

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8350

Fax: (540) 422-8355

NOTICE OF CONTRACT RENEWAL

DATE: February 16, 2023

1. COMMODITY NAME: Audit Services
2. CONTRACT NUMBER: 35-19SMC
3. SUPERSEDES: 27-14SMC
4. CONTRACT PERIOD: February 27, 2019 through March 1, 2021
Renewal #1: March 2, 2021 through March 1, 2022
Renewal #2: March 2, 2022 through March 1, 2023
Renewal #3: March 2, 2023 through March 1, 2024
5. RENEWAL OPTIONS: **Zero Renewal Options**
6. FIRM: Robinson, Farmer, Cox Associates
VN: 633532 10709 Spotsylvania Avenue, Suite 101-A
Fredericksburg, VA 22408
PH (540) 898-8983 FX (540) 898-8986
andrew@rfca.com
7. TERMS: Net 45 days
8. FOR FURTHER INFORMATION CONTACT: Kathy Stanley, CPPB
PH (540) 422-8354

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained via eQuest or by calling Procurement at (540) 422-8351 or 8352.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Auditor use.
3. Inspection of services performed and approval of the Auditor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Auditor. All complaints must be submitted in writing and can be forwarded to Procurement via fax, e-mail or courier.
5. Renewals: As noted on the first page. Renewal documentation will be generated, upon input requested from the using departments, approximately ninety days in advance of the expiration date of the current term.
6. Use of Contract by Other Jurisdictions: As allowed in Section 2.2-4304, Code of Virginia, other public bodies may purchase from this contract with the authorization of the awarded firm, since the “Use of Contract by Other Political Jurisdictions” clause was contained in the original solicitation (reference page 17, Item 40, of RFP 35-19sm). A copy of the original RFP and any other pertinent information may be obtained by contacting the Procurement Manager for assistance and reference.

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

Audit Services, RFP 35-19sm

FEE SCHEDULE

Offeror Name: Robinson, Farmer, Cox Associates

| AUDIT: | Base 1 FY19 | Base 2 FY20 | Option 1 FY21 | Option 2 FY22 | Option 3 FY23 |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| Audit of Financial Statements & CAFR <i>(Ref. 3.2.1, 3.2.10, 3.2.16-3.2.19)</i> | \$ 87,770.00 | \$ 89,525.00 | \$ 91,315.00 | \$ 93,140.00 | \$ 95,000.00 |
| Provide Agreed Upon Procedures Letter for APA <i>(Ref. 3.2.2)</i> | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Prepare Data Collection Form related to the Schedule of Expenditures of Federal Awards for the primary government and discretely presented component units; perform tests and report on Federal Awards <i>(Ref. 3.2.3)</i> | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Provide Landfill Agreed Upon Procedures <i>(Ref. 3.2.4)</i> | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Provide Jail Canteen Fund - Agreed upon Procedures <i>(Ref. 3.2.5)</i> | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Provide (as required) Compliance Letters - Bonds <i>(Ref. 3.2.6)</i> | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Provide assistance, GFOA - checklist <i>(Ref. 3.2.7)</i> | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Issue Internal Controls and Management Letters <i>(Ref. 3.2.15)</i> | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Total Audit | <u>\$ 87,770.00</u> | <u>\$ 89,525.00</u> | <u>\$ 91,315.00</u> | <u>\$ 93,140.00</u> | <u>\$ 95,000.00</u> |
| Economic Development Authority <i>(Ref. 3.2.9)</i> | <u>\$ *</u> | <u>\$ *</u> | <u>\$ *</u> | <u>\$ *</u> | <u>\$ *</u> |
| School Activity Funds <i>(Ref. 3.2.11)</i> | <u>\$ 27,500.00</u> | <u>\$ 28,050.00</u> | <u>\$ 28,600.00</u> | <u>\$ 29,170.00</u> | <u>\$ 29,750.00</u> |
| Parent Teacher Organizations <i>(Ref. 3.2.12)</i> | | | | | |
| Elementary (Quote price per School) | <u>\$ *</u> | <u>\$ *</u> | <u>\$ *</u> | <u>\$ *</u> | <u>\$ *</u> |
| Middle School | <u>\$ *</u> | <u>\$ *</u> | <u>\$ *</u> | <u>\$ *</u> | <u>\$ *</u> |
| High School | <u>\$ *</u> | <u>\$ *</u> | <u>\$ *</u> | <u>\$ *</u> | <u>\$ *</u> |
| Mountain Vista Regional Gov. School <i>(Ref. 3.2.13)</i> | <u>\$ 1,190.00</u> | <u>\$ 1,210.00</u> | <u>\$ 1,230.00</u> | <u>\$ 1,250.00</u> | <u>\$ 1,275.00</u> |
| Volunteer Fire and Rescue Companies <i>(Ref. 3.2.14)</i> (quote price per company) | <u>\$ **</u> | <u>\$ **</u> | <u>\$ ***</u> | <u>\$ ***</u> | <u>\$ ***</u> |
| Hourly Rates for Additional Services <i>(Ref. 3.3)</i> | | | | | |
| Partner | <u>\$ 175</u> | <u>\$ 175</u> | <u>\$ 175</u> | <u>\$ 175</u> | <u>\$ 175</u> |
| Manager | <u>\$ 125</u> | <u>\$ 125</u> | <u>\$ 125</u> | <u>\$ 125</u> | <u>\$ 125</u> |
| Staff | <u>\$ 90</u> | <u>\$ 90</u> | <u>\$ 90</u> | <u>\$ 90</u> | <u>\$ 90</u> |

Base Year
Option (Renewal) Year

* We propose to use our hourly rates should these services be requested
 ** 12/31/18 and 12/31/19 audits covered under Fire and Rescue Contract 54-16ksc
 *** 2% increase per company per year