

LEGAL NOTICE - ADDENDUM #1
TOWN OF COLCHESTER REQUEST FOR PROPOSALS
FOR AUDITING SERVICES
ANNUAL FINANCIAL REPORT

In response to the impact of COVID-19 and the need to work remotely, the Town of Colchester, Connecticut is issuing the following addendum to our request for proposals from qualified firms of certified public accountants to conduct an examination and to render an opinion on the annual financial statements of the Town of Colchester. Proposals should be submitted electronically as pdf documents to the Chief Financial Officer at mcosgrove@colchesterct.gov by 2:00 p.m. on Wednesday, April 8, 2020 at which time no further proposals will be considered.

The RFP and this Addendum #1 have been posted on the Town's website at www.colchesterct.gov (select About Colchester, Doing Business in Colchester, RFP/RFQ), and the State of Connecticut Department of Administrative Services State contracting portal at <http://das.ct.gov>. Further addenda, if any, will be posted to the same websites. It is the responsibility of interested firms to check the websites during the RFP process.

The Town of Colchester reserves the right to accept or reject any and all proposals, or any part thereof, if it is in the best interest of the Town. The Town of Colchester is an Equal Opportunity Employer.

TOWN OF COLCHESTER

Mary Bylone
First Selectman

The following section of the RFP is amended:

1. Submission of Proposals

The following material is required to be received electronically via email to the Chief Financial Officer at mcosgrove@colchesterct.gov by 2:00 p.m. on Wednesday, April 8, 2020 for a proposing firm to be considered:

a. The original proposal response as a pdf document (so marked in the subject line of the email) to include the following:

1. Title Page
Title page showing the request for proposal's subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.
2. Table of Contents
3. Transmittal Letter
A letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period covered.
4. Detailed Proposal
The detailed proposal should follow the order set forth in Section VI B of this request for proposals.
5. Guarantees and Warranties
Executed copies of proposer guarantees and proposer warranties attached to this request for proposals (Appendix B).
6. Insurance Schedule (Appendix C).
7. Audit Services Proposal Letter (Appendix D).

b. The proposer shall submit the dollar cost proposal attached to this request for proposals (Appendix A) in a separate email to the address noted above (so marked in the subject line of the email).