

R-06-2021 - A Resolution To Approve A Contract With Weyrich, Cronin & Sora, Chartered, To Perform The Standard Audit

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**City Council of the City of Glenarden, Maryland
2021 Legislation**

Resolution: R-06-2021
Introduced By: Robin Jones, Council President
Co-Sponsors: At the request of the Administration
Public Hearing: August 18, 2020
Session: Regular Meeting
Date of Introduction: September 14, 2020

A Resolution To Approve A Contract With Weyrich, Cronin & Sora, Chartered, To Perform the Standard Audit

WHEREAS, the City wishes to hire an independent contractor to provide auditing services and to perform the standard audit and, if necessary, a single audit; and

WHEREAS, the City Charter requires that all supplies, material, equipment, construction of public improvements, and contractual services, except as otherwise provided in the Charter, shall undergo a bid process when the estimated cost thereof exceeds \$2,000; and

WHEREAS, the City has conducted a bid process in accordance with Section 818 of the City Charter and a Request for Proposals was issued in May 2020 for auditing services for FY2020, FY2021 and FY2022, with the option to extend; and

WHEREAS, Weyrich, Cronin & Sora, Chartered, was the lowest responsive and responsible bidder; and

WHEREAS, City staff has negotiated a contract with Weyrich, Cronin & Sora, Chartered, a copy of which is attached as Exhibit A; and

WHEREAS, the total fee for auditing services under the contract is not to exceed the quoted proposed rates attached hereto as Exhibit B in the cost proposal at \$22,000 for FY2020, \$23,000 for FY2021 and \$24,000 for FY2022; and

WHEREAS, the Council has determined that it is in the public interest that the Engagement Agreement with Weyrich, Cronin & Sora, Chartered, in substantially the form as attached, be approved and that the Mayor be authorized to sign same on behalf of the City.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Glenarden, Maryland sitting in Regular Session this 14th day of September 2020 as follows:

**R-06-2021 - A Resolution To Approve A Contract With Weyrich, Cronin & Sora,
Chartered, To Perform The Standard Audit**

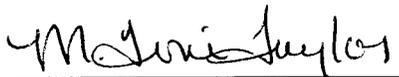
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1. That the Engagement Agreement, in substantially the form attached as Exhibit A, be and it is hereby approved and the total fee for auditing services under the contract is not to exceed the quoted proposed rates attached here to as Exhibit B in the cost proposal; and
2. That the Mayor be and he is authorized to sign the Engagement Agreement in substantially the form as attached.
3. Contract services shall be paid from the annual audit line item (Finance 7130) of the budget.
4. This Resolution shall take effect immediately upon passage.

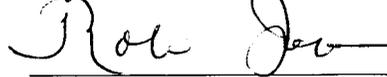
Date Approved: September 14, 2020

ATTEST:

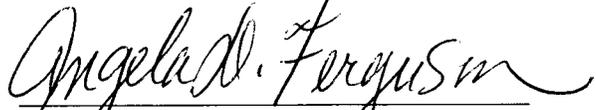


M. Toni Taylor, City of Glenarden, Council Clerk

City Council of Glenarden

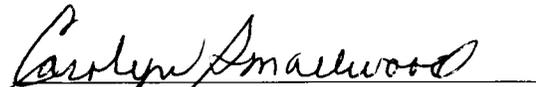


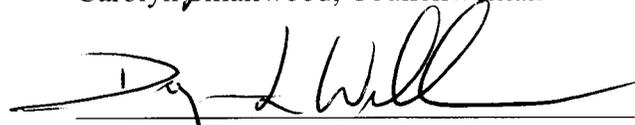
Robin Jones, Council President


Angela D. Ferguson, Vice President


Deborah A. Eason, Councilwoman


James A. Herring, Councilman


Carolyn Smallwood, Councilwoman


Donjuan Williams, Councilman

**R-06-2021 - A Resolution To Approve A Contract With Weyrich, Cronin & Sora,
Chartered, To Perform The Standard Audit**

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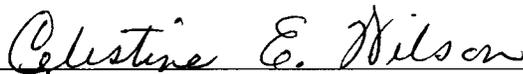
92 Votes:

93 Yes 7

94 No 0

95 Abstain 0

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Celestine E. Wilson, Councilwoman

ENGAGEMENT AGREEMENT FOR AUDITING SERVICES

THIS AGREEMENT is entered into this _____ day of _____, 2020, by the City of Glenarden, Maryland ("City"), a municipal corporation of the State of Maryland, and Weyrich, Cronin & Sora, Chartered ("Auditors"), with offices located at 20 Wight Avenue, Suite 21, Hunt Valley MD 21030.

In consideration of the mutual covenants and obligations contained herein, the sufficiency of which is hereby acknowledged, the City and the Auditors hereby agree as follows:

Services Provided: The Auditors shall provide the following services for the City ("the Services"):

A. Conduct the annual audit for the fiscal year ending June 30, 2020, and for fiscal years ending June 30, 2021 and June 30, 2022, in accordance with generally accepted auditing standards, as prescribed by the American Institute of Certified Public Accountants, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards* (1994), the provisions of the federal Single Audit Act of 1984 (as amended in 1996), U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations* and *Audit Guidelines* of the State of Maryland, plus any amendments or revisions thereto. The audit will include such tests of the accounting records and any other procedures that are considered necessary in the circumstances and shall be provided to the Mayor and Council of the City.

B. Reports to be issued by the Auditors to the Mayor and Council of the City:

1. The Auditors shall express an opinion as to whether the financial statements are fairly presented in accordance with generally accepted accounting

principles. If an unqualified opinion cannot be expressed, the nature of the qualification must be stated.

2. If grant funds received by the City are sufficient to require compliance with the Single Audit Act, the Auditors shall prepare for the Mayor and Council of the City:

- a. A report on the internal control structure based on the Auditors' understanding of the control structure and assessment of control risk.
- b. A report on compliance with applicable laws and regulations.
- c. An "in-relation-to" report on the schedule of federal financial assistance.
- d. A report on the internal control structure used in administering federal financial assistance programs.
- e. A report on compliance with laws and regulations related to major and no major federal financial assistance programs. This report should include an opinion on compliance with specific requirements applicable to major federal financial assistance programs, a report on compliance with general requirements applicable to major federal financial assistance programs, and a report on compliance with laws and regulations applicable to non-major federal financial assistance program transactions tested.
- f. A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. In the required report(s) on internal controls, the auditor shall communicate any significant deficiencies or material weakness found during the audit. A significant deficiency shall be defined as a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. Conditions

discovered by the auditors that are deficiencies, but do not constitute a significant deficiency or material weakness, shall be reported in a separate letter to management, which shall be referred to in the report(s) on internal controls.

g. The reports on compliance shall include all instances of non-compliance.

3. In the event that the City is not subject to the compliance requirements of the Single Audit Act for a particular fiscal year, the Auditors shall issue a management letter and/or report on internal control to the Mayor and Council of the City.

4. The Auditors shall be required to make an immediate, written report of all irregularities and illegal acts, or indications of illegal acts, of which they become aware to the following parties:

- a. Mayor and Council, City of Glenarden
- b. City Manager
- c. Treasurer

5. The Auditors shall assure themselves that the Treasurer and City Manager are informed of each of the following:

- a. The Auditors' responsibility under general accepted auditing standards
- b. Significant accounting policies
- c. Management judgments and accounting estimates
- d. Significant audit adjustments
- e. Other information in documents containing audited financial statements
- f. Disagreements with management
- g. Management consultation with other accountants
- h. Major issues discussed with management prior to retention
- i. Difficulties encountered in performing the audit

6. The Auditors shall prepare the State of Maryland Uniform Financial Report ("UFR"), with assistance from City staff, for filing with the State Department of Legislative Services.

C. Working paper retention and access to working papers:

I. All working papers and reports must be retained, at the Auditors' expense, for a minimum of four (4) years, unless the firm is notified in writing by the City of the need to extend the retention period. The Auditors will be required to make working papers available, upon request, to the following parties or their designees:

- a. City of Glenarden, Maryland
- b. U.S. General Accounting Office ("GAO")
- c. Parties designated by the federal, state or county governments or by the City as part of an audit quality review process
- d. Auditors of entities of which the City is a sub-recipient of grant funds

2. In addition, the Auditors shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance, in accordance with professional standards.

D. The Auditors shall render a report (management letter) to the City Council which will include any recommendations for improving the accounting operations of the City and a report on internal controls.

2. Contract Documents: The Services are additionally subject to the contract documents listed below which are attached hereto as Appendix "A" and incorporated herein by reference:

- | | | |
|-----|--|---|
| (1) | Request for Proposal | X |
| (2) | General Conditions | X |
| (3) | Specifications | X |
| (4) | Auditors' Technical Proposal, dated May 27, 2020 | X |
| (5) | Auditors' Cost Proposal, dated May 27, 2022 | X |

It is understood by the parties hereto that time is of the essence in the completion of this contract. The annual audit for each fiscal year covered by this Agreement shall be completed with all required reports issued by November 1 for all three years, except for the first year based

on time of contracting. Auditor hereby agrees to furnish any and all equipment needed to perform the Services.

3. **Additional Services:** Auditors will be available for consultations throughout the fiscal years 2020 through 2022, at its "Quoted Hourly Rate" as per Auditors' "Cost Proposal" on an as-needed basis to assist the City. The hourly rate schedule for such Services is included in the Auditor's Cost Proposal, attached as part of Appendix A, and shall not be increased during the term of this Agreement or the extension thereof. Such consultations may only be initiated by the Mayor, Council or Treasurer in writing and the requesting individual shall request an approximation of the expected cost of each such consultation in advance.
4. **Term:** The Agreement shall be in effect through December 31, 2022.
5. **Fees:** The total fee for auditing services under the contract is not to exceed the quoted proposed rates in the cost proposal at \$22,000 for FY2020, \$23,000 for FY2021 and \$24,000 for FY22; and Invoices for fees will be rendered no more frequently than monthly as work progresses.
6. **Binding Effect of Agreement:** This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.
7. **Other Payments, Taxes, Expenses:** Except as may be specifically agreed upon by the parties in writing, the Auditors shall be entitled to no fee, bonuses, contingent payments, or any other amount in connection with the Services to be rendered hereunder. The parties hereto further agree that the City shall have no obligation to reimburse, pay directly or otherwise satisfy any expenses of the Auditors in connection with the performance of its obligations under this Agreement, including, but not limited to, the cost of any insurance or license fees. The Auditors covenant to maintain all applicable professional liability and workers compensation insurance in such amounts and form as are determined from time to time to be appropriate. The Auditors further agree to provide evidence of such insurance to the City, and have the City named as an additional insured on said policies.

It is expressly understood and acknowledged by the parties hereto that the fees payable hereunder shall be paid in gross amount, without reduction for any Federal or State withholding

or other payroll taxes, or any other governmental taxes or charges. The parties hereto further recognize that the Auditors are independent contractors of the City and are therefore responsible for directly assuming and remitting any applicable Federal or State withholding taxes, estimated tax payments, or any other fees, taxes or expenses whatsoever. In the event that the Auditors are deemed not to be an independent contractor by any local, state or federal agency, the Auditors agrees to indemnify and hold harmless the City for any and all fees, costs and expenses, including but not limited to, attorneys' fees, incurred hereby.

8. Insurance:

A. **Workers' Compensation.** Auditors shall comply with the requirements and benefits established by the State of Maryland for the provision of workers compensation insurance. By submission of a Proposal, Auditors hereby certify that they are in compliance with applicable requirements.

B. **Liability.** During the entire term of this Agreement, Auditors shall maintain the following insurance coverage : comprehensive general liability insurance and professional errors and omissions insurance with limits of not less than those set forth below. By submission of a Proposal, Auditors hereby certify that they are in compliance with applicable requirements.

1. **Comprehensive General Liability Insurance**

(a) Personal injury liability insurance with a limit of \$1,000,000 each occurrence/aggregate; and

(b) Property damage liability insurance with limits of \$500,000 each occurrence/aggregate

All insurance shall include completed operations and contractual liability coverage.

2. **Professional Liability (Errors and Omissions) Insurance.** Auditors shall maintain a policy with limits of not less than \$1,000,000 each occurrence/aggregate.

3. **Automobile Liability Coverage.** Automobile fleet insurance \$1,000,000 for

each occurrence/aggregate; property damage - \$500,000 for each occurrence/aggregate.) Provision of any insurance required herein does not relieve the Auditors of any of the responsibilities or obligations assumed by the Auditors in this Agreement, or for which Auditors may be liable by law or otherwise.

C. The Auditor shall name the City as an additional insured on said policies of insurance, and shall provide Certificates of Insurance before starting work on the contract. By submission of a Proposal, Auditors agree to provide the City with at least thirty (30) days prior written notice of the cancellation of, intention not to renew, or material change in, the coverage.

9. Relief: In the event of a breach or a threatened breach by the Auditors of any provision of the Agreement, the Auditors recognizes the substantial and immediate harm that a breach or threatened breach will impose upon the City, and further recognizes that, in such event, monetary damages will be insufficient to protect the City. Accordingly, in the event of a breach or threatened breach of this Agreement, the Auditors consents to the City's entitlement to such ex parte, preliminary, interlocutory, temporary or permanent injunctive relief for such breach as may be necessary to prevent the Auditors from further breaching any of his obligations set forth herein. Nothing herein shall be construed as prohibiting the City from pursuing any other remedies available to the City at law or in equity for such breach or threatened breach, including the recovery of damages from the Auditors.

10. Compliance with Laws: The Auditors shall, without any additional expense to the City, be responsible for complying with any and all applicable laws, codes and regulations in connection with the Services provided by the Auditors including, but not limited to, obtaining any licenses required by the Auditors to perform the Services herein contracted for.

11. Indemnification: The Auditors hereby acknowledge and agree that the Auditors shall be responsible for and indemnify, defend and hold the City harmless against any claim for loss, personal injury and/or damage that may be suffered as a result of the Auditors' negligence or willful misconduct in the Auditors' performance of the Services herein contracted for or for any

failure by the Auditors to perform the obligations of this Agreement. Including, but not limited to, any cost incurred by the City in defending any such claim. The Auditors shall be responsible for and shall indemnify and hold the City harmless against any claim for loss, howsoever arising or incurred, for damage that may occur to Auditors' property that is stored at the City and/or maintained/used by the Auditors in the delivery of the Services the Auditors are providing.

12. **Ownership of Records:** In the event of termination of this Agreement for any reason, Auditors agrees to immediately return to the City all records and information or other written materials and the like which the City may have furnished to it in connection with those activities hereunder or which the Auditors may have obtained in the performance of this Agreement so that none of the foregoing items or copies thereof shall remain in the Auditors' possession. In addition, any other property of the City shall similarly be returned to the City at the time of said termination, it being understood by the parties to this Agreement that all records and materials supplied to the Auditors by the City or obtained by the Auditors in the performance of this Agreement are to remain at all times the sole property of the City.

13. **Confidentiality:** The Auditors will not at any time during or after its relationship with the City directly or indirectly disclose to others any confidential information of the City. While engaged as the independent contractor of the City, the Auditors may only use any confidential information for a purpose which is necessary to the carrying out of the Auditors' duties as independent contractors of the City and the Auditors may not make use of any such information after they are no longer independent contractors of the City.

14. **Not Assignable:** The Auditors shall not assign or transfer any interest or claim under this Agreement except as may be agreed upon and authorized in writing by the City and no contract shall be made by the Auditors with any other party for furnishing any of the Services herein contracted for without the prior written approval of the City.

15. **Auditors' Records:** Daily records of Auditors' direct personnel, consultant and expenses pertaining to the project shall be kept on a generally recognized accounting basis and shall be available to City or its authorized representative upon request for five (5) years from the date of

final payment to the Auditors.

16. **City's Right to Terminate:** The Services or the additional services herein contracted for may be terminated immediately in whole or in part, by the City upon written notice, when the City, in its sole and absolute discretion, determines such action to be in its best interest. Upon such termination, the City shall be liable to the Auditors only for payment for Services actually provided in conformance with the contract prior to the effective date of the termination.

17. **Entire Understanding:** This Agreement contains the entire understanding between the parties, and any additions or modifications hereto may only be made in writing, executed by both parties.

18. **Applicable Law:** This Agreement shall be interpreted in accordance with the laws of the State of Maryland.

19. **Conflict of Interest:** The person executing this Agreement on behalf of the Auditors certifies that he understands the provisions of the Glenarden City Charter and Code, dealing with conflicts of interest and the prohibition of the solicitation or acceptance of gifts.

20. **Set-Off:** In the event that the Auditors shall owe an obligation of any type whatsoever to the City at any time during the term hereof, or after the termination of the relationship created hereunder, the City shall have the right to offset any amount so owed the Auditors against any compensation due to Auditors for the provision of the Services.

21. **Severability:** If any term or provision of this Agreement shall be held invalid or Unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each term and provision of this Agreement shall be enforced to the fullest extent permitted by law.

22. **Notice:** All notices shall be sufficient if delivered in person or sent by certified mail to the parties at the following addresses:

For the City:

Office of the Mayor
City of Glenarden
8600 Glenarden Parkway
Glenarden, MD 20706

For the Auditors:

Karen L. Dojan
Weyrich, Cronin & Sora, Chartered
1301 York Road, Suite 800
Lutherville MD 21093
KarenD@WCSCPA.com
410.339.6464

IN WITNESS WHEREOF, on the date hereinabove set forth, the parties hereto have executed this Agreement in two duplicate originals, any one of which shall be adequate proof of this Agreement without locating or accounting for the other.

Witness:

CITY OF GLENARDEN, MARYLAND

City Clerk

Mayor

Witness:

Weyrich, Cronin & Sora, Chartered

Approved as to Form and Legal Sufficiency:

City Attorney



Inspiring your corner
of the world.

Auditing Services

City of Glenarden, MD

Cost Proposal

Prepared by

Weyrich, Cronin & Sorra, LLC

Certified Public Accountants and Business Consultants

20 Wight Ave • Suite 210

Hunt Valley, MD 21030

Karen Dojan, CPA

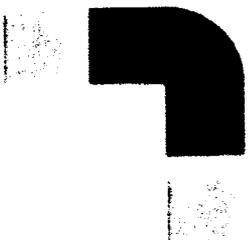
Principal

KarenD@WCScpa.com

410-339-6464

May 27, 2020

CPAs & Business Consultants



CITY OF GLENARDEN, MARYLAND REQUEST FOR PROPOSAL AUDITING SERVICES

APPENDIX B

**Bid Forms
Must be returned with Technical Proposal**

PROPOSER GUARANTEES

The proposer certifies that it can and will provide and make available, at a minimum, all services set forth in Section II.B, Scope of Work to be performed.

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Maryland laws with respect to foreign (non-State of Maryland) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontracted its responsibilities under an agreement without the express prior to written permission of the City of Glenarden, Maryland.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Authorized Official: *Karen Dojan*

Name (Printed): Karen Dojan

Title: Principal Date: 5/27/2020

Firm: Weyrich, Cronin & Sorra, LLC

CITY OF GLENARDEN, MARYLAND REQUEST FOR PROPOSAL AUDITING SERVICES

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FISCAL YEAR 2020 FINANCIAL STATEMENT**

| <u>Part 1</u> | <u>Number of Hours</u> | <u>Standard Hourly Rate</u> | <u>Quoted Hourly Rate</u> | <u>Quoted Total</u> |
|--|----------------------------|-------------------------------------|-----------------------------------|-------------------------|
| Partner | 17 | \$335 | \$275 | \$ 4,675 |
| Manager | 45 | \$295 | \$220 | \$ 9,900 |
| Supervisor | | | | |
| Staff | 90 | \$135 | \$105 | \$ 9,450 |
| Other (specify) Quality Control Reviewer | 4 | \$295 | \$220 | \$ 880 |

Subtotal: \$

Total for services described in Section II.B.5. from Part 2, Special Considerations, of the Request for Proposal (detail on subsequent schedules):

\$24,905

Out-of-pocket expenses:
Meals and lodging
Transportation

-0-

(2,905)

Other (specify): Professional Courtesy Discount

Total All-inclusive Maximum Price for fiscal year 2020 audit: \$ 22,000

NOTE: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the Total All-inclusive Maximum Price.

**COMBINING SCHEDULE- ALL SERVICES
DESCRIBED IN THE REQUEST FOR PROPOSAL, SECTION II.B.5.**

Part 2

Nature of the Service to be provided (from Part 3) schedule number:

| | | |
|-----------------------------|-----------|--------------------------------|
| CAFR Review: | 5,000 | not anticipated to prepare |
| Single Audit (if required): | 3,775 | not anticipated to be required |
| Total price: | \$ 30,775 | |

NOTE: Each of the services described in Section II.B.5., Special Considerations, should be supported by an individual schedule in the format provided in Part 3 of Appendix B.

CITY OF GLENARDEN, MARYLAND REQUEST FOR PROPOSAL AUDITING SERVICES

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES- Continued
FOR THE AUDIT OF THE FISCAL YEAR 2020 FINANCIAL STATEMENT
SUPPORTING SCHEDULE 1 FOR CAFR REVIEW**

Part 3

| | <u>Number of Hours</u> | <u>Standard Hourly Rate</u> | <u>Quoted Hourly Rate</u> | <u>Quoted Total</u> |
|--|----------------------------|-------------------------------------|-----------------------------------|-------------------------|
| Partners | 12 | \$335 | \$275 | \$3,300 |
| Managers | 10 | \$295 | \$220 | \$2,200 |
| Supervisors | | | | |
| Staff | | | | |
| Other (specify): | | | | |
| Subtotal: \$ | | | | \$5,500 |
| Out-of-pocket expenses: | | | | |
| Meals and lodging | | | -0- | |
| Transportation | | | | |
| Other (specify): Discount | | | (500) | |
| Total price for CAFR Review (Name of Service): | | | | \$5,000 |
| \$ | | | | |

NOTE: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total price.

CITY OF GLENARDEN, MARYLAND REQUEST FOR PROPOSAL AUDITING SERVICES

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES- Continued
FOR THE AUDIT OF THE FISCAL YEAR 2020 FINANCIAL STATEMENT
SUPPORTING SCHEDULE 2 FOR SINGLE AUDIT**

| | <u>Number of Hours</u> | <u>Standard Hourly Rate</u> | <u>Quoted Hourly Rate</u> | <u>Quoted Total</u> |
|------------------------|----------------------------|-------------------------------------|-----------------------------------|-------------------------|
| Partners | | | | |
| Managers | 10 | \$285 | \$220 | \$2,200 |
| Supervisors | | | | |
| Staff | 15 | \$135 | \$105 | \$1,575 |
| Other (specify) | | | | |
| Subtotal: \$ | | | | \$3,775 |

Out-of-pocket expenses:

Meals and lodging

-0-

Transportation

-0-

Other (specify):

Total price for Single Audit (Name of Service):

\$ 3,775

NOTE: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total price.

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES- Continued
FOR THE AUDIT OF THE FISCAL YEAR 2020 FINANCIAL STATEMENT
SUPPORTING SCHEDULE FOR AUDITING SERVICES & UFR PREPARATION
(Name of Service)**

| | <u>Number of Hours</u> | <u>Standard Hourly Rate</u> | <u>Quoted Hourly Rate</u> | <u>Quoted Total</u> |
|--------------------|----------------------------|-------------------------------------|-----------------------------------|-------------------------|
| Partners | 17 | \$335 | \$275 | \$ 4,675 |
| Managers | 45 | \$295 | \$220 | \$ 9,900 |
| Supervisors | | | | |
| Staff | 90 | \$135 | \$105 | \$ 9,450 |

CITY OF GLENARDEN, MARYLAND REQUEST FOR PROPOSAL AUDITING SERVICES

| | | | | |
|-------------------------|------------------------------------|-------|-------------|--------|
| Other (specify): | 4 | \$295 | \$220 | \$ 880 |
| Out-of-pocket expenses: | | | | |
| Meals and lodging | | | | |
| Transportation | | | | |
| Other (specify): | Professional Courtesy Discount | | \$ (2,905) | |
| | Net fee for 2020 auditing services | | \$ 22,000 | |

NOTE: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total price.

Part 4

SCHEDULE OF SUBSEQUENT YEAR'S FEES

Based on the award of a three-year contract, please list the Total All-inclusive Maximum Price for each fiscal year:

| | | |
|----------------------------------|------------------|---|
| | \$ 22,000 | FEEs DO NOT ANTICIPATE A CAFR PRESENTATION OR A SINGLE AUDIT REQUIREMENT, AS THESE HAVE NOT BEEN REQUIRED IN PREVIOUS YEARS. |
| FY2020 from Part 1 | <u>23,000</u> | |
| FY2021 (GASB 34 implementation) | <u>24,000</u> | |
| FY 2022 (GASB 34 implementation) | <u>69,000</u> | |
| Total for three-year contract | <u>\$ 69,000</u> | |

In the event that the City of Glenarden exercises its option for the "fourth year" as provided in the Request for Proposal, please supply your Total All-inclusive Maximum Price:

| | |
|--|------------------|
| Option for FY 2023 (GASB 34 implementation) | \$ <u>24,875</u> |
|--|------------------|

**CITY OF GLENARDEN, MARYLAND
DEPARTMENT OF LEGISLATIVE SERVICES
OFFICE OF LEGISLATIVE AUDITS
MARYLAND GENERAL ASSEMBLY**

**AUDIT REPORTS FILED WITH THE LEGISLATIVE AUDITOR
BY COUNTIES, INCORPORATED CITIES OR TOWNS, AND TAXING DISTRICTS**

AUDIT GUIDELINES

Authority Article 19, Section 40 of the Annotated Code of Maryland specifies that local governments in Maryland shall have audits and that the results of such audits shall be reported to the Legislative Auditor in such manner as the Legislative Auditor may prescribe. These audit guidelines have been prepared pursuant to this authority.

CITY OF GLENARDEN, MARYLAND REQUEST FOR PROPOSAL AUDITING SERVICES