



# **Connecticut Port Authority**

**Request for Proposals**

**Auditing Services**

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**For**

**Auditing Services**

**RFP No. CPA0020-AS**

**Key Dates:**

**RFP Submission Deadline: Wednesday, September 30, 2020**

## 1. INTRODUCTION

Created in 2014, the Connecticut Port Authority (“Authority”) is a quasi-public agency of the State of Connecticut (“State”) whose primary responsibility is to market and coordinate the development of the State’s ports and maritime economy.

The Authority is specifically responsible for (i) coordinating port development, focusing on private and public investments; (ii) pursuing State and federal funds for dredging and other infrastructure improvements and maintain navigability of all ports and harbors; (iii) working with the Department of Economic and Community Development and State, local, and private entities to maximize the ports’ and harbors’ economic potential; (iv) supporting and enhancing the overall development of maritime commerce and industries; and (v) coordinating the State’s maritime policy and serve as the Governor’s principal maritime policy advisor.

As of June 30, 2109, Operating revenues of the Authority were \$3.6 million primarily derived from State of Connecticut appropriations and bond funding while operating expenses were \$1.6 million. The net position equaled \$2.9 million.

Through this solicitation, the Authority is requesting proposals from qualified independent public accounting firms, in accordance with the provisions of the Connecticut General Statutes, to conduct an examination and to render an opinion on the annual financial statements of the Authority. Following the notification of the selected firm, it is expected an engagement letter will be executed between both parties.

## 2. SCOPE OF SERVICES

### A. Base Services

The Authority is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending June 30, 2020, June 30, 2021, and June 30, 2022. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office’s (GAO) Government Auditing Standards, the provisions of the federal Single Audit Act of 1984, as amended in 1996, and U.S. Office of Management and Budget (OMB) Circular A-133 and the State Single Audit Act. The auditor(s) shall state that the primary purpose of the audit is to express an opinion on the fair presentation of the Authority’s general purpose financial statements in conformity with generally accepted accounting principles.

### B. Independence

The Firm should provide an affirmative statement that it meets the independence standards of the U.S. General Accounting Office’s Government Auditing Standards (1994). The firm should also list and describe the firm’s professional relationships involving the Authority, the State of Connecticut or any of its agencies or component units and departments for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audits. In addition, the firm shall give the Authority written notice of any professional relationships entered into during the period of the engagement.

C. License to Practice

An affirmative statement should be included indicating that the firm and all assigned key professional staff are qualified and properly licensed/registered to practice in the state of Connecticut.

D. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed on this engagement on a full-time basis and those so employed on a part-time basis. The firm should provide as much information as possible regarding the number, qualifications, experience and training of the specific staff assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement would be assured. Audit personnel may be changed at the discretion of the firm provided that replacements have substantially the same or better qualifications and experience. The firm should also indicate that it has no record of substandard work and is in good standing with the Connecticut Society of Certified Public Accountants and the State Board of Accountancy. Please provide the most recent Peer Review of the firm.

E. Similar Engagements with Other Quasi-Public Agencies

List the most significant engagements (maximum of five) performed in the last five years that are similar to the engagement described in this request for proposals.

**3. PROPOSAL REQUIREMENTS**

A. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Andrew Lavigne, Manager, Business Development and Special Projects  
Connecticut Port Authority  
455 Boston Post Road, Suite 204  
Old Saybrook, CT 06475  
860-577-5174  
[alavigne@ctportauthority.com](mailto:alavigne@ctportauthority.com)

B. Submission of Proposals

a. Proposers shall submit one (1) original hard copy and (1) electronic copy of their Proposal by 4:00 PM (ET) on the September 30, 2020. The Proposal must be clearly labeled as the "Original" and must contain the original signature forms and other original documents. Late submissions or proposals transmitted by facsimile will not be accepted.

i. The hard copy of the original Proposal shall be addressed to:

John Henshaw, Executive Director  
Connecticut Port Authority  
455 Boston Post Road, Suite 204  
Old Saybrook, CT 06475

- ii. The electronic copy of the Proposal shall be submitted to:

John Henshaw, Executive Director  
Connecticut Port Authority  
[jhenshaw@ctportauthority.com](mailto:jhenshaw@ctportauthority.com)

- b. The following material is required for a firm to be considered:
  - i. A Title Page that must show 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.
  - ii. Table of Contents
  - iii. A signed 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.
  - iv. Detailed Proposal
  - v. Cost Proposal

C. Cost Proposal

- a. Total All-Inclusive Maximum Price

The cost proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price contains all direct and indirect costs including all out-of-pocket expenses. The Authority will not be responsible for expenses incurred in preparing and submitting the proposal.

- b. Fixed Fees by Category

The cost proposal should include a schedule of professional fees and expenses, including number of hours by staff category and rate (Partner, Manager, staff) that supports the total all-inclusive price.

- c. Rates for Additional Professional Services

If it should become necessary for the Authority to request the auditor to render any additional services requested in this request for proposal or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Authority and the firm. Any such additional work agreed to between the Authority and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the cost proposal.

- d. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm's cost proposal. Interim billings shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the final annual financial reports.

- D. The firm shall submit one copy of at least two Annual Financial Reports issued by Connecticut quasi-agencies or municipalities in which their opinion is contained.

#### **4. EVALUATION CRITERIA**

Proposals will not be opened publicly. Firms will be evaluated on the basis of their written responses to this RFP, additional written information requested by the Authority and oral interviews, if any, against the following criteria:

- Depth of experience and knowledge of the firm in auditing governmental entities and the firm's continuing commitment to serving the public sector.
- Overall quality of the written proposal, and oral presentation, if any.
- Organization of the audit team including the availability of the primary contact, appropriate staffing levels for the assignments including the firm's presence in Connecticut.
- Technical expertise, quantitative skill and experience of the firm and the staff responsible for this work. Quality and capacity of the firm's systems, technology infrastructure and equipment to be used in the delivery of services.
- Ability of the firm to add value to the audit process - understanding of work to be performed, the regulatory environment and the audit responsibilities of the programs. Degree of critical understanding of issues relating to quasi public agencies of the State of Connecticut.
- Equal employment opportunity record as evidenced by the composition of firm personnel and the firm's affirmative action and equal employment opportunity policies and practices.
- Cost will be an important, but not the primary, factor in the selection of the audit firm.