



**Village of Bald Head Island**  
Request for Proposal (RFP)  
To Provide Audit Services

**Responses Due: May 8, 2026 by 3:00 PM**

Village's contact information:

Name: Zachary Hewett

Title: Finance Director  
Village of Bald Head Island

Address: PO Box 10939  
Southport, NC 28461

Phone: (910) 457-9700 EXT. 1006

Email: [zhewett@villagebhi.org](mailto:zhewett@villagebhi.org)

## **Request for Proposal**

The Village Council of Village of Bald Head Island, North Carolina (hereinafter called the "Village") invites qualified independent auditors (hereinafter called "auditor") having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request.

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern in any resulting contract(s) unless approved otherwise in writing by the Bald Head Island Village Council. The bidder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Brunswick County, North Carolina.

## **Type of Audit**

1. The audit shall be performed in accordance with the laws and regulations of the State of North Carolina, which include requirements for the minimum scope of the audit. The financial and compliance audit will cover federal, state, and local funding sources in accordance with generally accepted auditing standards; Government Auditing Standards, July 2018 revisions; the provisions of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), the State Single Audit Implementation Act; and all other applicable laws and regulations.
2. The scope of the audit and all fee quotes presented should include all approved and known pronouncements through the date of proposal submission. This includes but is not limited to Governmental Accounting Standards Board statements and Government Auditing Standards. Although some pronouncements will not be in effect until after the first year of the audit, estimates for future years should include pronouncements that will become effective during that contract period. The audit firm will be expected to advise appropriate Village staff on the applicability of accounting and reporting standards as they become effective.
3. The financial audit opinion will cover the financial statements for the governmental activities, the business-type activities, each major fund, and the remaining fund information, which collectively constitutes the basic financial statements. The combining and individual financial statements, schedules, and related information are not necessary for fair presentation but will be presented as additional analytical data. This supplemental information, as required by GASB 34, will be subjected to the tests and other auditing procedures applied in the audit of the basic financial statements, and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the basic financial statements taken as a whole. The auditor shall express an opinion on the budgetary comparison information for the General Fund, the major funds, and any annually budgeted special revenue funds. An opinion will not be given on the Management Discussion and Analysis.

The working papers shall be retained and made available upon request for no less than three years from the date of the Audit report.

4. The audit will also include the following:
  - a. Pre-planning conference with Finance staff in June where both the auditor and Finance staff discuss their expectations of the audit.
  - b. Interim audit work prior to June 30th and/or prior to final close.
  - c. Auditor completion of input data form and submission of ACFR to the LGC and the Federal Audit Clearinghouse, if necessary.
  - d. Attendance at the Village Council meeting in late October for the presentation of the financial statements by Manager or Partner of the Audit Staff with comments and potential questions from the Council as requested.
5. The audit should encompass all funds and entity-wide activities as reported in the Village's Annual Comprehensive Financial Report (ACFR) OR Audit report on June 30, 2026, and any additional funds or entity-wide activities that may be added after that date.

6. If required, the audit firm will issue a management letter to the Village Council after the completion of the audit and assist management in implementing recommendations, as is practical. Village staff also request that an informal letter be addressed to the Finance Director with any efficiency, internal control, or accounting improvements that could be made based on the audit staff's observation during their fieldwork. All content must be discussed with the Finance Director before issuance. The audit firm is encouraged to discuss the content while the management letter is in draft form to ensure that all parties fully understand the circumstances that lead to auditor comments.
7. The Village staff may require the auditor's guidance or input on the completion of certain schedules/documents as to proper format and content so that they can be used in the audit process as well as included in the Village's financial statements. Guidance may be required for new note disclosures, all outstanding and effective authoritative standards, and other reporting requirements on June 30 at year-end. The cost for providing these services should be included in the auditor's base fee quote and will not be considered extra for additional billings. In cases, however, where services requested would require a more in-depth scope and require work significantly above the original fee quote, such additional fees must be negotiated prior to the commencement of work.

### **Auditor Requirements**

1. The audit firm is considered to be an independent contractor and will be wholly responsible for the services and supervision of its employees and permitted sub-contractors.
2. A planning meeting will be held each year to determine schedules that the Village will be responsible for preparing. Estimated timeframes will be established and interim audit work will be planned. Adequate notification will be given before any changes in estimated times.
3. The Village of Bald Head Island audit engagement must be conducted in accordance with Generally Accepted Auditing Standards (GAAS); Government Auditing Standards, 2018 revisions, issued by the Comptroller General of the United States; and if applicable, the U. S. Office of Management and Budget's (OMB) Uniform Guidance and, if applicable, the State Single Audit Implementation Act, and any other applicable procedures for the audit of a local government's financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP). By accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in Government Auditing Standards. **The Auditor must provide a copy of their most recent peer review report with their proposal.**
4. The Village staff will prepare all standard year-end accruals and other adjusting journal entries. The Village requests the assistance of the Auditor as the Financial Statement Preparer to prepare the government-wide year-end adjusting journal entries as well as any necessary entries to allocate the state pension balances. The Village does not have Other Post- Employment Benefits, therefore no OPEB entries are necessary. The Village shall designate an individual, such as the Finance Director, with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. The Village management will ultimately be responsible for the preparation and fair presentation of the financial statements, which includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements. The Village will need the assistance of the Financial Statement Preparer for the preparation, typing, proofing, printing, and copying of the Basic Financial Statements, supplementary information, and compliance reports, for which the Auditor will ultimately be responsible. The Village of Bald Head Island's Finance Director will prepare the MD&A. A preliminary draft of the audit and required adjusting journal entries must be submitted to the Finance Director by October 31 for proofing and reconciliation to the Village's records to allow ample time for review and corrections before it is sent to the Local Government Commission. The Village of Bald Head Island's Finance Director will return the draft to the Financial Statement Preparer with proposed revisions within 10 working days. The financial statement preparer will be ultimately responsible for the preparation, typing, proofing, printing, and copying of the Basic Financial Statement, supplementary information, and all applicable compliance reports.

5. Meeting LGC deadlines is a high priority for the Village. Therefore, the Village of Bald Head Island prefers interim fieldwork to be completed in mid-June. Year-end fieldwork should begin by or before mid-August and be completed by late September. While many documents can be shared electronically, the Village expects that the audit firm staff will be onsite for fieldwork, including manager and/or partner-level staff for at least a portion of the onsite work. **An agreed-upon post-closing trial balance must exist by October 31.** The Finance Director will expect a listing of requested information needed for the audit at the preplanning conference, periodic conferences during the conduct of the audit, as well as an exit conference before the completion of fieldwork.
6. **The timing of the draft and review should ensure the final completion of the Financial Statements by the annual December 31st deadline. For every week the audit is late after December 31<sup>st</sup>, due to no fault of the Village of Bald Head Island, there will be a reduction in the audit fee of \$500.00.**
7. Ten copies of each Audit report, management letter, and other applicable reports must be supplied to the Finance Director within the time frame cited above. In addition, the auditor is responsible for complying with the requirements of the LGC for submitting the audit and all associated documents and forms as required for the year under audit when (or before) submitting the final invoice for audit services rendered to the Commission.
8. If circumstances arise during the audit that require work to be performed in excess of the original estimates, any additional costs will be negotiated before the commencement of the work and an amended contract will be approved by the governing board and forwarded to the staff of the LGC for approval.
9. Either the manager or partner of the audit staff is required to present and attend the Village Council's meeting in which the Audit report is presented. Required communications to the Council can be delivered at this point, as well as general comments regarding the audit process and the results of the audit. Finance staff will coordinate this presentation and determine the date and time of the meeting, typically held in December following the audit completion.

#### **Audit Contract: Period & Payment of Audit Fees**

The Village intends to continue the relationship with the auditor for no less than three years on the basis of annual negotiation after the completion of the first-year contract. Each year after negotiation has taken place an annual contract documenting the terms of the audit will be signed. Since one governing board may not obligate future governing boards, the remaining years of the agreement are subject to annual governing board approval. The Village of Bald Head Island reserves the right to request proposals at any time following the first year of this contract. It is requested that proposals be prepared for the following years, with year one being the only obligated year:

July 1, 2025 to June 30, 2026  
 July 1, 2026 to June 30, 2027  
 July 1, 2027 to June 30, 2028  
 July 1, 2028 to June 30, 2029

The required current revision of the form "Contract to Audit Accounts" (form LGC-205) is required to be executed as the contract document; however, the auditor and the Village may also execute an engagement letter and/or a Village contract to include additional terms not addressed in the LGC-205. The entire audit contract package must be approved by the staff of the Local Government Commission. Invoices are subject to approval by the LGC prior to payment by the Village. Interim or progress billings for services rendered marked approved by the LGC will be paid up to 75% of the total fee before submission of the final audited financial statements to the staff of the Local Government Commission. The final 25% of the Audit fees (final invoice) will be paid when the financial statements, single audit (if applicable), management letter, and amended contract (if applicable) have been reviewed or approved by the LGC.

The LGC only approves invoices for audit-related work. Requests for payment related to any additional agreed-upon procedures or AFIR work do not require LGC approval. Final invoices for these services will be paid after the final report results and findings have been reviewed and deemed satisfactory by Village staff.

## **Description of Selection Process**

After the proposal issue date, all communications between the Village and prospective Auditors regarding this RFP shall be in writing. Any inquiries, requests for interpretation, technical questions, clarification, or additional information shall be directed to Zachary Hewett by emailing [zhewett@villagebhi.org](mailto:zhewett@villagebhi.org). Questions and responses affecting the scope of the services will be provided to Auditors by the issuance of an Addendum which will be posted to the Village's website at [www.villagebhi.org](http://www.villagebhi.org). This information will also be emailed to all audit firms who have submitted their intent to bid and contact information. All questions shall be received no later than 3:00 P.M., Monday, April 27, 2026. Responses will be made by May 1, 2026.

Bidders are requested to not have communications, verbal or otherwise, concerning this RFP with any Village personnel or officials, other than the persons listed in this section.

**Potential respondents should email Zachary Hewett at [zhewett@villagebhi.org](mailto:zhewett@villagebhi.org) to acknowledge receipt of the RFP and to inform Village of its intent to respond. Provide the name, title, address, telephone, and email address of the individual who can address inquiries related to this RFP and the respondent's proposal.**

Proposals will be submitted in two sections and must be physically signed by an authorized representative of the Audit firm. The first section will be comprised of the audit firm's prior experience and the qualifications of its personnel in performing governmental audits. The second section will consist of completed cost estimate sheets. Finance and/or Administrative staff will evaluate the auditor/firm on educational and technical qualifications. The firm best meeting the Village's expectations for experience, audit approach, and cost requirements will be selected.

Please keep in mind that cost, while an important factor will not be the sole determining factor. Unusually low bids that are obviously out of line with other bidders or are significantly lower than our current fees will raise concerns. *The lowest bid will not automatically be awarded preferential consideration.*

The Village reserves the right to reject any or all bids, waive technicalities, and be the sole judge of the suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the Village.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid. Firms must be registered with the North Carolina State Board of CPA Examiners.

## **Section 1 - Profile of the Firm**

The first section should address the requested information below. The corresponding responses should begin with the number below for the requested information.

1. Indicate the Audit firm's North Carolina office location(s) that will handle the audit. Provide the name and contact information of the individual that will be the primary contact for the Village.
2. Indicate the number of people (by level) located within the Audit firm's local office that will handle the audit.
3. Provide a list of the audit firms' local office's current and prior government audit clients, indicating the type(s) of services performed and the number of years served for each.
4. Indicate the experience of the local office in providing additional services to government clients by listing the name of each government, the type(s) of service performed, and the year(s) of engagement.
5. Describe your audit organization's participation in AICPA-sponsored or comparable quality control programs (peer review). **Provide a copy of the firm's current peer review.**
6. Describe the professional experience in governmental audits of each senior and higher-level person assigned to the audit, the years on each job, and his/her position while on each audit. Indicate the percentages of time each senior and higher-level personnel will be on site. Relevant experience and education with the new GASBS reporting requirements should be clearly communicated.

7. Describe the relevant educational background of each person assigned to the audit, senior level and higher. This should include seminars and courses attended within the past three years, especially continuing education and those courses in governmental accounting and auditing.
8. Describe the professional experience of assigned individuals in auditing relevant government organizations, programs, activities, or functions (e.g., Water/Sewer, Electric service function).
9. Describe any specialized skills, training, or background in public finance of assigned individuals. This may include participation in State or national professional organizations, speaker or instructor roles in conferences or seminars, or authorship of articles and books.
10. Provide names, addresses, and telephone numbers of personnel of current and prior governmental audit clients who may be contracted for reference.
11. Describe the firm's Statement of Policy and Procedures regarding Independence under Government Auditing Standards (Yellow Book), July 2018 Revision. **Provide a copy of the firm's Statement of Policy and Procedures.**
12. Is the firm adequately insured to cover claims? Describe liability insurance coverage arrangements.
13. Describe any regulatory action taken by any oversight body against the proposing audit organization or local office.
14. Comment on your knowledge of and relationship with the NC Local Government Commission and the University Of North Carolina School Of Government in Chapel Hill.
15. Describe the method used for securely sharing electronic files.
16. Describe the communication method used to update the status of items requested during the audit process.
17. Provide information about the firm, if any, that may be relevant to the Village's positive efforts to utilize small businesses, minority-owned firms, and women-owned firms.
18. List any other information the firm may wish to provide.

## **Section 2 – Audit Approach**

Proposals should include completed cost estimate sheets and any other necessary cost information in a separate, sealed envelope marked – “Cost Estimate.” The Village will evaluate the qualifications of all firms submitting proposals before considering the Cost Estimate.

1. Type of audit program used (tailor-made, standard government, or standard commercial).
2. Use of statistical sampling.
3. Use of automated processes and internal control testing methods.
4. Use of computer audit specialists.
5. Organization of the audit team and the approximate percentage of time spent on the audit by each member.
6. Information that will be contained in the management letter.
7. Assistance expected from the government's staff, if other than outlined in the RFP.
8. Tentative schedule for completing the audit within the specified deadlines of the RFP.
9. Specify costs using the format below for the audit year July 1, 2025 to June 30, 2026. For the three audit years, which follow, list the estimated costs. The cost for the audit year ending June 30, 2026 is binding, while the second, third, and fourth years are estimated costs. Cost estimates must indicate the basis for the charges

and whether the amount is a “not-to-exceed” amount.

- A. Audit firm personnel costs – Itemize the following for each category of personnel (partner, manager, senior, staff accountants, clerical, etc.) with the different rates per hour.
  - 1) Estimated hours: please categorize estimated hours into the following: on-site interim work, year-end on-site work, and work performed in the auditor’s office.
  - 2) Rate per hour.
  - 3) Total cost for each category of personnel and all personnel costs in total.
- B. Travel – itemize transportation and other travel costs separately.
- C. Cost of supplies and materials – itemize.
- D. Other costs – completely identify and itemize.
  - 1) If applicable, note your method of determining increases in audit costs on a year-to-year basis.
- E. Charges must be separately estimated for the financial audit and the compliance audit.

10. Please list any other information the firm may wish to provide.

11. Please include the Summary of Audit Costs Sheet with your proposal.

**Time Schedule for Awarding the Contract**

RFP Release Date	<b><i>April 15, 2026</i></b>
Deadline for RFP Questions *	<b><i>April 27, 2026, by 3:00 pm</i></b>
Questions are to be Answered No Later Than:	<b><i>May 1, 2026, by 3:00 pm</i></b>
Deadline for Receipt of Proposals **	<b><i>May 8, 2026, by 3:00 pm</i></b>
Notice of Recommended Firm	<b><i>May 11, 2026</i></b>
Council Approval ***	<b><i>May 15, 2026</i></b>

\*Any questions should be directed to Zachary Hewett, Finance Director, at (910) 448-1254 or [zhewett@villagebhi.org](mailto:zhewett@villagebhi.org). Appointments may be scheduled to discuss further any specific matters necessary in preparing your proposal.

\*\* Proposals can either be submitted electronically (by email) to [zhewett@villagebhi.org](mailto:zhewett@villagebhi.org) or on paper at the address listed further below by May 8, 2026. The Village encourages submissions via email.

Envelopes containing proposals on paper should be clearly identified on the front with the words “RESPONSE TO RFP FOR AUDIT SERVICES”.

- Please note your email should include two separate pdf attachments for sections 1 and 2
- Envelopes should include two copies of the proposal (clearly separating sections 1 and 2) and should be delivered to:

**(PLEASE NOTE THAT THE ADDRESS TO USE IS DIFFERENT FOR USPS THAN UPS AND FEDEX)**

<b>USPS:</b> VILLAGE OF BALD HEAD ISLAND ATTN: ZACHARY HEWETT, FINANCE DIRECTOR PO BOX 10939 Southport, NC 28461	<b>UPS/FEDEX:</b> VILLAGE OF BALD HEAD ISLAND ATTN: ZACHARY HEWETT, FINANCE DIRECTOR 1517 N Howe Street Unit 6 Southport, NC 28461
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\*\*\* The Finance Office will review the proposals and make a recommendation to the Village Council on May 15, 2026, at which time the contract may be awarded.

## **Description of the Governmental Entity and Its Accounting System**

Reference should be made to the most recent ACFR/Audit report for a general overview of the Village. A PDF copy of the most recent ACFR/Audit report is located on the Village's website see below or by emailing [zhewett@villagebhi.org](mailto:zhewett@villagebhi.org).

<https://villagebhi.org/wp-content/uploads/2025/10/Bald-Head-Island-2024-Audit.pdf>

## **Funds**

The Village of Bald Head Island maintains the following funds:

### Governmental Funds

- General Fund
- Beach Renourishment, Recreation, and Tourism Fund
- Stormwater Management Fund
- Capital Projects Funds:
  - Jay Bird Shoals Dredging Project Fund

### Proprietary Funds

- Water & Sewer Fund
  - Wastewater Treatment Upgrades Project Fund
  - Lift Station Upgrade Project Fund
  - Lift Station Upgrades – 2 Project Fund
  - Water/Wastewater Capital Improvements Fund
  - Lift Station Upgrades 3 – Project Fund

Agency Fund: Fine & Forfeitures

Capital Reserve Fund

### Grant Project Funds:

- LASII Grant Fund
- AIA Water Fund
- AIA Sewer Fund
- State VIPER Radio Grant Fund

## **Budgets**

The Village's annual budget is adopted for the General Fund, Beach Renourishment, Recreation and Tourism Fund, Stormwater Management Fund, Water & Sewer Fund, and Fine & Forfeitures Fund.

Multi-Year project ordinances are prepared for Capital Project funds.

All budgets are prepared using the modified accrual basis of accounting. All appropriations are made at the departmental level. The Village also maintains an encumbrance system. Both the budgetary and encumbrance systems are integrated with the accounting system to provide a comparison with actual expenditures.

## **Accounting Records**

The Village maintains all its accounting records digitally and at the finance office located at 1517 N Howe Street, Unit 6, Southport, NC 28461. All accounting journals and subsidiary ledgers are maintained on Edmunds software (MCSJ).

## **Assistance Available to Auditor**

The Village has designated the Finance Director as a person with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. The Village will make available to the auditor sufficient help to pull and re-file records and prepare necessary confirmations. An electronic version of the trial balance with budgeted amounts will be made available in late August. The following accounting procedures will be completed, and documents prepared by the Village's staff no later than October 1.

- The books of account will be fully balanced.
- All subsidiary ledgers will be reconciled to control accounts.
- All bank account reconciliations for each month will be completed.

The Village's personnel will prepare the following items:

### **A. General**

1. Working Balance Sheet for each fund.
2. Working Statement of Revenues, Expenditures, and Transfers for each fund.
3. General Ledger transaction detail report for each account.
4. A copy of the original budget, all amendments, and the final budget as of June 30, 20XX.
5. A copy of all project ordinances and all amendments for active projects during the audit period.
6. A copy of board policies, including travel policies, investment policies, debt policies, fund balance policies, and purchasing policies including how the pre-audit process is performed.
7. Copies of all signed Board meeting minutes.
8. Copies of all correspondence with the staff of the Local Government Commission, including semiannual Cash and Investment Reports (LGC-203), unit letters, and letters regarding the audited financial statements and compliance reports for the previous year.
9. Required supplementary information, e.g., actuarial information for the Law Enforcement Officers' Separation Allowance.

### **B. Cash and Investments**

1. All bank reconciliations for each month
2. List of outstanding checks by account, showing check number, date, and amount.
3. Schedule of all investments for all funds at the audit date, showing book value and estimated market value at fiscal year-end.

### **C. Receivables**

1. Listing of unpaid tax bills in detail totaled by year as of fiscal year-end.
2. Listing of outstanding receivables by account as of the fiscal year-end.
3. Listing of outstanding receivables in detail as of the fiscal year-end.
4. Schedule of miscellaneous receivables booked as of the fiscal year-end.

### **D. Other Assets**

1. Schedule of insurance coverage.

### **E. Capital Assets**

1. Listing of all capital assets
2. Printout of all capital asset acquisitions made during the audit year.
3. Printout of all capital asset dispositions made during the audit year.
4. Printout of depreciation expense posted for the audit year.

### **F. Current Liabilities**

1. Schedule of accounts payable including batch printouts.

### **G. Long-Term Debt**

1. Computation of vested vacation payable as of the audit date.
2. Debt Schedule for each debt issue and related payments.

### **H. Grants**

1. The following will be compiled for each grant:
  - A. Grant agreement.
  - B. Grant Budget.
  - C. All financial reports.
  - D. Correspondence with the grantor agency, including monitoring reports.
  - E. CFDA # and/or pass-through grant #.

**Size and Complexity of Village**

**Population:**..... ~400

**Personnel/Payroll:**

Number of employees ..... 74  
Frequency of payroll ..... Biweekly

**Property Tax billed and collected by Brunswick County:**

Total dollar amount of most recent year's collections..... \$11,753,471  
Total dollar amount of levy..... \$11,771,341

**Number of Utility Accounts Billed:** ..... Approximately 1,450

**Purchasing:**

Number of purchase orders issued (FY 25)..... Approximately 2,100

**Bank Accounts:**

Number of bank accounts ..... 2  
PNC Central Depository – most transactions are done online.  
First Bank Cash Deposits – used for cash deposits as there is not a PNC in the local area.  
Number of investment accounts ..... 4  
North Carolina Capital Management Trust (NCCMT)  
PNC Money Market  
North Carolina Investment Pool (NCIP)  
North Carolina CLASS

**Average Monthly Activity in Main Accounts**

Number of deposits: Central Depository..... 200-300  
Number of checks: Central Depository ..... 150-200

**Major Financial Systems:**

- A. **Edmunds GovTech MCSJ:**
  - a. General Ledger:
    - i. Expenditures
    - ii. Revenues
    - iii. Budgeting
  - b. Accounts Payable
    - i. Purchase Orders
    - ii. Check Processing
  - c. Billing/Collections
    - i. Utility Billing and Collections
    - ii. Miscellaneous A/R
    - iii. Payments
  - d. Fixed Assets

**SUMMARY OF AUDIT COSTS SHEET**

	FY 25-26	FY 26-27	FY 27-28	FY 28-29
<b>Base Charge – Financial Audit</b>				
<b>Base Charge – Compliance Audit</b>				
<b>Total</b>				

**Basis/Methodology for Cost of First Year:**

**Audit Firm Personnel Costs:**

	On-Site Interim Hours	On-Site Year-End Hours	Work in Auditor's Office	Total Cost
<b>Partner</b>				
<b>Manager</b>				
<b>Accountant</b>				
<b>Clerical</b>				
<b>Total</b>				

**Other (Please list additional costs here):**

**Basis of Determining Cost Estimates after First Year:**

Firm:	Primary Contact:
Address:	Telephone:
	Fax:
	E-mail:
	Date:

**PROPOSAL CERTIFICATION**

Proposer's Signature \_\_\_\_\_ Date \_\_\_\_\_

**By signing above, I certify that I have carefully read and fully understand the information contained in this RFP; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the Proposal being submitted and have the authority to sign Proposal on behalf of my organization.**

BY (Printed): \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_