



Invitation to Submit a Proposal - Annual Audit
Fiscal Year Ending June 30, 2020

ecomaine is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2020 as detailed below and in the attached Appendix A.

ecomaine, (formerly Regional Waste Systems, Inc.) is a 501(c)(3) quasi municipal solid waste management corporation owned by 20 communities and serving an additional 51 associate and/or contract member communities. The organization is governed by a twenty nine member Board of Directors with the members appointed by the twenty owner communities. All owner communities have executed a perpetual Interlocal Agreement as well as perpetual waste handling agreements; whereas, the non owner members have executed fixed term waste and/or recycle handling agreements with ecomaine. We own and operate a waste-to-energy plant and a single sort recycling facility, both of which are located in Portland, as well as a landfill located in Westbrook.

ecomaine uses the accrual method of accounting and, in accordance with Governmental Accounting Standards Board. **ecomaine** utilizes Great Plains software for its general ledger, financial statements, fixed assets, accounts payable and accounts receivable. We use ADP to handle our time tracking along with check processing and enCore software (as provided by Core Computing Solutions) for our scale house system.

Complete, written proposals shall be submitted in sealed envelopes, not later than 1 PM Tuesday, December 17, 2019. They should be clearly marked "Proposal for Annual Audit" and addressed to:

Don Hebert
Director of Finance & Administration
64 Blueberry Road
Portland, Maine 04102

At that time the proposals will be opened and evaluated in accordance with the specifications provided in Appendix A. Vendors are required to submit an original, signed proposal and three additional copies. Late, incomplete or proposals submitted electronically will not be accepted.

The selected vendor will be required to sign a contract acceptable to **ecomaine**. If vendors have a standard contract, or a proposed contract, a copy should be included with their proposal.

In addition to a contract, **ecomaine** will require the successful vendor to provide appropriate insurance certificates with limits acceptable to **ecomaine**.

Each proposal must be signed by a person authorized to bind the vendor to a contract.

Each vendor must indicate in the proposal that they have read and understand all conditions outlined in this invitation and the attached Appendix A.

Selected sections of vendor responses may be incorporated as part of any contracts executed between **ecomaine** and the vendor. This invitation and the attached Appendix A will be made a part of the contract by reference.

ecomaine reserves the right to negotiate with the selected vendor as to the scope of services and price, whether or not the proposal is the lowest cost to **ecomaine**.

ecomaine reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received and to reject any or all proposals or accept any proposal for whatever reason it determines such actions to be in the best interests of **ecomaine**.

Don Hebert
Director of Finance & Administration



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Appendix A

Sealed proposals for performing the **ecomaine** annual audit for the year ended June 30, 2020, with the possibility of four additional subsequent annual audits, will be received at **ecomaine** in accordance with the attached invitation. It is the intent of **ecomaine** to award the audit contract for a one year period with an option to extend the contract annually for four more years. Future years' audit cost will be subject to negotiations satisfactory to **ecomaine** and the audit firm.

The external audit will provide a full audit for the fiscal year ending June 30, 2020 to include financial and compliance reviews according to generally accepted auditing standards for all **ecomaine** accounts.

The final audit reports for the year ended June 30, 2020. We require to have preliminary draft statements completed for the Finance and Audit Committee meeting in September and the final audit statements to be submitted no later than 90 days from the end of the physical year.

If required, separate letters addressing comments and recommendations in the areas of management and financial control shall be submitted and shall conform to the above time limitations.

The audit firm must fill out, complete and file any and all necessary reports required by any entity with regard to the audit of **ecomaine**.

One or more of the firms submitting a proposal may be selected for an oral presentation with a select group from the Finance and Audit Committee prior to the **ecomaine** board making a decision.

ecomaine expects the selected audit firm to provide consultation and advice on an ongoing basis as relates to auditing, accounting, reporting, taxation and operating questions as they may arise, as part of the contract price. In addition, **ecomaine** expects the audit firm to provide information on current developments which might affect the financial operations of **ecomaine**.

The firm agrees to provide its working papers, or copies thereof, to **ecomaine** as requested.

The partner in charge of the **ecomaine** audit will be available to attend and participate in public meetings at which the **ecomaine** audit may be discussed and at meetings with **ecomaine** staff.

In order to establish a uniform review process, it is requested that all proposals be organized in the following manner:

A. Title Page

- Show the request for proposal subject, firm name, local address, telephone number, name of contact person and date.

B. Table of Contents

- Include a clear identification of the material by section and by page number.

C. Letter of Transmittal (limit this section to two pages.)

- Briefly state the proposer's understanding of the work to be done and make a commitment to perform the work within the time period specified herein.
- Give the names of the persons who will be authorized to make representations for the proposal, their titles, addresses and telephone numbers. This letter must be signed by an authorized representative of the firm.

D. Profile of the Proposer

- Indicate whether the firm is local, national or international.
- Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors and other professional staff employed at that office.
- Describe the range of activities performed by the local office such as audit, accounting, tax service, data processing service or management services.
- Describe the local office computer capabilities, including the numbers and classifications of personnel skilled in computer sciences who will work on the audit.

E. Summary of Proposer's Qualifications

- Identify the partners, managers and supervisors who will work on the audit, including staff from other than the local office. Resumes from each supervisory person to be assigned to the audit should be included as an appendix.
- Describe recent local and regional office auditing experience similar to the type of audit requested and give the names and telephone numbers of client officials responsible for three of the audits, which may be municipal if not public waste-to-energy plants.

F. Additional Data

- Since data not specifically requested must not be included in the foregoing proposal sections, give any additional information considered essential to the proposal in this section

G. Compensation

- Estimate the total hours and the resulting all-inclusive maximum fee for which the requested work for the year ended June 30, 2020 will be done.

H. Reports

- The audit firm will provide **ecomaine** with the requested number of copies of the financial report and any required letters of communication (normally 25-35).

I. Proposal Evaluations

- Evaluation of the proposals received will include, but not be limited to, any of the following:
 - ✓ Relevant experience of the firm.
 - ✓ Qualifications of the personnel to be assigned.
 - ✓ References of the firm.
 - ✓ Ability to communicate audit plans in a clear, convincing manner.
 - ✓ Maximum cost of the audit.

Questions regarding this proposal should be directed via e-mail to Don Hebert, Director of Finance and Administration, at hebert.don@ecomaine.org no later than 1:00 pm on Tuesday December 17, 2020. All questions and answers will be provided to all prospective proposers via e-mail.

The Finance and Audit Committee will select submitted bidders to be interviewed so that the contract can be awarded before the end of February 2020.

ecomaine reserves the right to waive any informalities, to accept any proposal, or to reject any or all proposals, if it feels it is in the best interests of **ecomaine** to do so. Final approval of the engagement will be subject to the approval of the **ecomaine** Finance and Audit Committee.