

**Request for Services
(Draft)**

To Obtain Assistance with Development of Financial Policies

March 23, 2015

Scope of Work

The Town of Charlotte seeks assistance with the development of financial policies, which are being developed as part of its effort to strengthen its financial internal control. Specifically, the Town seeks the following:

- Review of draft documents or portions of documents that the Town has developed or obtained from other sources (e.g. VLCT, Town of Middlebury);
- Recommendations for edits and additional provisions to address the Town's specific circumstances; and
- Assistance with answering questions from key stakeholders (Selectboard, Town Clerk/Treasurer, Board of Auditors and Town Administrator) and from the public during one (or two) public work-sessions.

Proposal

To respond to this request:

- Please provide the cost to provide the services requested, to be priced on an hourly basis with a "not-to-exceed" maximum cost.
- Please indicate what staff member(s) will be assigned to this project.

Please send proposal to Dean Bloch, Town Administrator at: dean@townofcharlotte.com. Please call with any questions: 425-3071 ext. 5