



# CITY OF SUFFOLK

## DEPARTMENT OF FINANCE PURCHASING DIVISION

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, PHONE (757)514-7520 FAX (757)514-7524

### JUSTIFICATION FOR REQUEST FOR PROPOSAL

TITLE: FINANCIAL AND COMPLIANCE AUDIT SERVICES

BUYER: \_\_\_\_\_ Ivy G. Crawford \_\_\_\_\_

This procurement is being handled as a Request for Proposal under the following conditions:

\_\_\_\_\_ It is for professional services.

\_\_\_\_\_ Competitive sealed bidding is not practicable for the following reason(s):

\_\_\_\_\_ The City cannot prepare adequate detailed specifications for this procurement.

\_\_\_\_\_ The procurement is of a technical nature and the solution is best left to the vendors to propose, rather than limit the available options.

\_\_\_\_\_ Other \_\_\_\_\_

  X   Competitive sealed bidding is not fiscally advantageous since cost is not the primary considering in awarding this contract.

By: Ivy Crawford  
Purchasing Division

Date: 2-15-13

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## Check list for Bids:

- Specifications ✓
- Instruction to Bidders ✓
- Contract Terms and Conditions ✓
- Bid Form ✓
- Attachments ✓
- Purchasing Agent Approval ✓
- Check Conference Room Availability ✓
- Search for SWAM Vendors ✓
- Get APS Vendor List ✓
- Email Bid to: gwendavis@cox.net ✓ (BSMC)
- Mail to Vendors \_\_\_\_\_
- Make Bid Folder ✓
- Advertise in Paper ✓ (RFP's)
- Put on Bulletin Board ✓
- Put on Web Page ✓ ✓ ✓
- Send copy to Using Dept ✓
- Post to Purchasing Calendar ✓
- POST TO STATISTICAL DATA REPORT ✓
- UPDATE BUYER STATUS REPORT ✓

**Check list for Putting Bids on Web sites:**

Name of File: RFP Financial and Compliance Audit Services

Put file on N drive: ✓

IFB/RFP Number: 2013-00077-1C

Bid Acceptance Date: 3-1-13

Issue Date: 2-15-13

Requesting Department: Finance

Pre-Bid/Pre-Proposal: —

Buyer: Ivy

Commodity Code(s) 91804

94620

Advertised in Which Paper: SNH

Advertised Date: 2-17-13

Bid Bond: \_\_\_\_\_

All Associated Documents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Ivy G. Crawford

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**From:** Charles Meek  
**Sent:** Tuesday, February 19, 2013 11:43 AM  
**To:** Ivy G. Crawford  
**Subject:** FW: List of Auditors and Contacts

Ivy,

Here is what I received from Lenora. Wouldn't you need a contact person to email the solicitation to?

Charles

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**From:** Lenora Reid  
**Sent:** Tuesday, February 19, 2013 9:46 AM  
**To:** Charles Meek  
**Subject:** RE: List of Auditors and Contacts

Charles,

This is what I have:

1. Cherry Bekaert LLP, Suite 900, 200 South 10<sup>th</sup> Street, Richmond, VA 23219
2. KPMG, LLP 440 Monticello Avenue, Suite 1900, Norfolk, VA 23510

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**From:** Charles Meek  
**Sent:** Tuesday, February 19, 2013 8:59 AM  
**To:** Lenora Reid  
**Subject:** List of Auditors and Contacts

Lenora,

Can you send me the list of auditing firms and contacts that you want the RFP to be sent to?

Thanks,  
Charles

Charles Meek  
Interim Director of Budget and Strategic Planning  
City of Suffolk  
441 Market Street  
Suffolk, Virginia 23434  
Tel: (757) 514-4016  
Email: [cmeek@suffolkva.us](mailto:cmeek@suffolkva.us)



# **CITY OF SUFFOLK**

## **Purchasing Division**

P.O. Box 1858, Suffolk, VA 23439-1858; T (757)514-7520; Fax (757)514-7524

**TO:** (fax) 539-1123  
**DATE:** February 14, 2013  
**RE:** Ad for Proposal Acceptance

Hello Hope,

Please place the following ad in Sunday, February 17th edition of the Suffolk News-Herald:

**The City of Suffolk will accept sealed proposals until 5:00 p.m. March 1, 2013, from offerors interested in providing Financial and Compliance Audit Services. Proposal documents may be obtained from the Purchasing Division, 441 Market St., Rm. 105, by calling 514-4015 or on the City's web site, [www.suffolkva.us](http://www.suffolkva.us). In case of error, offerors may request withdrawal of proposals within two days after acceptance date by submitting original work papers with notice of request.**

Call me at 514-4015 if you have questions.

Thanks,

Ivy Crawford  
Buyer I

# Transmission Report

Date/Time 02-14-2013 10:59:46 a.m.  
 Local ID 1 757 5147524  
 Local ID 2

Transmit Header Text City of Suffolk Purchasing Dep  
 Local Name 1 Line 1  
 Local Name 2

This document : Confirmed  
 (reduced sample and details below)  
 Document size : 8.5"x11"



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Total Pages Scanned : 1

Total Pages Confirmed : 1

No	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	140	757 539 1123	10:59:03 a.m. 02-14-2013	00:00:10	1/1	1	EC	HS	CP26400

**Abbreviations:**

HS: Host send	PL: Polled local	MP: Mailbox print	TU: Terminated by user
HR: Host receive	PR: Polled remote	CP: Completed	TS: Terminated by system
WS: Waiting send	MS: Mailbox save	FA: Fail	RP: Report
			G3: Group 3
			EC: Error Correct

# LEGAL PROOF

Company: City of Suffolk Purchasing Division

Attention Ivy Crawford / Buyer I.

Fax #: 514-<sup>7524</sup>4199

Listed below is your confirmation on legal advertisement you have requested to be published. Following this sheet will be a proof for you to look over. All changes should be faxed back prior to deadline at 3 p.m. two (2) days prior to your publication date. Please keep this for your records. If no changes are received, we will assume this legal is approved to run as is.

Name of Legal: Sealed Proposals Financial and Compliance Audit Services.

Attorney/Firm: City of Suffolk Purchasing Division

Publish Dates: 2/17 / 2013

Total Cost: \$ 4108

Suffolk News-Herald  
PO Box 1220 • Suffolk, VA 23439  
Phone: 757-539-3437 • Fax: 757-539-1123

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