

COUNTY OF DAUPHIN
DAUPHIN COUNTY PRISON JAIL FUND AND COMMISSARY FUND
REQUEST FOR QUOTE
AUDITING SERVICES

1. **Purpose.** The Dauphin County Prison Board of Prison Inspectors (“DCPBPI”) is inviting qualified firms of Certified Public Accountants to submit a quote to conduct the annual audit of the financial statements and banking transactions for Dauphin County Prison (“DCP”) Jail Fund, Inmate Fund and Commissary Fund for the years ending December 31, 2022, 2023 & 2024 (3 years). The audit is to be conducted in accordance with generally accepted auditing standards.
2. **Issuing Office.** This Request for Quote (“RFQ”) is being issued by Dauphin County Prison Board of Prison Inspectors. **Quotes must be submitted to Bruce LeValley, Deputy Warden of Operations, Dauphin County Prison, 501 Mall Road, Harrisburg PA 17111, or blevalley@dauphincounty.gov no later than Friday, March 31, 2023, at 12:00 PM.**
3. **Objective.** The objective of the RFQ is to identify the Certified Public Accountant that can offer the highest quality service in the timeliest manner possible and at the best value to the DCPBPI. The successful respondent will be expected to prepare all required audit reports/documents including the Final Management Letter to the County.
4. **Scope of Services.** DCPBPI desires the audit firm to express an opinion on the receipts and disbursements for the named funds and if these transactions are in conformity with generally accepted accounting principles. The auditor is to provide an opinion on the respective financial transactions of DCP accounts. This report will be relied upon and included in DCPBPI and DCP reports.

The scope of the audit includes the following funds of the County:

- Dauphin County Prison Jail Fund (Year 2022 only)
 - Dauphin County Prison Commissary Fund
 - Dauphin County Prison Inmate Fund

 - Reports to be issued – Audited Financial Statements.
5. **Response to Request for Quote.** Each respondent must, at a minimum, provide the following information/data.
 - Identify and describe any anticipated potential audit problems, the firm’s approach to resolving these problems and any special assistance that may be requested.
 - A Detailed statement of the scope of services to be provided with a proposed segmented work plan and schedule for completion.

- Set forth your fee proposal for the services and audit years requested. The proposal should contain all pricing information relative to performing the audit engagement as described in the RFQ. The total all-inclusive price range to be quoted is to contain all direct and indirect costs including out-of-pocket expenses.
 - Furnish the current standard billing rates for the classes of professional personnel that will be engaged, by the respondent, for this audit if additional work is requested of the respondent.
 - Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.
 - Any additional information you consider relevant to the selection process.
6. **Proposal Review Criteria.** Each response may be reviewed and judged, at a minimum, on the following criteria.
- Responsiveness of the written quote to the purpose and scope of the project.
 - Cost of work.
 - Timeline for the completion of the project.
 - Adherence to all requirements and conditions of the request for quotes.
 - Results of possible project scope and completion plan interview with respondent(s).
7. **Assignability.** The successful respondent cannot transfer any interest or provide for assignment of professional services contract with Dauphin County either in whole or in part, without the expressed written consent of the Dauphin County Prison Board of Prison Inspectors.
8. **Payment.** Payment for services rendered will be based upon receipt of an invoice from the audit firm.

All billings should indicate the percentage of work completed. Amounts billed of the maximum price will not exceed the percentage of completion. Not more than 70% of the fee will be paid prior to receipt of a draft copy of the audit firm's opinion letter for the Financial Report and the management letter comments.

9. **Ownership.** The Dauphin County Prison Board of Prison Inspectors will own and have a right to use and reproduce any data, analyses and materials which are collected or developed by the successful respondent.

Working papers must be available for references by the DCPBPI for a period of three (3) years from submission of the reports. Copies of adjusting entries and trial balances, if applicable, will be provided to the DCPBPI upon completion of the audits.

Any materials, information and data provided to the successful respondent by the DCPBPI are for use solely with respect to the project and are not to be used by the respondent's officials, employees, and agents for any other purpose outside the scope of the work requested by the DCPB without the specific written consent of the DCPBPI.

10. **General Information.**

- The RFQ is not to be construed as creating a contractual relationship between the DCPBPI and any firm submitting a response to this RFQ.
- The DCPBPI shall have no obligation or liability to any firm responding to this RFQ. All costs associated with responding to this RFQ are borne solely by the respondent.
- The DCPBPI may require follow-up oral interviews with selected respondent and may require the respondent to participate in negotiations.
- The DCPBPI reserves the right to reject any or all responses, to modify the scope with one or more of the respondents, and to waive any/all requirements which the DCPBPI deems to be in its or its employees' best interest.
- By submitting this information, the firm represents that it has examined and understands this RFQ and has become fully informed of all the requirements of the RFQ. All terms and conditions set forth in this document are accepted and must be incorporated in the submission unless explicit exception is made to individual items and accepted by the DCPBPI.
- By submitting a response, the firm represents that it has the ability to meet the requirements outlined herein.
- Firms should contact Bruce LeValley, Deputy Warden of Operations DCP at 717-547-4007 or blevalley@dauphincounty.gov, for information or questions concerning this RFQ.

After evaluation of the responses, the DCPBPI will make its selection based on the response which best meets the needs of the Dauphin County Prison Board of Prison Inspectors, in the sole discretion of the DCPBPI. The Request for Quote is not intended to create a public bidding process, and the proposal with the lowest quoted fees will not necessarily be accepted, nor will any reason for the rejection of any proposal be indicated. The DCPBPI reserves the right to privately negotiate with any firm with respect to the requirements outlined in this Request for Quote.