

REQUEST FOR PROPOSALS No. 20252907

Audit Services

**ISSUED BY:
CHITTENDEN SOLID WASTE DISTRICT
19 GREGORY DRIVE, SUITE 204
SOUTH BURLINGTON, VERMONT 05403
(802) 872-8100**

**ISSUE DATE:
August 1, 2025**

REQUEST FOR PROPOSALS NO. 20252907
FOR
AUDIT SERVICES

INTRODUCTION

The Chittenden Solid Waste District (CSWD) is requesting proposals from qualified firms of certified public accountants for the annual financial statement audit services for the fiscal year ending June 30, 2025, with possible renewal for the subsequent two years. The audits are to be performed in accordance with generally accepted auditing standards as set forth by the Governmental Accounting Standards Board.

Proposals must be received by John Balparda, Director of Finance, at CSWD's administrative offices located at 19 Gregory Drive, Suite 204, South Burlington, VT 05403, by 12:00 noon on Wednesday, August 27, 2025, at which time they will be publicly opened. Firms should submit five copies of their proposal in a sealed envelope clearly marked "AUDIT RFP No. 20252907."

Inquiries concerning this Request for Proposals should be directed to:

John Balparda
Director of Finance, CSWD
19 Gregory Drive, Suite 204
South Burlington, VT 05403
jbalparda@cswd.net

There is no expressed or implied obligation for CSWD to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted otherwise in the proposal submitted and confirmed in the contract between CSWD and the firm selected.

It is anticipated that the selection of a firm will be completed by September 5, 2025, and a contract will be executed between both parties by September 15, 2025. A one-year contract, with option to renew for two additional one-year periods is contemplated (audits of the financial statements as of and for the fiscal years ending June 30, 2025, 2026, and 2027).

BACKGROUND

CSWD is a union municipal district created in 1987 by the Vermont State Legislature as part of Act 78, Vermont's first solid waste law. CSWD is responsible for the management of solid waste generated within Chittenden County, Vermont. Components of CSWD's existing solid waste management system include: a single-stream recycling facility, seven drop-off centers, a household hazardous waste collection facility (which includes a paint recycling retail program), an organic material composting facility, a sludge disposal program, a facility for management of special waste items, along with long-term post-closure maintenance of a closed landfill. Additional information about CSWD may be found at www.cswd.net.

CSWD's financial records are maintained by CSWD's Finance Department using Net Suite software for general ledger, accounts payable, accounts receivable, and payroll. Listing of depreciable capital assets is maintained separately using Pro-Ware Asset Keeper software.

The accounting policies adopted by CSWD conform to generally accepted accounting principles as set forth by the Governmental Accounting Standards Board (GASB). CSWD is accounted for as a single, stand-alone enterprise fund, using the full accrual basis of accounting. A copy of the audited financial report, as well as the auditors' letters of communication to those charged with governance, for the past five fiscal years is available on CSWD's website at www.cswd.net.

SCOPE OF SERVICES

The examination will be performed in accordance with auditing standards generally accepted by the Government Accounting Standards Board. It will include all tests and procedures necessary to express an opinion as to the fairness of presentation of CSWD's basic financial statements in conformity with generally accepted accounting principles. Additionally, the Required Supplementary Information (Management's Discussion and Analysis), and the additional supplementary information presented in CSWD's financial report will be subjected to such limited additional procedures as needed to provide an "in relation to" opinion for the additional supplementary information.

In determining the scope of testing, consideration will be given to the effectiveness of the system of internal controls, including controls for prevention of fraud and theft. Recommendations for improvements to these controls will be discussed during the course of audit fieldwork. A formal communication letter will be submitted by the auditor separate from the auditor's report (opinion). The auditor may be required to attend a meeting of CSWD's Board of Commissioners to present the results of the audit once complete.

Expected time frame for annual completion of work is as follows:

- June 30 – end of fiscal year
- September 30 – CSWD Finance staff will prepare and make available to the auditors trial balances and schedules to support all material account balances, as well as other typical analyses and schedules to support financial statement amounts
- November 1-31 – audit fieldwork
- December 15-19 – draft of financial report, including effect of agreed-upon audit adjustments, if any
- Mid to late January 2026 – auditor delivers final opinion letter, management communication letter, and any other deliverables to CSWD for inclusion as appropriate in the final audited financial report. These will be delivered in both hard-copy and pdf formats.
- February 2026 – auditor may be asked to attend CSWD Board meeting to present audit.

Alterations to this schedule must be included in the submitted Proposal.

The auditor's principal contact with CSWD will be the Accountant under the guidance of the Director of Finance. CSWD Finance staff will prepare all components of the financial report, with agreed-upon changes as proposed by the auditor, and will be responsible for publication of the final report.

PROPOSAL REQUIREMENTS

Each firm should submit five copies of its proposal, submitted in a sealed envelope marked "AUDIT RFP No. 20252907", and delivered to 19 Gregory Drive, Suite 204, South Burlington, VT 05403, by 12:00 noon on Wednesday, August 27, 2025. In line with CSWD's mission, we request that proposals be printed double-sided as much as possible; failure to do this will not be a disqualifying factor. All proposals and the information contained therein are subject to the public information laws of the State of Vermont.

The proposals should contain sufficient information to provide for evaluation and selection, including at a minimum the following:

1. **Independence**

The firm should provide an affirmative statement that it is independent of the Chittenden Solid Waste District.

2. **Firm Qualifications and Experience**

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the number and description of the professional staff to be employed in this engagement.

The proposal shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.

3. **Partner, Supervisory, and Staff Qualifications and Experience**

The firm should identify the principal supervisory, management, and other staff who would be assigned to the engagement and indicate whether each person is licensed as a certified public accountant in Vermont. The firm also should provide information on the government auditing experience of each person – including information on relevant continuing professional education for the past two years. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

4. Similar Engagement and Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (up to five) performed within the last five years that are similar to the engagement described in this RFP. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

5. Specific Audit Approach

The proposal should set forth a work plan – including an explanation of the audit methodology to be followed – to perform the services required in this RFP. Include information as to the proposed segmentation of the engagement, and the level of staff and number of hours to be assigned to each proposed segment of the engagement.

6. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from CSWD.

7. Cost proposal

The proposal of costs should be submitted as an all-inclusive (inclusive of all direct and indirect costs, including out-of-pocket expenses), maximum not-to-exceed price for each of the three years (FY25, FY26, FY27). The not-to-exceed amount should be supported with detailed information as to staffing levels and hourly rates included in computing the amount.

EVALUATION CRITERIA

Proposals submitted will be evaluated by a CSWD staff committee. The committee will use a point formula system during the review process to score proposals. Those firms that meet the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price (maximum total of 100 points).

A. Mandatory Elements (Maximum points – 20)

1. The audit firm is independent and licensed to practice in Vermont.
2. The audit firm's professional personnel have received adequate continuing professional education within the preceding two years.
3. The firm adheres to the instructions in this RFP on preparing and submitting the proposal.

B. Technical Qualifications (Maximum points – 60)

1. The qualifications of the firm's professional personnel specified to be assigned to the engagement (0 – 10 points)
2. The firm's past experience and performance on comparable government engagements (0 – 30 points)
3. Adequacy of proposed staffing plan for various segments of the engagement (0 – 20 points)

C. Price (Maximum points – 20)

The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate proportionate scores will be assigned to other proposers.

TERMS AND AGREEMENTS

CSWD reserves the right, where it may serve CSWD's best interest, to request additional information or clarification from proposers. CSWD reserves the right to reject any and all proposals, and to accept the proposal which in its sole discretion is in CSWD's best interest.

The firm selected will be required, prior to commencement of work, to submit a valid, currently dated Certificate of Insurance satisfactory to CSWD as evidence of adequate insurance coverage throughout the agreement period by a recognized and responsible insurer authorized to conduct business in Vermont. Minimum limits include (1) Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 aggregate; (2) Business Automobile Liability - \$1,000,000; (3) Workers Compensation coverage as required by Vermont State laws.

TENTATIVE PROCUREMENT SCHEDULE

August 1, 2025 – RFP Issued

August 27, 2025 – 12:00 noon – deadline for proposal submission

September 5, 2025 – selection of audit firm completed

September 15, 2025 – contract execution completed