



GENESEE COUNTY PURCHASING DEPARTMENT

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CINDY CARNES

Purchasing Manager

May 21, 2014

GENESEE COUNTY REQUEST FOR PROPOSALS #14-006

Sealed proposals will be received by the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, Michigan 48502, for an **ANNUAL FINANCIAL AND COMPLIANCE AUDIT OF SENIOR CENTERS IN GENESEE COUNTY, MICHIGAN**, until 3:00 p.m., Wednesday, June 25, 2014.

This procurement is conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department.

Each proposer is responsible for indicating the company name, proposal number, proposal name, due date, and time on the envelope containing the proposal. The proposal request number and due date for this RFP are:

DUE DATE: WEDNESDAY, JUNE 25, 2014 BY 3:00 PM
PROPOSAL REQUEST NUMBER: #14-006

Cindy Carnes

CINDY CARNES, PURCHASING MANAGER

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Attachments

GENESEE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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2012 – 2013 Senior Services Annual Report	available at website www.gcseniors.org

RFP #14-006 ANNUAL FINANCIAL AND COMPLIANCE AUDIT OF SENIOR CENTERS IN GENESEE COUNTY, MICHIGAN

SECTION 1. INSTRUCTIONS TO PROPOSERS

- 1.1. Sealed proposals will be received until 3:00 p.m., Wednesday, June 25, 2014, at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502. Label the package containing the proposal with the company name, proposal number, proposal name, due date, and time. **LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
- 1.2. **Submit one original, one (1) copy and 1 electronic copy of the proposal response.** All proposals become the property of Genesee County. The original must be clearly labeled and include a signature on the Signature Page of a person authorized to make a binding offer. Additionally, the proposal response must consist of one copy in electronic format formatted in Adobe (.pdf), Microsoft Word, and/or Microsoft Excel. Failure to provide the required number of duplicate copies may result in rejection of your proposal.
- 1.3. The County's Standard Proposed Contract is attached to this RFP. After the award is made to the successful proposer, the County and the successful proposer will negotiate a final contract that substantially conforms to the Standard Proposed Contract. Any exceptions to the terms and conditions of the Standard Proposed Contract and this RFP must be clearly set forth in your proposal and referenced on company letterhead. The County will not entertain negotiations to change any terms and conditions of the Standard Proposed Contract and this RFP unless those changes are requested in your proposal.
- 1.4. The County of Genesee requires a signed Insurance Checklist with each proposal submitted. Insurance required per the specifications governing this work must be provided prior to the contract starting date and kept in full effect and compliance during entire contract period. Failure to comply with these provisions will cause termination of the contract.

The proposer agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agrees to protect and defend the County of Genesee against all claims or demands whatsoever, and to hold the County of Genesee harmless from any loss or damage resulting there from.

- 1.5. All prospective offerors shall be responsible for routinely checking the Genesee County website (http://www.gc4me.com/departments/purchasing/open_bids.php) to obtain issued addenda. Genesee County shall not be responsible for the failure of a prospective offeror to obtain addenda and other information issued at any time related to this solicitation.
- 1.6. **Proposal Format** – All proposals must be submitted in the format as indicated in Section 9 INFORMATION REQUIRED FROM PROPOSERS (PROPOSAL FORMAT).

SECTION 2. STANDARD TERMS AND CONDITIONS

- 2.1. **Genesee County Purchasing Regulations:** All procurements are conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, Michigan, 48502.
- 2.2. **Evaluation and Award:** The contract will be awarded to the responsible offeror whose proposal is determined to be most advantageous to the County, based on the evaluation criteria set forth in the RFP. Genesee County reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposals, and to negotiate with the apparent successful offeror in the best interest of Genesee County.
- 2.3. **Discussion with Responsible Offerors and Revisions to Proposals:** Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. If provided in the RFP, revisions of proposals may be permitted after submissions and prior to award for the purpose of obtaining best and final offers.
- 2.4. **Cancellation; Rejection of Proposals:** The Request for Proposals may be canceled by Genesee County at any time for any reason. Any proposal received may be rejected in whole or in part when in the best interests of Genesee County.
- 2.5. **Receipt of Proposals:** It is solely the responsibility of the offeror to assure the timely receipt of its proposal at the location indicated in the proposal announcement. LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE WILL NOT BE CONSIDERED.
- 2.6. **Tax:** Genesee County is a Michigan Municipal Corporation and as such it is exempt from Federal Excise Tax and Michigan Sales Tax.
- 2.7. **Non-Discrimination:** The successful offeror/contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Breach of this covenant shall be regarded as a material breach of this contract.
- 2.8. **Performance Bond:** If a performance bond is required, the bond must be issued by a company authorized to do business in the State of Michigan.
- 2.9. **Conflict of Interest:** Each offeror, by submitting a proposal, represents that the offeror has no knowledge that any employee, representative or agent of the offeror is a County employee who has directly or indirectly participated on behalf of the County in the contemplated procurement, or that any County employee who has so participated or any member of such an employee's immediate family has a financial interest pertaining to the contemplated procurement from the offeror, and represents that the offeror reasonably believes that no employee, representative or

agent of offeror is a County employee who has so participated and that no County employee who has so participated or member of that employee's immediate family has a financial interest in the contemplated procurement from the offeror.

- 2.10. **Inspection:** All goods are received subject to inspection and testing. If goods are defective or fail to meet the proposal specifications, Genesee County shall have the right to reject the goods or to correct the defects. The contractor shall pay Genesee County for expenses incurred in correcting defects. Rejected goods will be held for forty-five days after delivery awaiting instructions from the contractor. After the forty-five day period, Genesee County will dispose of the goods without further liability to Genesee County. The contractor is responsible for the costs of handling, packing, and transportation incurred in returning or disposing of defective or non-conforming goods.
- 2.11. **Offeror's Representations:** Each offeror, by submitting a proposal, represents as follows:
- 1) That the offeror has read and understood the RFP documents and has submitted its proposal in accordance therewith;
 - 2) That the proposal has been submitted by a duly authorized owner, partner, or corporate officer;
 - 3) That the proposal submitted has been prepared independently without collusion, agreement, understanding, or planned common course of action with any other supplier of the goods or services described in the RFP, designed to limit independent offers or competition.
- 2.12. **Independent Contractor:** Offeror agrees that if awarded a contract, it shall be an independent contractor and not an employee of Genesee County. The contractor shall secure, at its own expense, all personnel required in supplying goods or services under the awarded contract. All such personnel shall have no contractual relationship with Genesee County and shall not be considered employees of Genesee County.
- 2.13. **Insurance:** Each offeror must submit a completed Insurance Checklist, if so stipulated in the RFP. The required coverage and minimum limits may vary dependent upon the dollar amount of the contract, length of time of the contract, and the hazard level of the work or services to be performed. The types of insurance coverage may include: workers compensation, general liability, auto liability and/or professional liability. The insurer, insurance retention group, pool, or self-insurer must be authorized/licensed to provide such coverage within the State of Michigan and meet minimum financial ratings, if applicable, as supplied by Best or S & P.
- 2.14. **Indemnification:** The successful offeror shall defend, indemnify, and hold harmless Genesee County and its officers and employees from and against all claims, losses, damages, and expenses including, but not limited to, attorney's fees arising out of or resulting from the performance of the contract.
- 2.15. **Warranty:** The offeror warrants that all goods and services furnished under a contract resulting from the RFP shall be in conformance with the RFP documents, and that the goods are of merchantable quality as described in the Uniform Commercial Code, Section 2-314, and fit for the purpose for which they are sold. This warranty is in addition to any manufacturer's standard warranty which may apply or any warranty provided by law, and is in addition to all other express warranties made by the offeror.

- 2.16. **Applicable Law:** Any contract resulting from the RFP shall be governed by the laws of the State of Michigan. Unless otherwise provided in the contract documents, the contractor shall secure and pay for all permits, fees, duties, licenses, inspections, and approvals necessary for the execution and completion of the contract. The contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the contract.
- 2.17. **Right to Inspect:** Genesee County may, at reasonable times, inspect the plant, place of business, or work site of a contractor or subcontractor which is pertinent to the performance of a contract or potential contract.
- 2.18. **Right to Audit:** Genesee County may at reasonable times and places, audit the books and records of any contractor who has submitted cost or pricing data as a part of its proposal, to the extent that such books and records are pertinent to such cost or pricing data for a period of three years from the date of final payment under the contract. Genesee County shall be entitled to audit the books and records of a contractor or subcontractor other than a firm fixed-price contract to the extent that such books and records are pertinent to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of three years from the date of final payment under a prime contract and by the subcontractor for a period of three years from the date of final payment under a subcontract.
- 2.19. **Safety:** Genesee County, as the owner of the premises where the service or work is to be performed, or as the purchaser of goods received, requires that all applicable Michigan Occupational Health & Safety (MIOSHA) Rules and Regulations are followed by your employees and that the goods meet the applicable safety regulation. All Center of Disease Control guidelines (CDC) incorporated by reference within the MIOSHA regulations must be followed.

The following County buildings were all built prior to 1981. In accordance with OSHA regulations, you must consider that “presumed asbestos containing materials” (“PACM”) exist in these buildings.

Animal Shelter	Galliver Building
County Administration Building	Mt. Morris 67th District Court Building
County Courthouse	

Based on the above, Contractors are notified that their workers must be properly trained and accredited in accordance with OSHA regulation 29CFR 1910.

SECTION 3. ADDITIONAL TERMS & CONDITIONS

- 3.1 **PURPOSE** - This RFP provides qualified firms with essential information to enable them to prepare and submit a proposal to provide comprehensive annual financial audits of Genesee County Senior Centers. The successful offeror shall provide the requested services under contract with Genesee County and shall perform its responsibilities in accordance with the requirements stated in this solicitation, and any guidelines and directives put forth in the contract arising from this Request for Proposals.

- 3.2 **ISSUING OFFICE** - This RFP is issued by the Genesee County Purchasing Department (herein known as the Issuing Office) on behalf of the Genesee County Office of Senior Services (GCOSS). The sole point of contact for this RFP is Ms. Cindy Carnes, Purchasing Manager, Genesee County, 1101 Beach Street, Room 343, Flint, Michigan 48502, (810) 257-3030 and ccarnes@co.genesee.mi.us. Email is the preferred method of contact.
- 3.3 **VENDOR QUESTIONS & INTERPRETATIONS** - In preparing proposals, prospective offerors are advised to rely only upon the contents of this RFP and written clarifications (addenda) issued by Genesee County. All questions regarding this RFP shall be submitted in writing by mail or email, and received no later than **Thursday, June 5, 2014 by 12:00 p.m. (EDT)**, to the Genesee County Purchasing Department as listed above. E-mail is the preferred method of contact for all inquiries concerning this RFP.
- No verbal interpretation to any respondent as to the meaning of any requirement stated in this RFP shall be binding on Genesee County. All responses to questions regarding this RFP shall be issued in writing and distributed as an addendum by Genesee County.
- 3.4 **TERMINOLOGY** - The terms proposer and offeror as used in this RFP, should be considered synonymous; likewise, the terms proposal and offer. The terms successful offeror, successful proposer, Auditor and Contractor may also be considered synonymous.
- 3.5 **ERRORS, OMISSIONS, AND DISCREPANCIES** - If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, it shall immediately notify the Genesee County Purchasing Manager of such error in writing and request modification or clarification of the document prior to the deadline for submitting questions. Genesee County will make modifications by issuing a written addendum. The proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting a proposal or it shall be waived by the proposer.
- 3.6 **ADDENDA** - Genesee County reserves the right to amend and provide clarification of this RFP prior to the date for proposal submission. In such an event, an addendum will be posted on the Purchasing Department website (http://www.gc4me.com/departments/purchasing/open_bids.php) Further, all proposers shall acknowledge having seen any and all addenda issued (1, 2, 3, etc.) on the Signature Page.
- 3.7 **PREPARATION OF PROPOSALS & COST** - Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to meet the requirements of this RFP. Genesee County shall not be liable for any costs incurred by proposers prior to issuance of a contract. Total County liability is limited to the terms and conditions of any subsequent contract.

3.8 **INSURANCE** - Each proposer must submit a completed and signed Insurance Checklist. The types of insurance coverage may include: workers compensation, general liability, auto liability and/or professional liability. The proposer's insurer, insurance retention group, pool, or self-insurer must be authorized/licensed to provide such coverage within the State of Michigan and meet minimum financial ratings.

3.9 **WITHDRAWAL AND MODIFICATION OF PROPOSALS** - Proposals may only be withdrawn by a proposer with written notice prior to the date and time set for the due date of proposals.

In addition, telegrams, letters, and other written requests for modification or correction of a previously submitted proposal, which are addressed in the same manner as the proposal and received by the Issuing Office prior to the scheduled closing time for receipt of proposals, shall be accepted and the proposal shall be corrected in accordance with such written request

3.10 **RIGHT TO ACCEPT/REJECT PROPOSALS** - Genesee County reserves the right to accept or reject any or all proposals, or to withdraw or cancel this RFP at its discretion at any time prior to the execution of a contract, or to waive any minor or technical deviations as it may deem fit and proper. It also reserves all rights granted to it by law, reserves the right to waive formalities and to take such actions as it deems necessary in the best interest of Genesee County.

3.11 **RESPONSIVE PROPOSALS** - To ensure full consideration, all proposers shall submit a complete response to this RFP using the format provided in **Section 9. Information Required From Proposers (Proposal Format)**. In addition, at least one of the proposals submitted shall include an **original signature** of the official authorized to bind the proposer to its provisions.

3.12 **VALIDITY PERIOD** - Any proposal submitted as a result of this Request for Proposals shall be binding on the proposer for 120 calendar days following the due date. Any proposal for which the offeror specifies a shorter acceptance period may be rejected as non-responsive.

Should there be any reason why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the Issuing Office and the Offeror.

3.13 **EXCEPTIONS TO RFP:** The proposer shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the RFP. Failure to furnish this statement shall mean that the proposer agrees to meet all requirements set forth in this solicitation.

3.14 **CLARIFICATION OF PROPOSALS** - Discussions may be conducted with responsible proposers who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Prospective proposers may be required

to make a presentation of their proposal. This opportunity would provide the proposer the ability to clarify its proposal to ensure mutual understanding of the services to be provided. Clarification of proposals is solely at the discretion of Genesee County.

- 3.15 **BEST AND FINAL OFFERS (NEGOTIATIONS)** - Offerors whose proposal are determined to be reasonably susceptible of being selected for award may be short listed, interviewed and given the opportunity to submit best and final offers, after the initial evaluation of proposals. Genesee County will determine if it is in its best interest to seek a 'Best and Final Offer' from prospective offerors that submitted proposals. Soliciting Best and Final Offers may provide short listed firms the opportunity to revise their proposal to possibly increase the likelihood for being awarded a contract, and to make the proposal more advantageous to Genesee County. During this process, neither the names of any offeror nor the contents of any proposal will be disclosed until completion of the best and final offer process.

The contract that may be entered into will be awarded based on the proposal response and possible Best and Final Offer that is the most advantageous to Genesee County.

- 3.16 **DISCLOSURE** - All information in an offeror's proposal is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto.
- 3.17 **ACCEPTANCE OF PROPOSAL CONTENT** - The contents of the proposal of the successful offeror and its Best and Final Offer (if applicable) may become contractual obligations if a contract is issued. Failure of the successful offeror to accept these obligations will result in cancellation or termination of contract award.
- 3.18 **TERMINATION FOR MISREPRESENTATION** - If the successful proposer receives a contract and is subsequently found to have misrepresented any information in its proposal and/or Best and Final Offer submission, the contract may be terminated at the discretion of Genesee County.
- 3.19 **PRIME CONTRACTOR RESPONSIBILITIES** - The selected proposer will be required to assume responsibility for all services offered in his/her proposal regardless of who produces them. Further, Genesee County will consider the selected proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
- 3.20 **CONTRACT DOCUMENT** - The contract document will consist of the RFP, the proposal submitted by the successful proposer, any best and final offers, and a separate document (see Attachment # 1 Genesee County Standard Proposed Contract) signed by the successful proposer and the County which will include any additional contractual requirements.

The contents of the RFP and the proposal of the successful offeror shall be incorporated into a contract. No proposal shall be considered as being binding upon

Genesee County until a written contract has been properly executed. Failure of the successful offeror to execute the contract within ten (10) calendar days after receipt thereof shall be cause for annulment of award at the option of Genesee County.

- 3.21 **NEWS RELEASE** - News releases pertaining to this RFP or the services, study, data, or project to which it relates will not be made without prior written approval of the issuing office, and only in accordance with the instructions from the contract administrator. No results of the project will be released without prior approval of the contract administrator and then only to persons designated.
- 3.22 **UNDERSTANDING OF PROPOSAL REQUIREMENTS** - Each proposer, by submitting a proposal, represents that they have read and understand the proposal documents and have satisfied themselves of the quantity and nature of the services to be performed. After proposals have been submitted, the proposer shall not assert that there was a misunderstanding concerning the quantities or the nature of the services to be done or the specific contractual language in the RFP, which is to be incorporated into a formal contract.
- 3.23 **RIGHTS TO PROPOSAL DOCUMENT** - All copies and contents of any proposal, attachment, and explanation submitted in response to this RFP shall become the property of Genesee County. The County reserves the right to use, at its discretion, and in any manner it deems appropriate, any concept, idea, technique, or suggestion contained therein.
- 3.24 **CONFLICT OF INTEREST** -The Auditor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with performance of services required to be performed under this Contract. The Auditor further covenants that in the performance of an audit, no person having any such interest shall be employed. In addition, no officer, shall participate in any decision related to this Contract which affects his/her personal interest or any corporation, partnership, or association in which he/she is, directly or indirectly, interested or has any person or pecuniary interest. Provided, however, that this paragraph shall not apply where there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1851, as amended by Act No. 206 of the Public Acts of 1975, whichever is applicable.
- 3.25 **OWNERSHIP OF DOCUMENTS AND PUBLICATION PROVISIONS**. All documents other than the Auditor's work papers become the property of Genesee County. During the performance of the services provided for herein, the Auditor shall be responsible for any loss or damage to the documents while they are in its possession and such loss or damage shall be restored at its expense. The County shall have the right to review and inspect the Auditor's activities at appropriate intervals.

Subsequent publication rights to any material contained in documents produced by the Auditor for the County in the course of this study are to be reserved to the County provided that such publications give full credit to the original author(s). The Auditor is

prohibited from copyrighting any papers, reports, forms, or other materials that are developed for this Contract, excluding papers to professional organizations or for publications in scholarly journals.

If the County intends to publish or otherwise reproduce the financial statements and make reference to the Auditor's name, the County agrees to provide the Auditor with printers' proofs or masters for its review and approval before printing. The County further agrees to provide the Auditors with a copy of the final reproduced material for its approval before it is distributed.

SECTION 4. GENERAL INFORMATION

- 4.1 **PROJECT INFORMATION** - Genesee County is issuing this Request for Proposals for interested auditing firms who are qualified under Michigan law and regulations for the performance of two annual financial and compliance audits of Genesee County Senior Centers, in accordance with the requirements of the State of Michigan.

The two audit periods are for the fiscal years ending September 30, 2014 and 2015. Future millage renewals may allow the contract to be extended for additional years.

Each Senior Center is a non-profit operation with funding from local and state sources, millage, non-millage and in-kind.

- 4.2 **GENERAL INFORMATION** – Financial information pertaining to Genesee County Senior Centers is as follows:

- A. Population of the County - 436,141
- B. There will be up to nine Senior Centers, Eastside SC, Flushing SC, Carman-Ainsworth SC, Swartz Creek SC, Krapohl SC, Loose SC, Hasselbring SC, Brennan SC, and Forest Twp
- C. All Senior Centers are non-profit 501 c 3.
- D. Some of the centers do not use Senior Millage funding to pay for the audit.
- E. Annual center budgets range from \$200,000 to \$500,000.
- F. For more information on the Senior Centers go to www.gcseniors.org

- 4.3 **INELIGIBLE CONTRACTORS** - All proposers will be required to certify that they are not on the Comptroller General's List of Ineligible Contractors. All proposers must also certify that any firm, partnership, or association in which they have substantial interest, personally or as a corporate entity, is also not included on the Comptroller General's List of Ineligible Contractors.

- 4.4 **INDEPENDENT PRICE DETERMINATION**

- A. By submission of a proposal, the offeror certifies that in connection with this proposal:
 - 1. The fees in the proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such fees with any other bidder or with any competitor; and

2. Unless otherwise required by law, the fees which have been quoted in the proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder directly or indirectly to any other bidder or to any competitor; and
 3. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- B. Each person signing the proposal certifies that:
1. He/she is the person in the contractor's organization legally responsible within that organization for the decision as to the prices being offered in the proposal and that he/she has not participated, and will not participate, in any action contrary to A.1, A.2 and A.3 above; or
 2. He/she is not the person in the contractor's organization responsible for the decision as to the prices being offered in the proposal but that he/she has been authorized in writing to act as agent for the persons legally responsible for such decisions by certifying that such persons have not participated, and will not participate, in any action contrary to A.1, A.2 and A.3 above.
 3. A proposal will not be considered for award if the proposal has been altered so as to delete or modify A.1 or A.3 or B above. If A.2 has been modified or deleted, the proposal will not be considered for award unless the bidder furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

SECTION 5. SCOPE OF SERVICES

- 5.1 The Auditor shall perform a financial audit of the financial statements of all funds, related entities and grant contracts of the Genesee County Office of Senior Services (GCROSS) non-profit 501C3 senior centers.
- 5.2 The audit shall be conducted in accordance with generally accepted government auditing standards as prescribed in State of Michigan Public Act 2 of 1968, as amended.
- 5.3 The Auditor shall, as part of the written report of audit, submit to the GCROSS a report containing an expression of opinion that the financial statements are fairly stated, or an opinion qualified as to certain funds in the financial statements, or a disclaimer of opinion and the reasons therefore, and shall explain in detail any unusual items or circumstances under which the Auditor was unable to reach a conclusion. The report shall state that generally accepted government auditing standards have been followed in the audit. The management letters to the GCROSS relating to findings or recommendations will be issued in connection with this audit.
- 5.4 **PERSONNEL MATTERS** - The offeror represents that it has, or will secure at its own expense, all personnel required in performing the services, if awarded a contract.

- A. All of the services required hereunder shall be performed by the Auditor or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.
- B. The Auditor shall not engage the services of any person or persons in the employ of the County for any work required by the terms of an audit contract.
- C. The GCOSS shall have the right to have any personnel of the Auditor removed from the project upon demand and to receive the substitution of qualified personnel in place of those persons removed. The Auditor will not remove personnel from the project, or substitute personnel on the project without written authorization of the GCOSS (excepting terminations).
- D. The GCOSS and the Auditor shall mutually agree in advance to the priorities of staff assigned to management control review.

5.5 **SENIOR CENTER PARTICIPATION** - The senior center will provide adequate office space for the efficient conduct of the audit, including local telephone service for business related calls and email plus normal staff assistance during the audit for preparation of necessary work papers and schedules.

5.6 **CHANGES IN SCOPE OF SERVICES** -The GCOSS may, from time to time, require changes in the scope of the services of the Auditor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Auditor's compensation, which are mutually agreed upon by and between the County and the Auditor, shall be incorporated in written amendments to this Contract.

5.7 **DELAYS AND EXTENSIONS** -. Delays or hindrances beyond the control of the Auditor shall be compensated for by an extension of time for such reasonable period as may be mutually agreed upon between the parties; it being understood, however, that the permitting of the Auditor to proceed to complete any services or any part of them after the date to which the time of completion may have been extended shall in no way operate as a waiver of any right the GCOSS may have against the Auditor for failure to complete the project within the allotted time periods.

5.8 **EXIT CONFERENCE** - An audit exit conference with the Genesee County Senior Services Director, the senior center director and other appropriate board members will be conducted by the Auditor in charge. At this time the findings and recommendations regarding compliance and internal control shall be discussed. Appropriate officials shall have the opportunity to respond, orally or in writing, to the findings.

SECTION 6. GENERAL PROVISIONS AND SERVICE REQUIREMENTS

6.1 **RESPONSIBILITY AND REPORTING** -The Auditor shall be responsible to the GCOSS Director and report directly to them or their designees. The Auditor shall

confer as necessary and cooperate with the Senior Center Director as required to assure that the work proceeds in a mutually satisfactory manner. All reports made in connection with this Contract shall be reviewed by the Director for completeness and fulfillment of the requirements of this Contract prior to submittal of the final report to the GCOSS.

- 6.2 **TIMELINESS** - The Senior Centers have a variety of fiscal years, some are January – December, July – June or October – September. It is expected that the audits will begin within a few weeks of the fiscal year ending and the report to follow in a timely fashion.
- 6.3 The auditor shall retain working papers for not less than five (5) years, which shall be available to GCOSS for reference if requested.
- 6.4 Annual financial statements and auditors report will be provided for each Senior Center. Ten (10) copies of the report is to be provided for each center.
- 6.5 All reports, special reports, memoranda, and other papers and documents submitted by the Auditor shall be dated and bear the Auditor's name.

SECTION 7. PROPOSER'S QUALIFICATIONS AND EXPERIENCE

(Information required from proposers)

- 7.1 **BUSINESS ORGANIZATION:** State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work hereunder. Indicate whether you operate as an individual, partnership or corporation; if as a corporation, include the state in which you are incorporated.
- 7.2 **STATEMENT OF REQUIREMENTS:** - State in detail your understanding of the requirement presented by the RFP. State in detail any services outlined in the RFP or Plan, which you do not provide and therefore are excluded from the proposal.
- 7.3 **EXPERIENCE AND REFERENCES:** - Describe your experience in providing the proposed services and references. List the non-profits you have audited. Prior experience in similar activities is essential for any firm to provide the work/services which will satisfy the requirements of this RFP. This section shall consist of descriptions of qualifying experience. Include a minimum of three (3) references two (2) being non-profit, with project descriptions and also the name, address and phone number of the responsible official of the client organization who may be contacted.
- 7.4 **WORK PLAN:** - Describe in narrative form your technical plan for accomplishing the work. Include in the work plan the time frame or schedule your plan would adhere to. Indicate the number of labor hours you have allocated for each task.

- 7.5 **LABOR REQUIREMENTS:** - The successful proposer must be able to staff a project team, which is experienced in auditing governmental units. Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Identify key individuals by name and title. Resumes depicting qualifications are required for proposed project personnel.
- 7.6 **RESUMES:** - Resumes for Partners, Managers, Supervisors and Seniors who will be assigned to the engagement. Resumes will indicate memberships in professional associations such as the American Institute of Certified Public Accountants (AICPA), State CPA Societies, the Government Finance Officer's Association (GFOA) or other applicable professional associations or training.
- 7.7 **ADDITIONAL INFORMATION AND COMMENTS:** Include any other information that is believed to be pertinent but not specifically asked for elsewhere in this RFP.
- 7.8 **SPECIALIZED AUDIT PROGRAMS & INTERNAL CONTROL QUESTIONNAIRES** - Does your firm have specialized audit programs and internal control questionnaires for non-profit or governmental units?

SECTION 8. PRICING INFORMATION AND COST DETAIL

- 8.1 Proposers shall provide a per year, per center price based on a two year contract.
- 8.2 State clearly in your proposal the basis for fees so that relevant comparisons can be made between proposals.
Cost and Price Analysis: The information requested in this Section is required to support the reasonableness of your proposal. Use the format below:
1. **Labor Costs:** Itemize so as to show the following for each category of personnel with a different rate per hour:
 - a) Category; e.g., Partner, Manager, etc.
 - b) Estimated hours and not to exceed maximum estimated hours by category
 - c) Rate per hour
 - d) Total cost for each category and for all labor needs
 - e) A maximum estimate of incidental expenses such as travel and supplies, adding to a total maximum fee

In addition, the proposer shall provide the above information for each individual year and a cost for both fiscal year audits.

- 8.3 Proposed pricing shall be submitted in a sealed envelope within the sealed proposal and clearly marked as "Pricing for RFP #14-006".

SECTION 9. INFORMATION REQUIRED FROM PROPOSERS (PROPOSAL FORMAT)

9.1. NON-RESPONSIVE PROPOSALS

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received in a timely manner in accordance with the terms of this RFP.
2. The proposal does not follow the specified format as presented in this **Section 9**.
3. The proposal is not adequate to allow a judgment by reviewers/evaluators.

9.2. **RESPONSIVE PROPOSALS MUST INCLUDE AND/OR COMPLY WITH THE FOLLOWING:**

- A. Copy of RFP #14-006, pages 1-32.
- B. Proposal submitted by the due date and time.
- C. One (1) original and one (1) hard copy of the proposal.
- D. One (1) copy of the proposal in electronic format.
- E. Signed Signature Page - This document shall be properly executed as described in this RFP. All proposals received shall include this document for the County to consider a proposal as a formal and binding offer.
- F. Executed Insurance Checklist
- G. Statement of Exceptions – Stated exceptions to the RFP and/or Standard Proposed Contract as indicated in Section 1.3.
- H. All information and responses required as specified in SECTION 7. PROPOSER'S QUALIFICATIONS AND EXPERIENCE
- I. Price and cost detail as specified in SECTION 8. PRICING INFORMATION AND COST DETAIL. The information requested in this section is required to support the reasonableness of your proposal. This portion of the proposal must be bound and sealed separately from the remainder of the proposal.

SECTION 10. EVALUATION, SELECTION AND AWARD PROCEDURES

- 10.1 **ABILITY TO PERFORM/REFERENCES** - Genesee County reserves the right to obtain information regarding the ability of any prospective offeror to perform and contact references. Such information shall be taken into consideration in evaluating proposals. For the purpose of this RFP, all proposers shall provide three (3) references by completing the enclosed Reference Page (page 19).
- 10.2 **EVALUATION CRITERIA** - It is the intent of Genesee County Office of Senior Services to conduct a comprehensive, fair and impartial evaluation of proposals received. Award shall be made to the responsible offeror whose proposal is determined to be most advantageous to Genesee County.

All proposals received will be evaluated based upon a Two-Step Selection Process. The first step will involve an evaluation of the following factors as presented in the offeror's response to this RFP.

- A. Step I - Management Summary (100 points per evaluator)

1. Proposed Technical Plans and Procedures.....50

The written proposal should indicate the understanding of the offeror of the project requirements; proposed technical plans, procedures and timing. The written proposal should indicate the ability of the Auditor to meet the terms of the RFP and the methodology to be used.

2. Previous Experience of Proposer to Conduct Similar Audits.....25

The written proposal should indicate the quality and time frame of projects similar, specifically non-profit to that described in the RFP.

3. Organization, Management and Personnel Capability.....25

The written proposal should indicate the competence of personnel whom the offeror intends to assign to the project. Qualifications will be measured by education and experience, with particular reference to non-profit organizations similar to that described in the RFP.

Emphasis will be placed upon the qualifications of the offeror's Project Manager and the manager's dedicated management time as well as that of other key personnel working on this audit.

Of the total maximum possible score in Step I, a minimum of not less than eighty-five percent (85%) of the total maximum possible score must be obtained in order for a proposer to be further considered for award under Step II below.

B. Step II - Price Analysis

1. Only those proposals receiving a score of eighty-five percent (85%) or more of the total maximum possible score in Step I will be considered for evaluation in Step II. Therefore, award recommendation, will be made by the Senior Services Director to the Senior Citizens Services Advisory Committee (SCSAC) and then to the Genesee County Board of Commissioners for the proposal deemed most advantageous to the County; the quality of the services to be supplied, their conformity with specifications, their suitability to the requirements of the County and delivery terms being taken into consideration.

REFERENCE PAGE (List 3 references of similar projects in the spaces below)

1. Client Non-Profit

Contact Name	Phone Number	Email
--------------	--------------	-------

Address

Description of Project	Year of Project/Audit Completed
------------------------	---------------------------------

2. Client Non-Profit

Contact Name	Phone Number	Email
--------------	--------------	-------

Address

Description of Project	Year of Project/Audit Completed
------------------------	---------------------------------

3. Client

Contact Name	Phone Number	Email
--------------	--------------	-------

Address

Description of Project	Year of Project/Audit Completed
------------------------	---------------------------------

SUBMITTED BY: _____

ATTACHMENT 1 – PROFESSIONAL SERVICES CONTRACT

This Agreement for Professional Services (the “Agreement”) is made this ___ day of _____, 2014, by and between the County of Genesee, a Michigan Municipal Corporation, whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the “County”), and _____, whose principal place of business is located at _____ (the “Contractor”) the County and the Contractor together, the (“Parties”).

1. Agreement and Authority

This Agreement is entered into pursuant to RFP # 14-006 issued by the Genesee County Purchasing Department, and execution of this Agreement is authorized by Resolution # _____ issued by the Genesee County Board of Commissioners.

2. Term

2.1 Initial Term

The initial term of this Agreement commences on [Start Date], and shall be effective through [End Date] (the “Initial Term”).

3. Purpose

To enter into a contract with a qualified firm to perform an annual financial and compliance audit for the fiscal year ending September 30, 2014 and the one subsequent fiscal year ending September 30, 2015. Future millage renewals may allow the contract to be extended for additional years.

4. Scope of Work

The Contractor agrees to perform the services described on Exhibit A (the “Services”).

5. Compensation

The Contractor shall be paid according to the rates identified in the proposal in response to **SECTION 8. PRICING INFORMATION AND COST DETAIL**. The Contractor must provide to the County an invoice in a form acceptable to the County, along with any necessary supporting documentation such as reports and time sheets. The County will pay the Contractor within thirty (30) days of the County’s acceptance of the invoice and supporting documentation.

6. **Taxes.** The County is a Michigan Municipal Corporation. The Contractor acknowledges that the County is exempt from Federal Excise Tax and Michigan Sales Tax.

7. Contract Administrator

The contract administrator for this Agreement is Ms. Lynn Radzilowski (the "Contract Administrator"). The Contractor acknowledges that the Contract Administrator is the primary County contact for notices and instructions related to this Agreement. The Contractor agrees to provide a copy of all notices related to this Agreement to the Contract Administrator.

8. Reporting Requirements

During the term of this Agreement, the Contractor must provide to the Contract Administrator the reports identified and described on Exhibit B.

9. Inspection and Acceptance

All goods provided with the Services are received subject to inspection and testing. If goods are defective or fail to meet the specifications, the County shall have the right to reject the goods or to require the Contractor to correct the defects. The Contractor shall correct the defects at no cost to the County or pay the County for expenses incurred by the County in correcting the defects. Rejected goods will be held for forty-five days after delivery awaiting instructions from the Contractor. After the forty-five day period, the County will dispose of the goods and the County shall have no further liability to the Contractor. The Contractor is responsible for the costs of handling, packing, and transportation incurred in returning or disposing of defective or non-conforming goods.

10. Warranties and Indemnification

The Contractor warrants that:

- 10.1 The Services will be performed in a good workmanlike manner and in accordance with generally acceptable practices in the industry.
- 10.2 For a period of one (1) year following completion of the Services, the Services and any goods provided with the Services shall conform to the representations made by the Contractor.
- 10.3 The Contractor will comply with all federal, state, and local laws in the performance of the Services.
- 10.4 The Contractor will comply with the requirements of any federal or state grants used to fund or support this Agreement.
- 10.5 The Contractor will maintain a current Certificate To Do Business with Genesee County issued by the Genesee County Equity and Diversity Officer.
- 10.6 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Agreement.

The Contractor agrees to indemnify and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability arising out of the Contractor's breach of these warranties.

11. **Suspension of Work**

11.1 Order to Suspend Performance

Upon written order of the Director, the Contractor agrees to immediately suspend performance of the Services. The Contractor shall not be entitled to compensation for any Services performed during any period in which the Director has directed that the Services be suspended.

11.2 Necessary Actions Before Suspension

If immediate suspension of the Services would cause harm, injury, or damage to persons or property, the Contractor must immediately notify the Director of the nature of such harm, injury, or damage, and obtain the Director's written authorization to take such necessary action as to prevent or minimize such harm, injury or damage. Actions authorized by the Director pursuant to this paragraph are compensable.

12. **Termination**

12.1 Termination for Cause

If the Contractor is in breach of any provision of this Agreement, and such breach continues for fourteen (14) days after written notice is issued to the Contractor by the County of the breach, the County may terminate this Agreement. Such termination for cause is effective upon receipt of the notice of termination by the Contractor.

In addition for any other remedies provided by law or this Agreement, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

12.2 Immediate Termination

If the County, in its discretion, determines that the Contractor's breach of this Agreement constitutes a threat to public health, safety, or welfare, the County may terminate this Agreement immediately upon notice to the Contractor.

In addition for any other remedies provided by law or this Agreement, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

12.3 Termination for Convenience

If the County determines that it is in the County's best interests, the County may terminate this Agreement upon thirty (30) days' written notice to the Contractor.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

13. **Equipment Purchased with County Funds**

13.1 Reporting

The Contractor agrees that any Equipment purchased for the performance of the Services with funds supplied by the County under this Agreement must be reported to the Contract Administrator upon purchase. For the purposes of this paragraph, Equipment is defined as tangible, non-expendable, personal property having useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit.

13.2 Conveyance to the County

Upon the County's request at the termination of this Agreement for any reason, the Contractor agrees to convey to the County all title in any Equipment purchased for the performance of the Services with funds supplied by the County under this Agreement.

14. **Nondiscrimination**

The Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Contractor covenants that it will not discriminate against businesses that are owned by women, minorities or persons with disabilities in providing services covered by this Contract, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this contract.

15. **Freedom of Information Act**

This Agreement and all attachments, as well as all other information submitted by the Contractor to the County, are subject to disclosure under the provisions of MCL 15.231, *et seq.*, known as the "Freedom of Information Act".

16. **Intellectual Property**

Any intellectual property created by the Contractor in the performance of the Services shall become the property of the County upon termination of this Agreement. Upon the County's request, the Contractor agrees to convey all rights to and ownership of any intellectual property to the County.

17. **Audit Rights**

17.1 Certification of Accurate Information

Contractor certifies that all information provided to the County by the Contractor relating to the award or modification of this Agreement, or any payment or dispute related to this Agreement, is true and correct. The Contractor further certifies that its accounting system conforms to generally accepted accounting principles.

17.2 Inspection

The Contractor agrees that the County may inspect the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Agreement. If this Agreement is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Agreement and the terms of the applicable grant.

17.3 Audit

The Contractor agrees that the County may examine the Contractor's records to ensure compliance with the terms of this Agreement. If this Agreement is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's records to ensure compliance with the terms of this Agreement and the terms of the applicable grant.

17.4 Records Retention

The Contractor agrees to maintain any business records related to this Agreement or the Contractor's performance under this Agreement for a period of at least three (3) years after final payment.

18. **Insurance Requirements**

The Contractor agrees to obtain insurance coverage of the types and amounts required as set forth in the Bidder's Insurance Checklist contained in RFP #14-006. Further the contractor shall keep such insurance coverage in force throughout the life of this Agreement. All policies will contain an endorsement providing that written notice be given to the County at least thirty (30) calendar days prior to termination, cancellation, or reduction in coverage on any policy.

19. **Independent Contractor**

The Contractor and its agents and employees are independent contractors and are not the employees of the County.

20. **General Provisions**

20.1 Entire Agreement

This Agreement, along with any Exhibits attached thereto, embodies the entire agreement between the Parties. There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein.

20.2 No Assignment

The Contractor may not assign or subcontract this Agreement without the express written consent of the County.

20.3 Modification

This Agreement may be modified only in writing executed with the same formalities as this Agreement.

20.4 Binding Effect

The provisions of this Agreement shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

20.5 Headings

The paragraph headings in this Agreement are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Agreement.

20.6 Governing Law and Venue

This Agreement is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Agreement must be initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

20.7 Severability and Survival

In the event that any provision of this Agreement is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Agreement.

20.8 Interpretation

Each Party has had opportunity to have this Agreement reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Agreement, there shall be no presumption in favor of any interpretation solely because the form of this Agreement was prepared by the County.

20.9 Remedies

All remedies specified in this Agreement are non-exclusive. The County reserves the right to seek any and all remedies available under this Agreement and applicable law in the event that the Contractor fails to abide by the terms of this Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized agents.

CONTRACTOR NAME

GENESEE COUNTY

By: _____

By: _____

Jamie W. Curtis
Chairman Genesee County Board of
Commissioners

Approved as to Form and Legality

By: _____
Genesee County Corporation Counsel

EXHIBIT A
Description of the Services

- 1 The Auditor shall perform a financial audit of the financial statements of all funds, related entities and grant contracts of the Genesee County Office of Senior Services (GCOSS) non-profit 501C3 senior centers.
- 2 The audit shall be conducted in accordance with generally accepted government auditing standards as prescribed in State of Michigan Public Act 2 of 1968, as amended.
- 3 The Auditor shall, as part of the written report of audit, submit to the GCOSS a report containing an expression of opinion that the financial statements are fairly stated, or an opinion qualified as to certain funds in the financial statements, or a disclaimer of opinion and the reasons therefore, and shall explain in detail any unusual items or circumstances under which the Auditor was unable to reach a conclusion. The report shall state that generally accepted government auditing standards have been followed in the audit. The management letters to the GCOSS relating to findings or recommendations will be issued in connection with this audit.
- 4 **PERSONNEL MATTERS** - The offeror represents that it has, or will secure at its own expense, all personnel required in performing the services, if awarded a contract.
 - A. All of the services required hereunder shall be performed by the Auditor or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.
 - B. The Auditor shall not engage the services of any person or persons in the employ of the County for any work required by the terms of an audit contract.
 - C. The GCOSS shall have the right to have any personnel of the Auditor removed from the project upon demand and to receive the substitution of qualified personnel in place of those persons removed. The Auditor will not remove personnel from the project, or substitute personnel on the project without written authorization of the GCOSS (excepting terminations).
 - D. The GCOSS and the Auditor shall mutually agree in advance to the priorities of staff assigned to management control review.
- 5 **EXIT CONFERENCE** - An audit exit conference with the Genesee County Senior Services Director, the senior center director and other appropriate board members will be conducted by the Auditor in charge. At this time the findings and recommendations regarding compliance and internal control shall be discussed. Appropriate officials shall have the opportunity to respond, orally or in writing, to the findings.

EXHIBIT B

Reports Required from the Contractor

The Auditor shall, as part of the written report of audit, submit to the GCOSS a report containing an expression of opinion that the financial statements are fairly stated, or an opinion qualified as to certain funds in the financial statements, or a disclaimer of opinion and the reasons therefore, and shall explain in detail any unusual items or circumstances under which the Auditor was unable to reach a conclusion. The report shall state that generally accepted government auditing standards have been followed in the audit. The management letters to the GCOSS relating to findings or recommendations will be issued in connection with this audit.

EXHIBIT C
Contractor's Projected Budget
Date to Date

EXHIBIT D

GENESEE COUNTY INSURANCE CHECKLIST

Bid Title: ANNUAL FINANCIAL AND COMPLIANCE AUDIT OF SENIOR CENTERS IN GENESEE COUNTY, MICHIGAN

Bid Number: 14-006

Coverages Required	Limits (Figures denote minimums)
<input checked="" type="checkbox"/> 1. Workers' Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/> 2. Employers' Liability	\$100,000 accident/disease \$500,000 policy limit, disease
<input checked="" type="checkbox"/> 3. General Liability	Including Premises/operations \$1,000,000 per occurrence with \$2,000,000 aggregate
<input checked="" type="checkbox"/> 4. Professional liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including errors and omissions
<input checked="" type="checkbox"/> 5. Products/Completed operations Aggregate [If applicable]	\$1,000,000 per occurrence with \$2,000,000
<input checked="" type="checkbox"/> 6. Automobile liability	\$1,000,000 combined single limit each accident- Owned, hired, nonowned
<input checked="" type="checkbox"/> 7. Umbrella liability/Excess Coverage	\$ 3,000,000 BI & PD and PI
<input checked="" type="checkbox"/> 8. <u>Genesee County named as an additional insured on other than Workers' Compensation and Professional Liability via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.</u>	
<input checked="" type="checkbox"/> 9. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
<input checked="" type="checkbox"/> 10. The certificate must state bid number and title	