

REQUEST FOR PROPOSALS

RFP#09-067

BERKELEY COUNTY COMMISSION

The County Commission of Berkeley County, West Virginia is soliciting proposals for the completion of a financial audit of all Berkeley County Commission 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 PM, Wednesday, October 7, 2009.

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 financial audit.

All audit documents will be the ownership of the Berkeley County Commission as the responsible party. All interested parties are requested to provide their qualifications to the offices of the Berkeley County Commission located in the Berkeley County Judicial Center, 380 W. South Street, Suite 4100, Martinsburg, WV, 25401 by 4:00 PM, Wednesday, October 7, 2009 with an opening scheduled by the Berkeley County Commission on Thursday, October 8, 2009 at 11:00 AM. The County Commission is currently meeting in the Berkeley County Judicial Center, Grand Jury Room (Rm. 4300), 380 W. South Street, Martinsburg, WV, 25401. Both times will be prevailing time. The Berkeley County Commission is an Equal Opportunity Agency. Minorities and women are encouraged to submit proposals.

By Order of the Berkeley County Commission

Ronald K. Collins, President