



P.O. Box 216  
Washington Grove, Maryland 20880  
March 7, 2019

**Auditing Services  
Request for Proposal  
Bid Due Date: Friday, April 5, 2019**

**Auditors:**

The Town of Washington Grove invites sealed bid proposals from qualified independent auditors having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in the enclosed Request for Proposal (RFP).

Responses to this solicitation must be submitted in two copies and in a sealed envelope bearing the name of the firm or individual, and must be clearly marked "RESPONSE TO RFP FOR AUDIT SERVICES." The Town must receive these responses no later than **Friday, April 5, 2019 at 4:30 p.m.** Submittals may be mailed to Town of Washington Grove, P.O. Box 216, Washington Grove, MD 20880 or delivered to the Town Office, 300 Grove Avenue, Washington Grove, MD 20880.

Proposals will be submitted in two sections, each within its own envelope (two copies). The first section will be comprised of the audit firm's prior experience and qualifications of its personnel in performing governmental audits. The Town Council will evaluate the auditor/firm on educational and technical qualifications. The accepted firms from the first section will have their second section opened and evaluated.

Please find enclosed:

- Auditing Services - Request for Proposal
- Non-Collusion Affidavit (return with Section 1)
- Affidavit with Respect to Non-Conviction, Non-Suspension and False Pretenses (ret. with Sec. 1)
- Summary of Audit Costs Sheet (return with Section 2)
- Sample Engagement Agreement

For clarification regarding terms and conditions of the Request for Proposal process, please contact Mayor John Compton, P.O. Box 216, Washington Grove, MD 20880, telephone 240-432-5700, email [johncompton@me.com](mailto:johncompton@me.com).

Thank you.

Sincerely,

Kathryn L. Lehman  
Town Clerk