

**ADDENDUM 1 2017-036 FINANCIAL AUDIT-Please replace this copy of page 8 and delete bid copy of page 8**

*Example:* Assuming 3 bids received were: (firm A) - \$40,000, (firm B) - \$46,000, (firm C) - \$50,000

Firm A (the lowest bidder)	awarded 30 points	$\$40,000/\$40,000 \times 30 \text{ points} = 30$
Firm B	awarded 26 points	$\$40,000/\$46,000 \times 30 \text{ points} = 26$
Firm C	awarded 24 points	$\$40,000/\$50,000 \times 30 \text{ points} = 24$

An evaluation grid will be prepared summarizing the scoring by each member of the evaluation committee and the composite ranking. If any firm is disqualified and therefore not evaluated, the reason for such action shall be documented.

**Scope of Work to be Performed**

The proposals will be analyzed and awarded on a one-year basis with two one year extensions. The proposals must include detailed information (as required and described herein) for the annual audit for the years ending June 30, 2017, June 30, 2018 and June 30, 2019 as well as detailed information on the procedure and amount of billings for special services rendered to the Town as the Town Manager and Finance Director may request from time to time.

All audit work will be completed on our premises and all schedules will be prepared by the audit firm, based on the trial balances as prepared by the Town's management.

The Town of Westerly reserves the right to reject any and all proposals, to waive any technical defect or informality in the proposals received, and to accept any of the proposals deemed most favorable to the interest of the town.

Any amendments to the contract for additional work will be negotiated in good faith. Provided, however, in the event that the parties cannot mutually agree on additional work to be performed and the cost for said work, then the Town, as its option may rescind the option period.

The submission of Audit Reports to the Town Council shall be no later than ~~November~~ December 15<sup>th</sup> following the end of the fiscal year being audited.

Forty (40) copies of the Town's CAFR, Twenty (20) copies of the School Financial Report, shall be required to be submitted by said date.

The Management Letter including comments and recommendations shall be submitted to the Finance Director's Office no later than December 15 following the fiscal year being audited and 15 (fifteen) copies of said letter shall be required to be submitted by that date.

20 (twenty) copies of the final agreed-upon procedures report on the School District's compliance with the Uniform Chart of Accounts shall be delivered to the Finance Director.

The individual or firm selected must agree to a clause in the agreement for services that provides a penalty of \$500.00 (five hundred dollars) per week or fraction thereof for each such period the