

## REQUEST FOR PROPOSALS

RFP #11-091

The County Council of Berkeley County, West Virginia is soliciting proposals for the completion of a financial audit of all Berkeley County Commission/Council records in accordance with all requirements of the West Virginia State Auditor's Office, Chief Inspector Division's Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments which is incorporated into this Request for Proposal (RFP) by reference. The audit proposal and cost must be received by 4:00 p.m., Wednesday, September 7, 2011.

The successful candidate will complete the audit by all deadlines established by the State Auditor's Office now in effect or request the necessary extensions to meet the State Auditor's requirements. The successful firm will have demonstrated knowledge of government accounting with the principal partner identified as a Certified Public Accountant (CPA). The proposal must state the qualifications of all parties assigned to the completion of the Berkeley County Commission/Council financial audit.

All audit documents will be the ownership of the Berkeley County Council as the responsible party. All interested parties are requested to provide their qualifications to the offices of the Berkeley County Council located at 400 West Stephen Street, Suite 201, Martinsburg, WV 25401 by 4:00 P.M., Wednesday, September 7, 2011 with an opening scheduled by the Berkeley County Council on Thursday, September 8, 2011 at 11:15 a.m. The Berkeley County Council is an Equal Opportunity Agency. Minorities and women are encouraged to submit proposals.

By Order of the Berkeley County Council

William L. Stubblefield, President

REQUEST FOR PROPOSAL

FOR FINANCIAL AUDIT/BERKELEY COUNTY COMMISSION/COUNCIL

RFP #11-091

The Berkeley County Council is seeking written proposals to perform a financial audit examination in accordance with the standards, requirements, terms and conditions specified by the West Virginia State Auditor's Office, Chief Inspector Division's Procedures Manual for Procuring and Conducting Audits and Reviews by Local Governments which is incorporated into this Request for Proposal (RFP) by reference. The audit proposal and cost must be received by 4:00 P.M. Wednesday, September 7, 2011 for a scheduled opening at 11:15 A.M. on Thursday, September 8, 2011.

Entity Name and Address: Berkeley County Council  
400 West Stephen Street, Suite 201  
Martinsburg, WV 25401

Contact Person and Telephone Number: Deborah Hammond  
(304) 264-1923

Location and telephone number of the office where the records are maintained:

Berkeley County Council  
County Clerk's Finance Department  
100 West King Street  
Martinsburg, WV 25401

(304) 237-3001

Audit Year(s) to be contracted: Year ending June 30, 2011

Type of Audit Use Code: B-Financial and Compliance Audit Performed in  
Accordance with Government Auditing Standards issued by the Comptroller General

Date Audit Needs to be Completed: March 23, 2012

Financial Statements and Accounting Records will be ready for audit on October 6, 2011.

Approximate date we would like the audit to be scheduled: November 1, 2011.

The primary type of service provided to our citizens: Berkeley County Council –  
Cradle to Grave Services to Berkeley County residents.

The total number of bank accounts maintained: (See Attached)

The name of each fund maintained, type of fund with the approximate amount of revenue:

(See Attached)

Form of accounting records (computerized)

We have the following number of employees:

Full-time: 249

Part-time: 61

We require the following number of copies of the issued report to the following individual to disseminate to officials within the entity:

No. of copies 10 Individual: Deborah Hammond, County Administrator

We request the firm to provide any other pertinent information in order for the proposal to be evaluated in accordance with the criteria outlined in the Chief Inspector Division's Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments

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