Walterboro, SC 29488.

The financial structure of Colleton County includes, but is not limited to, 27 governmental funds, 8 fiduciary funds,

Assistance Available to Proposer

Arrangements to obtain work papers from the prior audit must be made with Charlotte Allen, Webster Rogers, LLP, PO Box 1588, Summerville, SC 29484, (843) 873-4400. Accounting staff will be available to prepare schedules on a reasonable basis. Accounting staff generally will pull requested documents. Data processing staff, equipment, and generalized user software will be available for auditing purposes on a reasonably scheduled basis.

Report Requirements

The reports are to be addressed to the members of Colleton County Council. The audit report on the financial statements must describe the nature of the audit and that the audit was performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. The report must include an opinion as to whether the statements conform to accounting principles generally accepted in the United States of America. In addition, a Schedule of expenditures of Federal Awards (SEFA) as required by OMB Circular A-133 must be included. At a minimum, the SEFA shall:

1. List individual Federal programs by Federal agency. For Federal programs included in a cluster of programs, list the individual Federal programs.
2. Provide the name of the pass-through entity and identifying number assigned by the pass-through entity for Federal awards received as a subrecipient,
3. Provide total Federal awards expended for each individual Federal program and the CFDA number or other identifying number when the CFDA information is not available.
4. Include notes that describe the significant accounting policies used in preparing the schedule.
5. Identify in the schedule the total amount provided to subrecipients from each Federal program.
6. Include the value of the Federal awards expended in the form of non-cash assistance, the amount of insurance in effect during the year, and loans or loan guarantees outstanding at year-end. It is preferable to present this information in the schedule, but it may be presented in a note to the schedule.

The completed document must also include the following additional information that will be subjected to the auditing procedures applied in the auditing of the financial statements:

1. Schedule of Expenditures of Federal Awards
2. Special Revenue Funds; Combining Balance Sheet and Combining Statement of Revenues, Expenditures and Changes in Fund Balances
3. Agency Funds: Combining Balance Sheet
4. Preparation of Statement of Fines, Assessments and Surcharges based on criteria specified by South Carolina State Treasurer's Office.
5. Colleton County Fire-Rescue Commission; Combining Balance Sheet, Combining Statement of Revenues Expenditures, and Changes in Fund Balances, Statements of Revenues Expenditures and Changes in Fund Balances – Budget and Actual for the Colleton County Fire-Rescue Commission and Component Units.
6. Separate Financial Audit Report under GASB 34 Model for the Colleton County Alcohol & Drug Commission to include the preparation of the Schedule of Expenditures of Federal Awards
7. Separate Report for Colleton County Memorial Library, Combining Balance Sheet, Combining Statement of Revenues Expenditures, and Changes in Fund Balances.

The document must also include the following additional information that will not be subjected to auditing procedures and for which auditor's report will disclaim an opinion:

1. Budgetary Comparison Schedules, Management's Discussion and Analysis, and other Required Supplementary Information required by the Governmental Accounting Standards Board. The management of Colleton County Government will be responsible for preparing this information.

The report must include specific statements indicating whether conditions noted in prior auditor's comments or findings have been corrected or still exist.

The final audit report and management letter, if applicable, must be submitted to the County no later than 5:00 p.m. on December 1, 2010, 2011, and 2012. A formal exit conference is to be held with the Administrator and Finance Director of the County as soon as a preliminary draft is available. The County is to be given an opportunity to provide a written response to the current management letter and to any finding of noncompliance as well as an opportunity to provide the OMB Circular A-133 required comments on the status of corrective action taken on prior findings or, if corrective action is not necessary, to make a statement

describing the reason. Management's responses must be included in the bound reports when issued. If requested by the Chairman of the County Council, the auditor will be available to brief the members of the Council concerning all findings and recommendations.

Each proposal must address itself to the following services:

- Additional auditing or accounting services either to supplement audit services or due to a material change in the scope of required services.
- Assistance in reviewing policy and financial reporting issues related to new GASB pronouncements.
- Assessment of internal control related to automated administrative systems.
- Assistance with federal and related costing issues.
- Assistance in bond issue topics
- Assistance in identifying and implementing best business practices

Contractual Arrangements

The County will issue an award letter to the successful proposer immediately following selection by the County. The award letter will specify the maximum fee to be paid for performance of the proposed audit as set forth in the successful proposal for each of the three fiscal years ended June 30, 2010, 2011, 2012, subject to the availability of funds. Any expansion of services resulting in an increase in the maximum fee **must have the prior written approval** of the County Administrator. Full justification with an estimate of revised cost must be provided. The contract maximum will not be exceeded unless there is mutual agreement that the factors justifying the increase are realistic and were not foreseeable at the time of contract negotiations. Progress billings will be accepted up to 50% of the total fee. Billings are to be based on percent of completion. Billing for the final 50% of the fee will be accepted upon delivery of the bound reports. The County reserves the right to adjust the percentages (up or down) based on meeting the agreed delivery dates in previous year(s). All invoices must include the firm's Federal Employer Identification number.

Working Papers

The successful proposer must retain working papers for three years and must make all working papers physically available at the audit site, without charge, to the auditor who audits the subsequent fiscal year. If requested, the working papers must be made available for examination by representatives of any federal or state regulatory body.

Right to Reject

The County reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any award made will be made to the firm which, in the opinion of management of the County and/or its Council, is best qualified.

II. INFORMATION REQUESTED FROM THE PROPOSER

To simplify the review process and obtain the maximum degree of comparison, we require that proposals be organized in the manner specified by the RFP. The following outline includes all the information called for in the RFP. Where the words "state" or "affirm" appear, the proposer is required to literally make a statement or affirmation.

Title Page

Show the RFP subject, the name of the proposer's firm, local address, telephone number, name of the contact person, and the date.

Table of Contents

Include a clear identification of the material by section and by page number.

Letter of Transmittal

1. Briefly state the proposer's understanding of the work to be performed and make a positive commitment to perform the work within the time period.
2. State the following regarding fees for the work that will be performed:
 - State the all-inclusive fee for which the audit work will be performed.
 - State that the all-inclusive fee includes all out of pocket costs.
 - State a separate all-inclusive fee for each of the three years to be audited.
 - State separate hourly rates by staffing and skill level for consulting services.
3. State the names of the persons who will be authorized to make representations for the proposer, their titles, addresses, telephone numbers, fax numbers and email addresses.
4. State that the person signing the letter will be authorized to bind the proposer
5. State the name of the partner assigned to this engagement and, also, the partner assigned the responsibility for the quality of the report and working papers. Give their telephone numbers, fax numbers, and email addresses.
6. State that the partner(s) and auditor-in-charge assigned to this engagement will be furnished copies of this RFP and their attention will be specifically directed to the following captions in Section I: Nature of Services Required, Report Requirements, Time Considerations and Requirements

Profile of the Proposer

1. State whether the firm is local, regional, national or international.
2. State the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
3. Describe the range of activities performed by the local office such as auditing, accounting, tax service, or management services.

Mandatory Criteria

1. Affirm that the proposer is a properly licensed certified public accountant.
2. Affirm that the proposer is either currently licensed in South Carolina or is a nonresident properly registered under Section 40-2-250 of the 1976 South Carolina Code of Laws, as amended, and the associated Regulation 1-10. An affirmation that a nonresident proposer will become properly registered prior to commencing work will be acceptable.
3. Knowledge of state and federal codes and laws pertaining to County Governments.
4. Affirm that the proposer meets the independence standards of the Government Auditing Standards, issued by the Comptroller General of the United States.
5. Affirm that the proposer does not discriminate in employment of persons upon the basis of race, color, creed, national origin, sex, age or physical handicap.
6. Certify that, in accordance with Section 44-107-10 through 44-107-90 of the 1976 South Carolina Code of Laws, as amended, you will provide a drug-free workplace during the term of this contract.

Summary of Proposer's Qualifications

1. Identify the supervisors who will work on the audit, including staff from other than the local office. Resumes **including** relevant experience and continuing education for each supervisory person to be assigned to the audit should be included. Specify governmental CPE attended in the past 24 months by the partner(s) and auditor-in-charge to be assigned to this audit. (The resumes may be included as an appendix.)
2. Describe the recent local and regional office auditing experience similar to the type of audit requested and give the names and telephone numbers of client officials responsible for three of the audits listed.
3. State that your firm is aware of the current GAO Yellow Book requirements concerning continuing education and peer review and that you will be in compliance with them during the term of this contract.

Proposer's Approach to the Audit

Submit a work plan to accomplish the scope defined in Section I of the RFP. The work plan should include time estimates for each significant segment of the work and the staff level to be assigned. Where possible, individual staff members should be named. The planned use of specialists should be specified.

1. Financial Audit

- State that the audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the provisions of Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Office of the Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- State that the primary purpose of the audit is to express an opinion on the financial statements and that an audit is subject to the inherent risk that errors or irregularities may not be detected. State that if conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered that require extended services, the auditor will promptly advise the County Administrator. Finally, state that no extended services will be performed unless they are authorized in writing by the County Administrator, under the conditions outlined under the "Contractual Arrangements" in Section I of this Request for Proposal. State that any additional charges must have prior approval of the State Auditor.

2. Compliance Audit

State that in accordance with the auditing standards set forth in Section I of the RFP, "Nature of Services Required," the proposer will select the necessary procedures to test compliance and to disclose noncompliance with specified laws, regulations, and contracts.

Compensation

State the total hours and hourly rate required by staff classification and the resulting all-inclusive maximum fee, including out-of-pocket costs, for which the requested work will be done. A separate all-inclusive fee must be stated for each of the three years. State a separate hourly fee by staffing and skill level for consulting.

Progress billings will be accepted up to 50% of the total fee. Billings are to be based on percent of completion. Billing for the final 50% of the fee will be accepted upon the delivery of the bound reports and proof of mailing to the required lists. The County reserves the right to adjust the percentages (up or down) based on your meeting agreed delivery dates in previous years. All invoices must include the firm's Federal Employer Identification Number.

Additional Data

Since the preceding sections are to contain only data that is specifically requested, any additional information considered essential to the proposal should be included in this section. The proposer's general information publications, such as directories or client lists, should not be included. If there is no additional information to present, state "There is no additional information we wish to present."

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II. EVALUATION OF PROPOSALS

The following factors will be considered during our evaluation.

Technical Factors

1. Appropriateness and adequacy of proposed procedures. Necessity of procedures. Reasonableness of time estimates.
2. Appropriateness of assigned staff levels.
3. Timeliness of expected report issuance.
4. Qualifications of staff, including recent pertinent continuing education.
5. Size and structure of the firm.

Cost Factors

If there is reason to believe that an unreasonably low proposal has been made, it will be rejected. One method of measuring reasonableness is to divide the proposed cost by a reasonable average hourly rate to show hours of effort that might be expected.

Any proposal which does not include all the required statements and affirmations called for in Section II will automatically be rejected as not being responsive.

The County will negotiate a Contract with the most responsive and highest qualified Vendor at a compensation which is considered to be fair and reasonable to the County. In making this decision, the County shall take into account the established value, the scope, the complexity, and the professional nature of the services to be rendered. Should the County be unable to negotiate a satisfactory contract with the Vendor considered being most responsive and qualified, negotiations with that Vendor shall be formally terminated. Negotiations will then proceed with the remaining ranked Vendors in the same manner until an agreement is reached.

This solicitation does not commit the County to award a contract, to pay any costs incurred in the preparation of qualifications and proposals submitted, or to procure or contract for the goods or services. The County reserves the right to accept or reject any, all, or any part of offers received as a result of this request, to negotiate with all qualified Vendors, or to cancel in part or in its entirety this proposal if it is in the best interest of the County.

PROJECTED SCHEDULE

Deadline for Questions	February 16, 2010
Proposal Due Date	February 24, 2010
Evaluation Committee Short List Meeting	March 9, 2010
Vendor Presentations	March 23-25, 2010
Award by County Council	April 6, 2010

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CONSULTANT EVALUATION FORM
COLLETON COUNTY, SOUTH CAROLINA

PROJECT DESCRIPTION Auditing Services	DATE
PROPOSING FIRM	PROJECT NO: FIN-05

Evaluation Criteria	Value	Assigned Value	Weight Factor	Score
I. Overall Cost	1-5		35%	=
II. Appropriateness and adequacy of proposed procedures. Necessity of procedures. Reasonableness of time estimates.	1-5		20%	=
III. Timeliness of expected report issuance.	1-5		20%	=
IV. Appropriateness of assigned staff levels.	1-5		10%	=
V. Qualifications of staff, including recent pertinent continuing education.	1-5		10%	=
VI. Size and structure of the firm.	1-5		5%	=

REMARKS: The value assigned is judged on a scale of 1 through 5, with 5 being the highest possible value.

TOTAL SCORE _____

Evaluation Committee Member Signature



Colleton County Purchasing

ATTN: Stacy Langdale, CPPB Purchasing Manager
Harrelson Building
31 Klein Street, Room 208
PO Box 157
Walterboro, SC 29488

ADDENDA NOTIFICATION FORM

RFP NO. FIN-05

Auditing Services

The County will attempt to notify all prospective firms of addenda issued to the proposal documents. However, it shall be the responsibility of the firm, prior to submitting their proposal, to contact the Purchasing Officer to determine if addenda were issued, acknowledging and incorporating it into their proposal. If it becomes necessary to revise any part of this request for proposals, an addendum will be posted on the County's website at www.colletoncounty.org. It is the responsibility of the Vendor to check the website for addenda up to the time of the proposal closing.

As Addenda are considered binding as if contained in the original specifications, it is critical that the Consultant acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

If you would like to request notification of any addenda that may be issued regarding this project, please complete the form below and return via fax to 843-549-7215, attention Stacy Langdale, Purchasing Manager. This form may also be completed, scanned and e-mailed to Stacy Langdale at slangdale@colletoncounty.org.

By completing and returning this form, you are requesting notification of addenda that may be issued regarding this specific project only.

COMPANY NAME: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____



Colleton County Purchasing
ATTN: Stacy Langdale, CPPB Purchasing Manager
Harrelson Building
31 Klein Street, Room 208
PO Box 157
Walterboro, SC 29488

STATEMENT OF NON-SUBMITTAL

If you **do not** intend to submit a proposal on this service, please return this form to the above address immediately, fax to 843-549-7215, or e-mail to slangdale@colletoncounty.org . If this statement is not completed and returned, your company may be deleted from the Colleton County list for this service.

We the undersigned, have declined to submit a proposal on the requested service **RFP NO. FIN-05 Auditing Services** for the following reason(s):

- Insufficient time to respond to the Request for Proposal.
- We do not offer this service.
- Our schedule would not permit us to perform.
- Unable to meet bond/insurance requirements.
- Unable to meet proposal specifications.
- Specifications are unclear (explain below).
- Remove us from your vendors' list for this service.
- Other (specify below).

Remarks: _____

Company name: _____

Signature: _____

Telephone: _____ Date: _____