



Uncompromising Service Starts Here
Proposal to provide audit and advisory services to



Sealed Price Proposal

Name of Firm: Insero & Co. CPAs, LLP

Certification: Insero & Co. hereby certifies that **Duane R. Shoen, CPA, Partner** is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the District.

Duane R. Shoen, CPA, Partner – August 20, 2020

A. Total All-Inclusive Maximum Price
(Including all direct and indirect costs and all out-of-pocket expenses):

The total all-inclusive maximum price for each of the three (3) years contemplated are as follows:
December 31, 2020 - \$34,000; December 31, 2021 - \$34,000; and December 31, 2022 - \$35,500.

- B. **Out-of-Pocket Expenses Included in the Total All-Inclusive Maximum Price and Reimbursement Rates** – Out-of-pocket expenses for firm personnel (e.g., travel, lodging, and subsistence) will be reimbursed at the rates used by the Town for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
Audit of general-purpose financial statements, and all other services not separately listed below	\$34,000	\$34,000	\$35,500

- C. **Rates for Additional Professional Services** – If it should become necessary for Town to request the auditor to render any additional services to either supplement the services requested in this request for proposal or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Town and the firm.

Level	Hourly Rate
Partners	\$ 180
Managers	\$ 130
Supervisory Staff	\$ 100
Staff	\$ 85

Level	Hours To Complete
Partners	20
Managers/Supervisors	80
Seniors/Staff	200
Total Hours	300