



MADISON COUNTY, GEORGIA

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**BOARD OF ASSESSORS**

**REQUEST FOR PROPOSALS  
PROFESSIONAL AUDIT SERVICES**

**ISSUED September 21<sup>st</sup>, 2021**

Madison County Board of Assessors

91 Albany Avenue

Danielsville, GA 30633

Madison County, Georgia

Questions regarding this proposal and specifications should be directed to:

Madison County Board of Assessors Office  
Attn: Hannah Sims, Personal Property Appraiser or Robin Baker, Chief Appraiser  
P.O. Box 85  
Danielsville, GA 30633  
(706) 795-6357 or (706)795-6359  
[hsims@madisonco.us](mailto:hsims@madisonco.us) or [rbaker@madisonco.us](mailto:rbaker@madisonco.us)

Proposals must be typed or submitted in black ink. All proposals must include four copies and be enclosed in a sealed envelope or container with the following information clearly marked on the outside of the envelope or container, "Request for Proposal: Professional Audit Services"

#### Scope of Work

Madison County Board of Tax Assessors (The Board) is requesting proposals (RFP) from qualified individuals or firms with experience in auditing Personal Property accounts for compliance to submit proposals for auditing services for the Business Personal Property Verification Program. A Contract shall be awarded on a per audit fixed-fee basis, with payment rendered upon completion of audit. The audits performed will provide The Board with sufficient information to verify the accuracy of Business Personal Property Tax Reports filed by Madison County business taxpayers for the current and two (2) prior years, if appropriate.

#### Special Terms and Conditions

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The vendors will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the vendors. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. The vendor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such vendor is an equal opportunity employer.
- C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

### Insurance / Required Affidavits / License

Contractor, performing as an independent contractor, shall be fully responsible for providing Workers Compensation, Commercial General Liability and Automotive Liability coverage as follows. Proof of Insurance and required affidavits must be included in proposal.

**General Liability** - \$2,000,000 General Liability with a combined single limit per occurrence of \$1,000,000, for bodily injury, personal, injury, and property damage.

**Automobile Liability** - \$1,000,000 Automobile Liability combined single limit per accident, for bodily injury and property damage, when applicable.

**Workers' Compensation and Employers' Liability** – Coverage as required by statute.

### Proposal Requirements

Each proposal submitted shall include, but not necessarily be limited to the following:

1. A statement by the vendor of his understanding of the work to be done and a description of the approach and procedure which will be employed in conducting audits and implementing the audit program.
2. An implementation schedule giving length of time required to complete the approximately 700 audits. The maximum period shall not exceed thirty six (36) months.
3. Biographies including professional experience of individuals who will be assigned directly to the project.
4. Project references and total number of ad valorem audits performed within the past four (4) years. Names, addresses, and telephone numbers of persons knowledgeable about the quality of work of the vendor on similar projects and who may be contacted for reference.
5. Demonstrated ability to successfully defend audit findings at any administrative or legal proceedings that may occur.
6. Demonstrated working knowledge of generally accepted appraisal principles, generally accepted accounting principles and the ability to utilize both in arriving at opinions of value of Business Personal Property.
7. Demonstrated working knowledge of Georgia law regarding ad valorem taxation.
8. Cost and payment proposal. Describe in detail the charges to Madison County for services offered and the expectation of the County for payment of such services.
9. Office space and or equipment requirements for auditors to perform task. Any required space, equipment or supplies, etc., to be provided by Madison County is to be itemized in detail.
10. Outline of staffing requirements for this project. Include any requirements of county personnel.
11. Describe recommended procedures of informing payers of the audit and audit results. Provide copies of types of correspondence used in all phases of the audit program implemented under prior contracts.
12. The proposal shall include location of office space where auditors will perform work and where audit records will be maintained. Any required space, equipment, supplies, etc., to be furnished by Madison County is to be specifically itemized.

## Selection Process and Evaluation Criteria

The Madison County Board of Assessors intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If it is determined that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Governing Authority may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.

### Evaluation Criteria

Evaluation criteria (weighted by percentage) to be used in determining the selected firm are:

- A. FIRM EXPERIENCE in providing services to public sector organizations. (10%)
- B. QUALIFICATIONS of staff assigned to the contracts. (10%)
- C. UNDERSTANDING OF THE REQUIREMENT and the ability to achieve the required outcome of this project. (20%)
- D. REFERENCES including applicable past work with the Madison County Board of Assessors. (20%)
- E. CONTRACTOR FURNISHED EQUIPMENT including adequacy and relevancy for performance of the requirements of the contract. (20%)
- F. CONTRACT PRICE Completed Schedule of Services/Prices/Proposal Sheet (20%)

The envelope or container must be mailed or delivered to:

Madison County Board of Commissioners  
P.O. Box 147  
91 Albany Avenue  
Danielsville, GA 30633  
Attn: Christina Baxter

Proposals received after the announced time and date due, whether mailed or delivered, will be returned unopened. Nothing herein is intended to exclude any responsible vendor or in any way restrain or restrict competition among vendors. Selection criteria will include an evaluation of the scope of services proposed, experience, references, and price. Vendors are encouraged to be specific as to their understanding of the task to be performed and their proposed procedures for implementation.

The County of Madison reserves the right to award in part or in whole or to reject any or all proposals, to waive technicalities or require additional information prior to award. Enclosed is a "Proposal Requirement and Non-Collusion Statement" that shall be signed and returned with the proposal.

All vendors submitting a proposal will be notified in writing of award.

Respectfully Submitted,  
Madison County, Georgia  
Board of Assessors