

REQUEST FOR PROPOSAL FOR FINANCIAL AUDIT SERVICES FOR THE GEORGIA MUTUAL AID GROUP, INCORPORATED

SCOPE

The Georgia Mutual Aid Group (GMAG), in cooperation with the State of Georgia Office of Homeland Security/GEMA, request proposals from certified public accounting firms that are experienced in performing financial audits, to conduct an audit of the financial statements of GMAG for the calendar years 2003 and 2004 in accordance with the Generally Accepted Government Auditing Standards (GAGAS).

CLOSING DATE AND TIME

Proposals must be received no later than 2:00 PM, Friday October 14, 2005, at the GMAG office located at the Georgia Firefighters Burn Foundation, 2575 Chantilly Drive, bidder must sign the proposal. Proposals received after the closing date or time and those sent by fax or e-mail will not be accepted.

AUDIT COMPLETION

Fifteen (15) copies of the audit report, that includes a financial statement and a management letter (if applicable), must be delivered to Mr. Bill Lewis, Executive Director of GMAG, no later than the close of business Friday December 30, 2005 at the GMAG office located at the Georgia Firefighters Burn Foundation, 2575 Chantilly Drive, Atlanta, Ga. 30324; telephone 404.320.1505.

In the event that the successful bidder cannot meet the completion date due to a delay in obtaining requested information from the jurisdictions or other circumstances that will justify a delay, the Executive Director is willing to negotiate a reasonable extension of time.

BACKGROUND

GMAG has received federal grants for the years 2003 and 2004 administered through the State of Georgia, Office of Homeland Security/GEMA to purchase and distribute fire and rescue equipment, in conformance with an approved allotment, to fire departments in approximately twenty- two (22) political jurisdictions within the State of Georgia.

GMAG facilitated the distribution by developing purchase specifications, advertising invitations

to bid, conducting bid openings, evaluating the bids, awarding the bids, issuing purchase orders, receiving, tracking and storing the equipment prior to distribution, issuing payments to vendors and arranging for the individual fire departments to officially receive their allotted equipment.

FINANCIAL STATEMENTS

Copies of the GMAG internal financial statements will be provided upon request for bidding purposes. The Executive Director of GMAG must receive requests for the statements at least five workdays prior to the proposal closing date. Contact Mr. Bill Lewis at the address listed above.

PRICING METHOD

Bidders are requested to submit a fixed fee, including all of the expenses required to complete the audit, for the years 2003 and 2004.

BID EVALUATIONS

Although the proposal evaluation team is not obligated to seek clarifications, bidders may be requested to meet with the GMAG team to clarify their proposal. The location, to be determined, will be in the Metro Atlanta area.

The bidder should include in the proposal, an outline of the method that will be used to perform the audit, and the technical expertise in the firm to perform a GAGAS audit.

Bidders are requested to submit a list where five GAGAS audits were performed that includes contact names and telephone numbers.

AWARD OF BID

The bid shall be awarded to the lowest, responsive, responsible bidder. GMAG reserves the right to reject all bids for any reason.