



The City of Clarksburg, West Virginia extends an invitation to qualified auditing firms to submit a proposal to conduct a forensic audit for fiscal year ending June 30, 2011 through fiscal year ending June 30, 2019. Prospective firms should submit detailed proposals on or before January 29, 2021 by 3:00p.m. Proposals received after this date and time will not be considered.

Contact Information: Harry R. Faulk, City Manager

email: [hfaulk@cityofclarksburgwv.com](mailto:hfaulk@cityofclarksburgwv.com)

# **REQUEST FOR PROPOSALS & QUALIFICATIONS FOR FORENSIC AUDIT**

## **City of Clarksburg**

### **I. PURPOSE**

The City of Clarksburg, West Virginia through this Request for Proposal (RFP) extends an invitation to qualified auditing firms to submit a proposal to conduct a forensic audit for fiscal years ending June 30, 2011 through fiscal year ending June 30, 2019.

### **II. PROCESS**

The City Manager will review proposals and qualifications of submitting firms and if necessary, conduct interview of all or a few of the firms. Upon the decision of the City Manager, the firm will be recommended for approval by the City Council.

### **III. GENERAL INSTRUCTIONS**

- A. Responses must include complete information as described in this request. Three (3) copies shall be submitted by 3:00 p.m. on January 29, 2021 to:

Harry R. Faulk  
City Manager  
222 West Main Street  
Clarksburg, WV 26301

- B. To ensure fairness and uniformity, firms submitting responses are requested to not contact City Staff or the City Council. Questions about this RFP may be sent by e-mail to [hfaulk@cityofclarksburgwv.com](mailto:hfaulk@cityofclarksburgwv.com) prior to the submission deadline.
- C. The City will not reimburse any expenses incurred by the firm submitting responses including, but not limited to, expenses associated with the preparations and submission of the response and attendance at interviews.
- D. The City reserves the right to reject any and all proposals, to request additional information from any and all proposers.

### **IV. SCOPE OF WORK**

The purpose of this RFP is to select a firm to provide a forensic audit of the City's purchases, auditing contracts for constructions services, credit card purchases, auditing grants, all from various accounts. The period of review for these items should begin in fiscal year ending June 30, 2011 and continue through fiscal year ending June 30, 2019. The City is also requesting review of existing controls and compliance with these

controls along with identifying areas of risk of fraud and misconduct and recommending improvements and best practices.

The City will make personnel available for inquiries from respective City personnel and make available accounting and other documents for review.

Findings & Observations: The Contractor shall provide all findings and observations in both a verbal presentation and in its written reports. The Contractor may be required to attend City Council meeting(s) to report the progress of the audit or to report significant findings, or to obtain authorization for any expansion of the scope of services, if required.

Time Frame: The City is expecting that said services shall be completed within a one-year time frame. The Respondent shall provide a time of completion with its proposal.

**V. TERMS AND CONDITIONS**

- A. The City of Clarksburg reserves the right to cancel or amend the request for proposal at any time. The City of Clarksburg reserves the right to determine the successful respondent. The City of Clarksburg reserves the right to reject any or all proposals.
- B. The City of Clarksburg will not be liable for any cost incurred by the firm responding to this request.