



Request for Proposal

PERFORMANCE AUDIT SERVICES

SUPPLEMENTAL QUESTIONS & ANSWERS

REVISED: Proposals due by 3:00 P.M. (EDT) on Friday, September 17, 2021

026-21

Sealed proposals addressed to the Town of Coventry, Rhode Island to provide Performance Audit Services will be received at Coventry Town Hall, Attention: Joanne Amitrano, Town Clerk, 1670 Flat River Road, Coventry, RI 02816. No proposals will be accepted after that time. The Town will not accept fax proposals or proposals sent via e-mail. All faxed or e-mailed proposals will be rejected.

TOWN OF COVENTRY
1670 Flat River Road, Coventry, RI 02816
Tel. (401) 822-9130 Fax (401) 822-6237

Contact:	Benjamin Marchant, Town Manager
Email Address:	<u>bmarchant@coventryri.org</u>
Phone:	(401) 822-9185
Submittal Due:	09/17/2021 @ 3:00 PM (EST)

SUPPLEMENTAL

Q1. The RFP suggests that the proposed project needs to be completed by December 31, 2021. Given the number of departments included in this assessment, this seems to be a compressed work calendar. Can the timeframe be expanded by a few weeks?

A1. Yes, the new completion deadline shall be January 31, 2022.

Q2. Can you provide organizational charts for all in scope Town of Coventry departments?

A2. Yes, please see Addendum 1 Town Organization Charts attached herein.

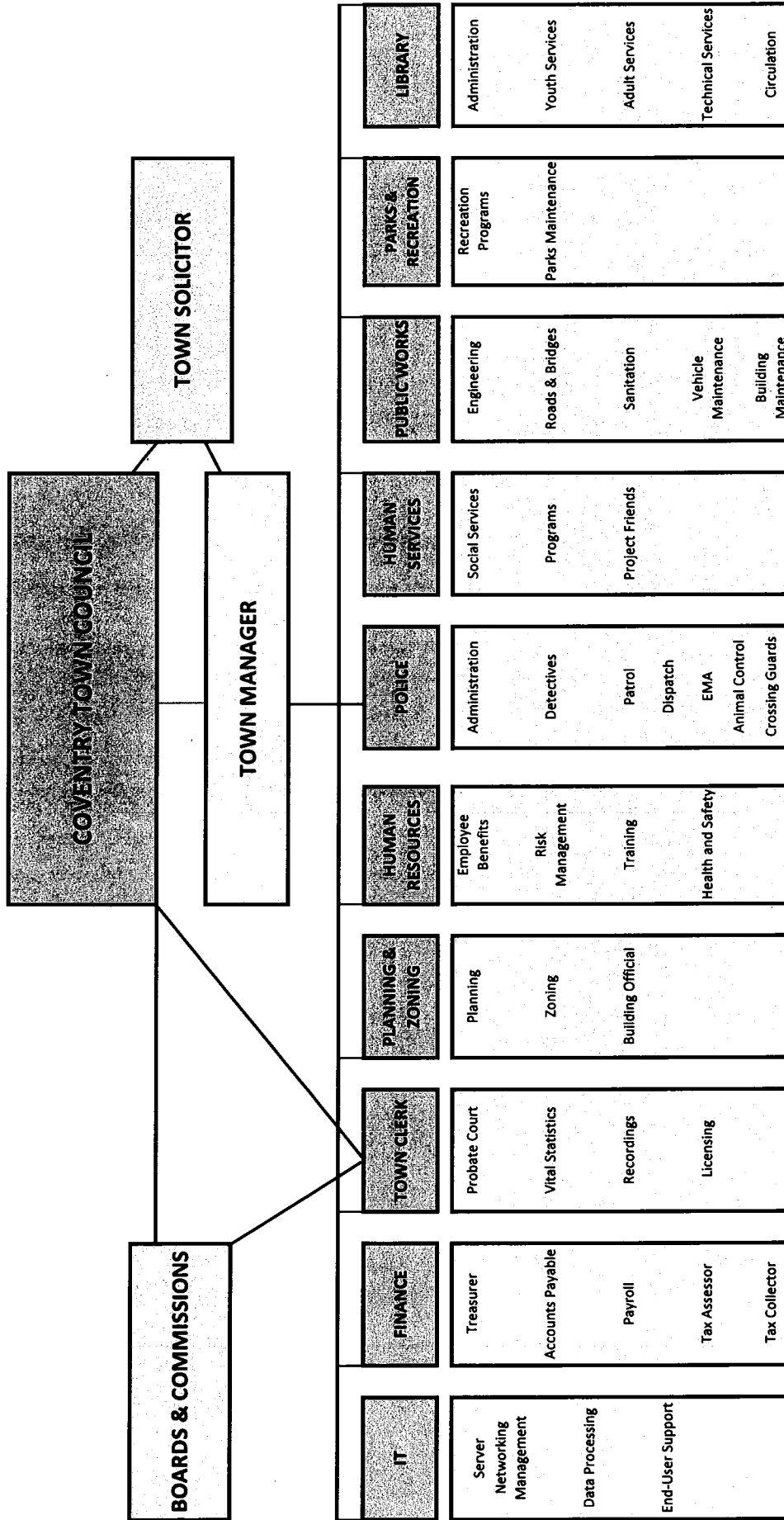
Q3. Please confirm the current protocols at the Town and Public Schools of Coventry regarding onsite meetings and interviews, as a result of COVID. Can meetings take place onsite and/or virtually?

A3. At the time this RFP is being advertised, the Town anticipates that meetings and interviews may be held onsite or virtually to accommodate the needs of the various departments. Meetings with members of the School Department must follow COVID safety precautions including wearing masks and taking temperatures for onsite meetings at school facilities or hold the meetings virtually.

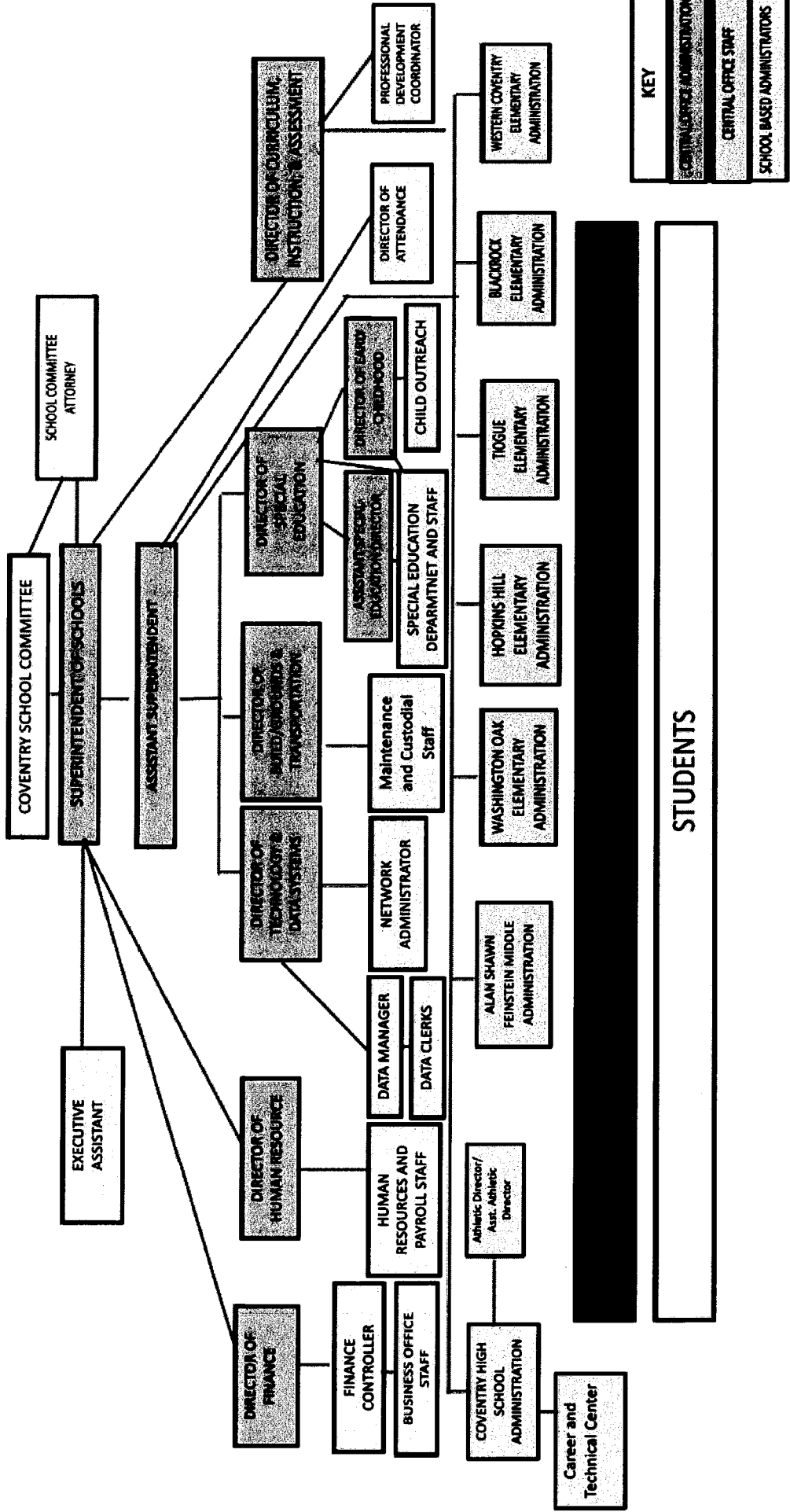
Q4. The RFP identified September 3, 2021 as the due date for the RFP vendor responses. Can the Town push back this date and add two weeks for vendor's responses?

A4. Yes, the new due date is 3:00p.m. EDT, Friday, September 17, 2021.

Town of Coventry Chart of Organization



COVENTRY PUBLIC SCHOOLS ORGANIZATIONAL CHART



KEY
CENTRAL OFFICE ADMINISTRATION
CENTRAL OFFICE STAFF
SCHOOL BASED ADMINISTRATORS



STUDENTS

Project Overview

The Town of Coventry is seeking the professional services of an experienced contractor to conduct a variety of performance audit services in response to requests from the Town Council and Town Manager. The audit services may include financial, compliance, operational, investigative or other performance assessments. The Town desires to enter into a professional services contract with a qualified proposer who can demonstrate competency and experience in providing performance audit services for municipal and public school organizations. The Town will assign each specific performance audit work assignment on an Engagement Task Order basis.

Work Schedule and Project Completion

The term of the contract awarded from this RFP shall be for a period of one (1) year. If the Town determines it to be advantageous, it may request supplemental quotes for additional services beyond the scope described herein. All audit work on the proposed project shall be completed on or before December 31, 2021. A final report on all audit work performed will be submitted by January 13, 2022 for presentation to the Town Council on January 24, 2022.

Background

The Town of Coventry is located in the geographic center of Rhode Island, and is the largest town by area at sixty-four (64) square miles. The Town provides a full suite of municipal and education services to 35,000 residents who call Coventry home. The Town is organized under the Council-Manager form of government with a five-member elected Town Council and a Town Manager who administers all municipal operations. The adopted Fiscal Year 2022 (FY22) annual operating budget is \$111.2 million. Municipal services under the Town are delivered by 180.57 full-time equivalent employees in seven operating departments, including; Administration and Finance, Human Services, Library, Parks & Recreation, Planning and Building, Police, and Public Works. The School Department functions under the Town of Coventry as Coventry Public Schools, and receives all budget appropriations through the Town Council. However, the School Department operates largely independently from the Town under a separately elected School Committee who hire the Superintendent of Schools to administer all school operations. The School Department is comprised of 665 full-time equivalent employees providing education services to the community through seven schools; Coventry High School, Alan Feinstein Middle School, Blackrock Elementary School, Tiogue Elementary School, Hopkins Hill Elementary School, Washington Oaks Elementary School, and Western Coventry Elementary School.

Scope of Work

The performance audits should entail objective and systematic examination of evidence to provide an independent assessment of the performance and management of a program or function against objective criteria.

The performance audits could encompass a wide variety of objectives, including assessing program effectiveness and results, economy and efficiency, internal control, compliance with legal or other requirements or other analysis.

The performance audits will provide information to improve program operations and facilitate decision making by parties with responsibility to oversee or initiate corrective actions, and improve public accountability.

The performance audits may entail a broad or narrow scope of work, apply a variety of methodologies, and

involve various levels of analysis, research, or evaluation. The work will be summarized in a report with findings, conclusions, and recommendations. A presentation to the Town Council and/or Town Manager may be requested.

A performance audit and operations assessment will be performed for all departments and program functions of the Town of Coventry. Departments and their corresponding programs include Police (law enforcement, dispatch, animal control), Public Works (roads, sanitation, sewers, facilities maintenance), Planning and Building, Finance and Administration, Parks & Recreation (parks maintenance, recreation programs), Human Services, and Coventry Public Schools. Each department or program operation will be evaluated in a manner so as to render a qualitative opinion on the economy, efficiency, and effectiveness of its performance as it pertains to staffing, resource utilization (financial and materials) and achievement of the programs' overall missions.

Staffing. The assessment will evaluate and determine the optimum level of staffing for the program needs in terms of adequacy of personnel for the work load and the appropriate organizational hierarchy to ensure adherence to proper roles, responsibilities and accountability. Job descriptions will be reviewed to determine relevance to the workload, qualifications, and experience of the incumbents. A review of reporting structures and personnel policies will indicate whether there is consistent compliance, oversight, and accountability in the administration of staff. A review of personnel costs will indicate the relative wage competitiveness in the market.

Resource management. An assessment of the department's allocation and use of resources will be conducted to determine how well operations conform to the organization's alignment of finances and resources as budgeted. The assessment will also review the adequacy of resources being committed to the program or department in terms of meeting its mission and legal requirements, and whether resources appear to be utilized efficiently, economically or effectively.

Program effectiveness.

Is the program meeting local, state and national standards?

Are there inequities, errors or omissions in the way the program is being implemented that are inconsistent with the purpose and mission of the program?

Is the program exceeding performance standards or demonstrating excellence?

Are program operations deviating from the mission purpose and objectives?

Submission Requirements:

Proposal specifications may be obtained at the Town of Coventry Town Clerk's Office, Town Hall, 1670 Flat River Road, RI 02816, during normal business hours. Normal business hours for the Town of Coventry are Monday through Friday, 8:30 a.m. to 4:30 p.m. Town offices are closed on recognized holidays. These documents will also be posted on the Town website at <https://coventryri.org/>, and the RI State Purchasing website at <http://www.purchasing.ri.gov/bidding/ExternalBidSearch.aspx> starting on Wednesday, August 25, 2021. Additional information is available from Benjamin Marchant, Town Manager, at bmarchant@coventryri.org. Any addendums will be posted on the webpage and/or sent via email to persons requesting the information.

Sealed proposals shall be submitted on the RFP form and clearly marked "**Performance Audit Services**" on the exterior of the envelope packet and shall be received at the Town of Coventry Town Clerk's Office, Town Hall, 1670 Flat River Road, RI 02816 until **3:00 PM on Friday, September 17, 2021**. The proposal submittal shall consist of the original proposal and five (5) copies.

Any bid received after the closing time will not be accepted and will be returned to the bidder unopened. It is the responsibility of the bidder to see that any bid submitted shall have sufficient time to be received by the Town

Clerk's Office prior to the bid opening date and time. The receiving time in the Town Clerk's Office will be the governing time for acceptability of the bids. Bids will not be accepted by telephone, email or facsimile machine. All bids must bear original signatures and figures. Sealed bids will be opened at 3:05 pm on September 17, 2021, in Council Chambers (1670 Flat River Road, RI 02816) and can be viewed on the Town's YouTube channel; "Town of Coventry RI."

Awards shall be made based on the best value solutions that meet the requirements of the Town outlined in this RFP. The Town reserves the right to waive any and all proposals or parts thereof, to waive any informality in same, to reject any or all proposals when deemed to be in the best interest of the Town.

Acceptance or Rejection of Bid Reservations

The Town will accept or reject bids within ninety (90) days of the date after the bids are opened. The Town reserves the right to reject or accept any or all bids or portion thereof where such acceptance or rejection would, in the Town's sole discretion, be in the best interest of the Town, and further reserves the right to reduce or modify the scope of the project in order to meet funding limits, budget, and scheduling constraints.

Addenda

Any addenda, including response(s) to bidders' questions, issued after the request for bids are distributed shall be covered in the bid, and in closing the contract, they shall become a part thereof.

Contractor Qualifications

The bidder shall submit all of the following.

The Town may make such investigation as it deems necessary to determine the ability of the bidder to furnish the services, and the bidder shall furnish to the Town all such information and data for this purpose that the Town may request. The Town reserves the right to reject any bid if the evidence submitted by the bidder or an investigation of such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract.

BIDDER INFORMATION FORM

Name of Bidder: _____

FIRM NAME AND ADDRESS OF BIDDER – This bid is submitted in the name of:

FIRM NAME: _____

BUSINESS ADDRESS: _____

TELEPHONE NUMBER: _____

COMPANY LICENSE #: _____

BY: _____
(Signature)

TITLE: _____

SIGNED THIS _____ DAY OF _____, 2021.

ANTI-COLLUSION CERTIFICATE FOR CONTRACT AND FORCE ACCOUNT

Title 23, United States Code, Section 112(c), requires, as a condition precedent to approval by the Director of Parks and Recreation of the contract for this work, that there be filed a sworn statement executed by, on behalf of, the person, firm, association, or corporation to whom such contract is to be awarded, certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract. This sworn statement shall be in the form of an affidavit executed and sworn to by the successful bidder before a person who is authorized by the Laws of this State to administer oaths. If the original of such sworn statement is not signed and submitted, the bid will not be considered responsible.

In order to comply with the above-noted Section 112(c), every bidder must complete the required certification statement.

A bidder will not be considered for award of contract under this invitation for bid unless such bidder completes the following required certification statement prescribed below:

To the Town of Coventry

STATE OF RHODE ISLAND

COUNTY OF _____

I, _____ (name of party signing affidavit) _____ (title), being duly sworn, do depose and say: On behalf of _____ (name of Contractor), that said Contractor has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with Coventry contracts.
Contractor: _____

By: _____
(print name)

Signature: _____

Sworn to before me this ____ day of _____, 2021

My commission expires _____.

Signature and Seal of Notary Public

LIABILITY/INSURANCE

Liability:

The Contractor shall and does assume all liability under the terms of the Workmen's Compensation Law of the State in which the work is being performed.

Contractor assumes all liability for injury to persons or damage to, or loss of property of (a) Contractor, his agents or employees, (b) Owner, its agents or employees, and (c) any other person, firm or corporation arising in any way directly or indirectly out of the performance of this Contract whether or not such injury, damage, or loss is due to the negligence of the Contractor, its agents or employees. This foregoing assumption of liability by Contractor shall include, without limiting the generality of the foregoing, any injury, damage, or loss arising out of the operation of motor vehicles. This assumption of liability by Contractor shall also include, without limiting the generality of the foregoing, any injury, damage or loss (1) arising out of the negligence of Contractor, (2) arising out of the joint or combined negligence of Contractor and Owner, (3) arising out of the negligence of a third party or parties and Contractor, or (4) without limiting in any way the foregoing, arising in any way, directly or indirectly out of the conduct or occurrence not fully limited to the separate sole negligence of the Owner as proven by Contractor or third party.

Should the Owner or an agent or employee of the Owner be made a party to any suit or proceeding, even though such suit or proceeding is groundless, false or fraudulent, arising out of injury, damage, or loss for which the Contractor assumes liability under this Contract, the Contractor will defend such suit or proceeding and shall indemnify and hold harmless the Owner, its agents or employees, of and from all liability loss, expenses, judgements (including interest thereon), including Attorney's fees.

Since Contractor hereunder shall be an independent Contractor and not agent, servant, or employee of Owner, Contractor assumes full responsibility for compliance with any and all Federal, State or municipal laws, ordinances, and regulations, including (but not limited to) those having to do with labor, wages and benefits, or taxes and duties collectible from employees under all applicable provisions of the law.

Should the Company choose to subcontract, the Company shall remain fully responsible for the performance of all obligations, which it is required to perform under the Contract. Any subcontract entered into by the Company shall name the Town as a third party beneficiary.

Insurance:

Unless otherwise specified, the Contractor shall, before commencing work hereunder, procure and thereafter maintain policies of insurance satisfactory to the Owner covering the liabilities assumed above in the following minimum amounts.

Property Damage	\$1,000,000 (each accident)
Bodily Injury	\$1,000,000 (each person)
Workmen’s Compensation Insurance	All liabilities imposed by Workmen’s Compensation Statutes
Employer’s Liability Insurance	\$ 100,000
Contractual Liability Insurance	\$1,000,000
Completed Operations Insurance	\$ 500,000

Owned, Hired and Non-Ownership Vehicle Bodily Injury and Property Damage to the following Limits:

-bodily injury	\$ 500,000 (each person)
-accidental death	\$1,000,000 (each accident)
-property damage	\$1,000,000 (each accident)

The Contractor agrees to file with the Owner before commencing work hereunder, copies of policies of such insurance which shall contain by endorsement, the specific liabilities assumed above, together with certificates of insurance which shall contain a provision that no charge in the amount of said insurance, or termination thereof, shall take place without previous 10 days written notice to the Owner and its written consent to change or termination.

Best and Final Offer (BAFO)

If the Town determines a BAFO is necessary, it shall request one from the Offeror. The Offeror shall submit its BAFO and any BAFO received after the deadline or not received shall not be considered.

Bid Security

In the form of a bid bond, certified check, Treasurer’s Check or Cashier’s Check in the amount of five (5) percent of the bid amount must accompany each bid.

Prevailing wage, OSHA Safety Training and Apprenticeship Requirements

Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices.

The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors

prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at www.dlt.ri.gov.

BID PROPOSAL FORM

Name of Bidder: _____

Total Cost of Project: _____

The undersigned in submitting this proposal agrees as follows:

The entire work shall be subject to the requirements of the Contract Documents and Specifications.

Prior to execution of the Agreement for this work, the Contractor shall furnish the Owner with copies of Certificates of Insurance.

Time of Completion:

The undersigned agrees to commence work after _____ and to fully complete the total project by _____.

Withdrawal of Bid:

The undersigned agrees that this bid may not be withdrawn for a period of sixty (60) days after the bid opening date or receipt thereof.

Rejection of Bid:

The undersigned agrees that the Owner reserves the right to accept to reject any total bid, or part thereof, and to award the total contract or part thereof to other than the low bidder. All decisions regarding contract awards will be final.

Does this proposal include the use of subcontractors?

Yes _____ No _____

If "Yes", vendor must:

- List each subcontractor involved in project

Subcontractor Name	Subcontractor Dollar Amount

Specifically state what tasks each subcontractor will perform.

- The Town of Coventry requires that the awarded vendor provide proof of payment of any subcontractors used for this project.
- Proposals shall include a plan by which the Town of Coventry will be notified of such payments.
- Primary contractor shall not allow any subcontractor to commence work until all insurance required of subcontractor is obtained.

VENDOR RESPONSIBILITY FORM

(A separate sheet of paper may be used if necessary)

Summarize briefly your experience in providing the commodities or service outlined in the attached specifications:

List the names and addresses of three (3) firms, ***with telephone numbers and contact names***, for which you have provided similar commodities or services:

List the name and address of one bank or other institution that can provide the Town with an adequate credit reference:

Name of Bidder: _____

Address: _____

Telephone #: _____

By: _____

Printed Name and Title

By: _____

Signature

EQUAL OPPORTUNITY EMPLOYER

This company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, this company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

This company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Bidder: _____
Print Name of Company

Address: _____

By: _____
Signature of Person Authorized to Sign Bid

Print Name and Title of Person Authorized to Sign Bid

TOWN OF COVENTRY, RI

STATEMENT UNDER OATH TO ACCOMPANY BID

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price.

ATTEST/WITNESS:

Name of Bidder (Print)

By: _____

Signature of Person Authorized to Sign

Name and Title of Signatory (Print)

STATE OF _____

LOCALITY OF _____, TO WIT:

On this _____ day of _____ 20 ____, before the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year aforesaid.

Notary Public

My Commission Expires: _____

REQUIRED ATTACHMENTS

Each bid shall be accompanied by the following:

- a) Itemized quote of project
- b) Bidder Information Form
- c) Anti-Collusion Certificate for Contract and Force Account
- d) Proof of insurance matching or exceeding stated requirements
- e) Bid Proposal Form
- f) Vendor Responsibility Form; and
- g) Equal Opportunity Employer Form.
- h) Notarized affidavit (non-collusion oath) executed by the bidder, or if the bidder is a corporation, executed by a duly authorized representative of the corporation; and,
- i) Bid security.

