

Response to Request for Proposal

for Consulting Services for
Town of Upton, Massachusetts

Submitted by:

Emily Pina, CPA

June 15, 2016

SCAPPINI & PINA, P.C.

Response to Request for Proposal for Consulting Services for
Town of Upton, Massachusetts

Table of Contents

Letter of Transmittal 1

Outline of Procedures 2

SCAPPINI & PINA, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

June 15, 2016

Blythe C. Robinson, Town Manager
Town of Upton, Massachusetts
One Main Street
Upton, MA 01568

Dear Blythe:

We are pleased to submit our proposal to provide professional services to the Town of Upton, Massachusetts in connection with developing a comprehensive set of financial policies. We are excited about the opportunity to work with the Town. We believe our firm provides timely, quality work and excellent service at a reasonable fee and would be of great value to the Town of Upton.

We have a thorough understanding of the work involved, which includes reviewing the existing Town policies, meeting with the financial team, developing model financial policies and procedures, and attending public meetings of the Town to review the process and make a final presentation. An outline of the services to be provided can be found on the following page. We are committed to completing this work within an agreed-upon timeframe.

Based on the total estimated hours, our proposed fee for consulting services will be \$25,000. This fee includes all out-of-pocket expenses and depends upon cooperation of Town personnel in providing us with the items requested on our needs list. In the event additional work is required, we will communicate in writing to the Town Manager and obtain written approval before undertaking such additional work. We will bill monthly for services rendered in the prior month.

Thank you for considering Scappini & Pina, P.C. and we look forward to working with the Town of Upton, Massachusetts.

Sincerely,

Emily Pina, CPA

ACCEPTANCE

If the terms of this engagement, as set forth above, are acceptable to the Town of Upton, Massachusetts, please sign below and return to our office.

This proposal is valid for a period of 45 days from June 15, 2016. Please contact me directly if any further information is needed.

Accepted: Town of Upton, Massachusetts

Name & Title

Date

SCAPPINI & PINA, P.C.

Response to Request for Proposal for Consulting Services for the
Town of Upton, Massachusetts

Outline of Procedures

Based on our initial interview and correspondence with Town Management we have prepared the following outline of procedures. If modifications to the proposed procedures are requested a mutually agreed-upon outline may be developed.

<u>Stage</u>	<u>Estimated Hours</u>
<i>Planning Procedures (30 hours in total)</i>	
Meetings with management and key personal to discuss goals, gain and understanding of entity, and develop a mutually agreed-upon timeframe.	8
Review existing Town policies	22
<i>Policy and Procedures Development (120 hours in total)</i>	
Interviews with Town Accountant and observations of current procedures in place.	8
Develop/update financial policies and procedures manual for the Accounting Department.	15
Interviews with Town Treasurer/Collector and observations of current procedures in place.	8
Develop/update financial policies and procedures manual for the Treasurer/Collector’s Department.	15
Interviews with Assessor and observations of current procedures in place.	8
Develop/update financial policies and procedures manual for the Assessing Department.	15
Interviews with Water & Sewer Division personnel and observations of current procedures in place.	4
Develop/update financial policies and procedures manual for the Water & Sewer Division.	7
Interviews with Recreation Director and observations of current procedures in place.	4
Develop/update financial policies and procedures manual for the Recreation Department.	7
Develop/update a general financial policies and procedures manual for the use across all Town departments.	5
Provide proposed revisions on existing policies and identify additional policies that should be considered	8
Review initial drafts with appropriate personnel	8
Revise drafts based on review and feedback	8
<i>Final Presentations</i>	10