

Request for Proposal

RFP Number: 2025 – 01



TOWN OF WHITE SPRINGS
“On the Banks of the Suwannee River”

Professional Auditing Services

Due Date: November 4th, 2025

Submit Four Physical Copies To:
Auditor Selection Committee
PO Drawer D
10363 Bridge St
White Springs, FL 32096

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1. Introduction

The Town of White Springs, hereinafter called “THE TOWN”, invites qualified independent Auditors, hereinafter called “Auditor,” having sufficient Governmental and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP), to submit proposals for the selection of an Auditor to perform THE TOWN’s annual financial audit for years ending September 30th, 2025, 2026, and 2027. THE TOWN intends to continue the relationship with the Auditor for no less than three years based on performance. THE TOWN reserves the right to request proposals at any time following the first year of this contract, should the Auditor not meet the terms of the contract. THE TOWN reserves the right to extend the contract for two additional years.

The Audit Shall Be Performed In Accordance with the following:

- A) Generally Accepted Auditing Standards
- B) Government Auditing Standards
- C) Federal Single Audit Act
- D) The Florida Single Audit Act
- E) Section 218.39 & 11.45 Florida Statutes
- F) Rules Adopted By the Florida Auditor General for Form and Content.
- G) Government Auditing Standards promulgated by the Comptroller General of the United States

There is no expressed or implied obligation for THE TOWN to reimburse firms for any expenses incurred in preparing proposals in response to this request.

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern in any resulting contract(s) unless approved otherwise in writing by THE TOWN.

2. Process

1. Evaluation Criteria

Request for Proposals will be evaluated on two types of criteria including mandatory Pass/Fail requirements and graded evaluation criteria.

Mandatory Requirements: Qualifications that are mandatory for all proposers.

Auditors will be expected to meet the following criteria as a condition for Award:

Criteria One: Adherence to Procurement Procedures	Pass/Fail
Explanation: Respondents must follow all processes outlined by this RFP including for submission and contact with THE TOWN. Failure to do so will result in disqualification.	
Criteria Two: Response Formatting	Pass/Fail
Explanation: Respondent has provided all information in the format requested by THE TOWN.	
Criteria Three: Completeness	Pass/Fail
Explanation: Respondent has provided all information requested by THE TOWN.	

Evaluation Metrics:

RFP responses shall be scored based on predetermined factors as established in this section. When considering proposals, price will be a factor but will not be the sole or predominant factor when selecting an auditor.

Criteria One: Cost	20%
Explanation: Vendors will be ranked based on the proposal cost with the least expensive vendor receiving 20% and subsequent vendors receiving a percentage relative to the cost of the lowest vendor.	
Criteria Two: Qualifications	20%
Explanation: How well the firm meets the criteria in Section Five “Qualifications” including but not limited to firm size, number of employees, references, peer reviews, etc	
Criteria Three: General Experience	20%
Explanation: Has the firm worked with municipalities within the state of Florida with a similar size and complexity of White Springs.	
Criteria Four: Process	20%
Explanation: Prospective Vendors will be scored on their ability to meet the timeline outlined in this Request for Proposal. Additionally, Process will be scored based on Auditor’s ability to meet our requirements around audit procedures, field work, collaboration, and any additional services requested.	
Criteria Five: Favorable Experience	20%
Explanation: Further consideration will be given to Vendors with experience working with municipalities experiencing some of the unique challenges currently facing THE TOWN as outlined in Section 4 Audit Requirements.	

Bids will be scored in a meeting of the Auditor Selection Committee on November 10th, 2025. As part of the scoring process, prospective vendors are encouraged to attend the opening and present their proposal.

2. Proposal Procedures

All deadlines for the RFP process are outlined in the below table. Submissions must be received before November 4th for consideration. Proposer assumes all risks for delays in transit. Late proposals will not be considered unless no other proposals are accepted.

The Auditor Selection Committee will determine final recommendations after presentations on November 10th, 2025. Proposers will be notified of final results via email to the contact designated in response.

Auditor Selection Time Table	
Event:	Latest Acceptable Date:
RFP Released	September 23 rd , 2025
Pre-proposal Conference	September 30 th , 2025
Questions due to Auditor Selection Committee	October, 10 th , 2025
Response to Questions	October 17 th , 2025
Proposal Due Date	November 4 th , 2025
Presentation by Firms	November 10 th , 2025
Audit Committee Recommendation to Town Council	November 11 th , 2025
Town Council Selection	November 18 th , 2025

To standardize responses and make direct comparisons between vendors easier, proposers are expected to submit proposals in the format outlined in Section 5: Qualification.

Identification of a Contact Person

Please direct all questions to Robert Gamsby via email to rgamsby@whitespringsfl.us before October 10th. All answers will be provided to interested parties. If you would like to receive answers to any questions asked please email Robert Gamsby before October 10th to be added to response distribution list.

Please submit four physical copies to “Auditor Selection Committee” at the White Springs Town Hall:

Auditor Selection Committee
PO Drawer D
10363 Bridge St
White Springs, FL 32096

Pre-proposal Conference

The Auditor Selection Committee will hold a pre-proposal conference on September 30th, 2025 to review the RFP and selection process.

Price Information

The proposal should contain a total all-inclusive price fee for each of the three (3) years including a total all-inclusive price fee for each of the three (3) years of the contract excluding additional fees for out of scope work. The proposal should also include a proposed price increase for each of the possible two (2) one year extension periods. In addition, please provide an hourly rate for time spent on any additional grant audit procedures or requirements with a not-to-exceed fee per audit year and an hourly rate for time spent on services requested outside of this RFP.

3. Audit Time Table

In order to give the Audit Committee enough time to work with prospective vendors to complete the Audit before the submission date, Prospective Vendors must adhere to the following time line during the audit:

Audit Time Table	
Event	Latest Acceptable Date
Entrance Conference	April 13 th , 2026
Completion of Interim Audit Work	May 5 th , 2026
Completion of year-end field work	May 19 th , 2026
Submission of Audit Adjustments and Draft Findings	June 2 nd , 2026
Exit Conference	June 16 th , 2026
Issuance of Reports	June 27 th , 2026

4. Principal Contacts

While enacting your duties as Auditor, you may be expected to interact with one or all of the following individuals:

Town Manager: Lee Garner

Chief Financial Officer/Accountant: Richard Powell

Auditor Selection/Audit Committee Chair: Robert Gamsby

Auditor Selection/Audit Committee Secretary: Scott Gay

Auditor Selection/Audit Committee Member: Gretchen Fouchecourt

Mayor: Tonja Brown

Vice Mayor: Nicole Williams

Town Council Member: Cheryl McCall

Town Council Member: Shirley Ann Alridge

Legal Counsel: Leslie Scott Jean-Bart

Book Keeper: Donsha Brown

Utilities Clerk: Cynethia Williams

This information is provided for reference only. Please do not reach out to Town Employees, contractors, officials or committee members during the RFP process once the bid has opened. For additional information related to this RFP, please follow the process outlined in section 2 above. Failure to do so will result in disqualification.

5. Available Assistance

THE TOWN's staff and Accountant Consultant will be responsible for the following:

A. Closing out the financial records for the yearend, including performing reconciliations of significant accounts and making appropriate accruals to the financial records.

- B. Preparing workpapers that back up the significant balances in the general ledger.
- C. Running requested reports for the Auditor in either pdf or Excel formats.
- D. Promptly addressing all Auditor inquiries.
- E. Updating the fixed assets schedules.
- F. Execution of a Management Representation Letter acceptable to the Auditor and the Town.
- G. The Town will authorize the auditor to make inquiries of the predecessor without limitation in compliance with SAS 147.

6. Auditor Workspace

Auditors will have access to office space within Town Hall at 10363 Bridge St, White Springs, Florida where they will be able to conduct interviews and work. Further, Auditors will have access to WiFi, telephones, printers, faxes and copiers.

Auditors will be required to bring their own computers and software needed to produce the Audit.

7. Right to Reject Proposals, Demand Additional Information, and Use Unsuccessful Proposals

The Town Reserves the following rights and conditions:

- A) To reject any or all proposals.
- B) To request additional information from proposers. Failure to provide the information could result in rejection of a proposal.
- C) To retain proposals and use ideas from them.

3. Background

1. Brief Description of THE TOWN's Structure

The Town of White Springs, Florida was incorporated as a municipality in 1885, and the incorporation was legalized in 1903 by the Provisions of Chapter 5368 (No. 263), Laws of Florida. THE TOWN is located in Hamilton County, Florida and has an estimated population of 766 persons. It is governed by a 5 Member Town Council. THE TOWN has a Strong Manager form of government. THE TOWN is managed by a Town Manager. The Town operates a Water & Sewer System, and has a Fire Department.

THE TOWN has two funds. A Governmental Fund, which accounts for the day-to-day general activities of THE TOWN, and the Enterprise Fund which accounts for the Water, Sewer, and Garbage activities.

For more information on and a description of THE TOWN, visit our web site at www.whitesprings.org. The administrative office of THE TOWN is located at 10363 Bridge Street, White Springs, FL 32096.

THE TOWN has provided a copy of the Management Discussion and Analysis from the prior year audit to facilitate an informed audit proposal, and to familiarize the prospective auditor with Town Accounts and Balances. (Exhibit A).

The Town's Fiscal year begins October 1st.

2. Known Weaknesses in Internal Controls

Florida Auditor General Operational Audit Completed November 2023 (Exhibit B).

Prior Year Audit – Adjusting Journal Entries (Exhibit C).

Prior Audit Findings (Exhibit D).

At the time of publishing this RFP, the town is undergoing a follow up Audit with the Auditor General. This audit will be released after the finalization of this RFP and can be made available upon request. Please email the contact listed under section 2.2 for a copy.

3. Anticipated Implementation Problems Arising from New Authoritative Pronouncements

The proposer shall discuss how it evaluates a client's readiness to implement new authoritative pronouncements, laws, or regulations that may significantly impact the Town's financial operations and reporting, and how the proposer will assist the Town in addressing any anticipated implementation challenges.

4. Audit Requirements

1. Level of Assurance

Due to issues of independence with the previous auditor, THE TOWN may need to redo one or more of the previous three years audits.

THE TOWN's undergoing an audit from the Florida Auditor General which will not be completed by the time of this RFPs issuance which may have an unknown impact on the audit covered by this RFP.

2. Auditing Standards

Type of Audits

Annual Financial and Compliance The audit will encompass a financial and compliance examination of THE TOWN's basic financial statements, supplementary information, and compliance reports, in accordance with the laws and/or regulations of the State of Florida, which require the minimum scope of the audit. The financial and compliance audit will cover federal, state, and local funding sources in accordance with generally accepted auditing standards; the Single Audit Act of 1984; the Single Audit Act Amendments of 1996; the provisions of OMB 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards published in Federal Register December 2014; the State Single Audit Implementation Act; and all other applicable laws and regulations.

The Audit Shall Be Performed In Accordance with the following:

- A) Generally Accepted Auditing Standards
- B) Government Auditing Standards
- C) Federal Single Audit Act

- D) The Florida Single Audit Act
- E) Section 218.39 & 11.45 Florida Statutes
- F) Rules Adopted By the Florida Auditor General for Form and Content.
- G) Government Auditing Standards promulgated by the Comptroller General of the United States

3. Reporting Responsibilities

Your proposal is expected to cover the following services

1. Annual financial and compliance audit
2. Completion and filing Florida form FHWA-536 (Local Highway Finance Report).

Requirements:

The Auditor will be responsible for the preparation, typing, proofing, printing, and copying of the Basic Financial Statements, supplementary information, and compliance reports. The Auditor will submit a draft of the Financial Statements to be reviewed in detail to Auditor Selection Committee.

THE TOWN will expect a listing of requested information needed for the audit from the selected firm during the post selection pre-planning conference. Updates to that list will be made during periodic conferences held while the audit is being conducted.

The scope of the work to be performed by the auditor should include:

- A) Expression of opinion in conjunction with a full-scope audit of a comprehensive annual financial report (CAFR)
- B) State single audit reports
- C) Management letter
- D) An auditor's report prepared in accordance AICPA Professional Standards pursuant to Auditor General Rule 10.556(10).

Expected deliverables should also include any requirement for separate opinions for any debt issues or to meet any other reporting requirements

Annual Financial and Compliance Audit Specific Requirements

A preliminary draft of the audit must be submitted to THE TOWN by the first Thursday in June for proofing and reconciliation to THE TOWN's records.

The final audit report is due to THE TOWN no later than June 27th.

An electronic version and ten hard copies of each audit report, and other applicable reports must be supplied to the Town Manger within the period cited above.

Management Representation Letter To Auditor:

The Town will furnish a Management Representation Letter executed by the Town Manager in substantially the same for as attached as (**Exhibit E**).

4. Required Additional Services

FHWA-536 Local Highway Finance Report

A preliminary draft of the audit must be submitted to THE TOWN by February 1st for proofing and reconciliation to THE TOWN's records.

The final report is due to THE TOWN no later than February 15th.

Other Services

A presentation to THE TOWN's Auditor Selection Committee is required and will be scheduled.

5. Procedures to Determine Additional Work

In the event that circumstances arise during the audit that requires work to be performed in excess of the original estimates, any additional costs will be negotiated prior to commencement of the work and an amended contract will be approved by THE TOWN.

If it becomes necessary for THE TOWN to request the auditor to render any additional services as a result of significant changes in scope or other auditing services, such additional work shall be performed upon request of the City Manager, and with approval of the Town Council, if required. Fees for any such additional work agreed to between THE TOWN and the auditor shall be negotiated. However, THE TOWN requests that proposers provide a list of their standard fees for services, in their sealed proposal as part of this proposal.

5. Response Format and Contents

1. Cover Page

Show the name of Proposer's agency/firm, address, telephone number, name of contact person, email address, date, and the proposal number and description.

2. Table of Contents

Include a clear identification of the material by section and by page number.

3. Letter of Transmittal

3.1 Limit to one or two pages.

3.2 Briefly state the Proposers understanding of the work to be done and make a positive commitment to perform the work.

3.3 Give the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses, email and telephone numbers.

3.4 Provide an official signature of a Corporate Officer certifying the contents of the Proposer's responses to THE TOWN's Request for Proposal.

4. General Information

4.1 Name of Business.

4.2 Mailing Address and Phone Number.

4.3 Names and contact information of persons to be contacted for information or services if different from name of person in charge.

4.4 Normal business hours.

4.5 State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.).

4.6 Give the date business was organized and/or incorporated, and where.

4.7 Please describe the overall size of your audit firm. Give the location of the office from which the work is to be done and the number of professional staff employees at that office.

4.8 Indicate whether the business is a parent or subsidiary in a group of firms/agencies. If it is, please state the name of the parent company.

4.9 State if the business is licensed, permitted and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

4.10 Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of submittal of RFP for the type of goods/services to be provided. Should the Proposer not be fully licensed and certified, their RFP submittal shall be rejected. If applicable, any permits, licenses, or fees required shall be the responsibility of the Proposer. No separate or additional

payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, City, City, etc., are the responsibility of the Proposer.

4.11 How did you hear about the RFP? Indicate if it was via the City's website, internet search, website, newspapers, email, etc.

4.12 Is the firm adequately insured to cover claims? Describe liability insurance coverage arrangements.

4.13 Please make The Town aware of any of the following ownership status of the firm.

1. Minority Owned
2. Locally Owned (Hamilton County, Florida)

4.14 Please list any other information the firm may wish to provide.

5. Project Approach

5.1 Describe in detail your proposal to fulfill the requirements of the Section 5.2 Anticipated Audit Approach.

5.2 Ensure that the proposal fully addresses all requirements set forth in this RFP.

5.3 Describe assistance expected from THE TOWN staff, if other than outlined in the RFP.

5.4 Describe the tentative schedule for completing the audit within the specified deadlines of section 1.3 Audit Time Table

6. Experience and Qualifications

6.1 Specify the number of years the Proposer has been in business. A minimum of five (5) years in business is required.

6.2 Identify the Proposer's qualifications to perform the services identified in this RFP.

6.3 Provide a minimum of five (5) references with all contact information including telephone number and email address. If you have any current or past governmental agencies as customers, you are encouraged to list them, especially those from Florida municipalities. It is recommended that references be similar in size to THE TOWN or have similar services as THE TOWN.

6.4 Include a copy of the firm's most recent external quality control review, the letter of comments, and a statement as to whether that quality control review included a review of specific governmental engagements.

6.5 Please provide the names of governments (preferably of similar type and size) for which your firm is currently and within the past three (3) years, performed similar audits. Please indicate the type(s) of services performed and the number of years served for each entity. Provide company name, address, a contact person, and telephone number of at least three, current or prior, municipal audit clients who may be contacted for a reference.

6.6 Identify any litigation that the firm has been involved in over the last three (3) years with a description of the circumstances and the outcome.

6.7 Provide a brief description of any continuing professional education seminars that the firm offers for its clients.

6.8 Identify all Florida governmental entity engagement which the firm has been involved in over the past five (3) years. Please provide a brief overview of the types of services provided and the number of years served for each.

6.9 Identify the staff to be directly assigned to the engagement and indicate whether each is registered to practice as a certified public accountant in the State of Florida. Please indicate the approximate percentage of time spent on the audit by each team member.

6.10 Identification and qualifications of personnel to be assigned to the engagement. Please include the following:

I. Names and government audit experience of the partner in charge of the audit and other partners who will be assigned review or quality control functions, include their resume’.

II. Names of the manager and other supervisory personnel who will be assigned to the engagement, including information about their government audit experience, include their resume’.

III. Information on certification, licensure, and CPE training of each of the above.

IV. Information on membership in professional societies (e.g., AICPA, FICPA, FGFOA, GFOA, AGA) of each of the above.

V. Describe the professional experience of assigned individuals in auditing relevant municipalities.

VI. Describe the relevant educational background of each person assigned to the audit. This should include seminars and courses attended within the past three years, especially those courses in governmental accounting and auditing.

VII. Describe the circumstances in which (1) the audit staff may be changed; (2) the need for new staff to meet the same level of qualifications; and (3) the entity’s right to reject or approve replacements.

6.11 Include minimum of one paragraph about each member of the project team including role in this proposed work and relevant knowledge and experience they bring to the team.

6.12 Circumstances under which the Audit Team may be changed and how those changes will be determined. Any changes to the audit team will require the Auditor to replace staff with resources with the same level of qualification. The Town reserves the right to reject or approve replacements.

6.13 Please provide your most recent Peer Review Acceptance Letter and Peer Review Report. Pursuant to Section 218.39, Florida Statutes, it should be dated within the past three (3) years. It should also include a review of the quality of specific government audits.

6.14 Describe any regulatory action taken by any oversight body against the proposing audit organization.

6.15 Please provide information on whether any disciplinary action has been taken against the firm at the Federal or state level and, if such action has been undertaken, the current status of the action. In Florida, certified public accountants may be subject to punishment for a misdemeanor committed pursuant to Section 473.322(2), Florida Statutes, or to disciplinary action by the Florida State Board of Accountancy pursuant to Section 473.323(3), Florida Statutes.

7. Pricing and Payment Terms

7.1 The proposal must contain all pricing information relative to performing the audit engagement as described in this RFP. Please include the Summary of Audit Costs Sheet with your proposal.

7.2 The fee proposed for each year of the engagement must be separately stated for each fiscal year-end (2025, 2026, and 2027)

7.3 Proposals should include any other necessary cost information.

7.4 Specify cost for each audit year beginning with the audit ending September 30, 2025. The cost for year one (year ending September 30, 2025) through year three (year ending September 30, 2027) are binding. Cost estimates must indicate the basis for the charges and whether the amount is a “not-to-exceed” amount. A. Personnel costs – Itemize the following for each category of personnel (partner, manager, senior, staff accountants, clerical, etc.) with the different rates per hour.

- 1) Estimate hours – categorize estimated hours into the following: on-site and work performed in the Auditor’s office.
- 2) Rate per hour.
- 3) Total cost for each category of personnel and for all personnel costs in total.

Other costs – completely identify and itemize.

8. Audit Approach

Please outline your audit approach including:

8.1 Describe the extent to which the firm proposes to employ statistical sampling techniques.

8.2 Describe the type and extent of analytical procedures to be used in the engagement.

8.3 Describe the manner in which the firm intends to segment the engagement, including time frames for each segment.

8.4 Detail the hours of staff time at each level that will be devoted to each segment.

8.5 The approach proposed for gaining and documenting the auditor’s understanding of the entity’s internal controls.

8.6 The approach proposed for determining which laws and regulations should be tested for compliance.

8.7 Describe the method of drawing samples for tests of compliance.

8.8 Describe the type and use of software in the engagement.

9. Independence Statement

Auditors are required to maintain independence, both in fact and appearance, regarding audit clients. Please provide a written statement confirming you meet the guidelines for independence set forth in applicable auditing standards.

10. Working Papers Policy

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by THE TOWN of the need to extend the retention period. The auditor will be required to make working papers available, upon request, without charge, to any federal, and/or state agency, subsequent auditors and to THE TOWN and any parties THE TOWN designates as part of the audit quality control review.

11. Joint Proposals and Subcontracting

Firms that anticipate subcontracting portions of the engagement must state this fact in their proposal and clearly identify the subcontracting firm(s). Following the award of the audit contract, no additional subcontracting will be allowed without the express, prior written consent of THE TOWN.

Please include a statement recognizing this policy.

12. Additional Laws and Regulations

The audit shall be conducted in accordance with: (a) Section 218.39, Florida Statutes; (b) Section 218.391, Florida Statutes; (c) Chapter 10.550, Rules of the Auditor General; (d) the U.S. Government Accountability Office's Government Auditing Standards; (e) the provisions of the Florida Single Audit Act (Section 215.97, Florida Statutes) and the Federal Single Audit Act and Uniform Guidelines (2 CFR Part 200, Subpart F), as applicable; (f) Generally Accepted Auditing Standards (GAAS) issued by the AICPA; (g) Government Auditing Standards ("Yellow Book") issued by the U.S. Government Accountability Office; and (h) standards issued by the Government Accounting Standards Board ("GASB").

By submitting a proposal, the proposer acknowledges awareness of these statutory and regulatory requirements and agrees that all services provided under any contract resulting from this RFP shall comply with the above authorities.

13. Engagement Letter (Contract) Requirements

The Engagement Letter will contain at minimum the following elements:

- A description of the financial statements to be audited and of the reports the auditor is expecting to prepare and issue
- The reporting period
- The auditing standards and requirements that will be followed (that is, (generally accepted auditing standards) and Government Auditing Standards)
- A description of management's responsibility for the following:
 - The preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework
 - Complying with applicable laws and regulations
 - Implementing systems designed to achieve compliance with applicable laws and regulations

- Establishing and maintaining effective internal control to help ensure that appropriate goals and objectives are met, following laws and regulations, and ensuring that management and financial information is reliable and properly reported
- Identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented
- Addressing the findings and recommendations of auditors, and for establishing and maintaining a process to track the status of such findings and recommendations
- Taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that the auditor reports
- A description of management and auditor responsibilities for additional information that accompanies the basic financial statements — for example, supplementary information and required supplementary information
- The following items when nonaudit services are to be performed:
 - Objectives of the nonaudit service:
 - Services to be provided
 - Auditee's acceptance of its responsibilities (as described in paragraph 3.76 of Government Auditing Standards)
 - The auditor's responsibilities
 - Any limitations on the provisions of nonaudit services
- Pertinent information that, in the auditor's professional judgment, needs to be communicated to individuals contracting for or requesting the audit, and to those legislative committees, if any, that have ongoing oversight responsibilities for the audited entity when auditors perform the audit pursuant to a law or regulation
- Report distribution responsibilities, including which officials or organizations will receive the report and the steps to be taken to make the report available to the public when the audit organization is responsible for report distribution
- A statement that, subject to applicable laws and regulations, appropriate individuals, as well as audit documentation, will be made available upon request and in a timely manner to appropriate auditors and reviewers

- A statement that receipt of written representations related to management's responsibilities will be expected, along with written representations required by other AU-C sections

14. Management Representation Letter Statement

The Town will execute and provide the auditor with Management Representation letter dated the date of the Audit Report.

6. Closing Statement

Time Schedule for Awarding the Contract

Proposals signed by authorized officials will be accepted via email at rgamsby@WhiteSpringsfl.us until November 4th, 2025 at 5:00pm. Subject line should read “Response to RFP – Auditing Services”.

Additionally, please hand deliver or mail physical copies to:

Auditor Selection Committee

PO Drawer D

10363 Bridge St

White Springs, FL 32096

THE TOWN’s Auditor Selection Committee will review the proposals and make a recommendation to The Town Council on November 18th, 2025 at which time the contract will be awarded. Notification of the award will be emailed within five business days.

Thank you,

Robert Gamsby, Chairman

Town of White Springs

Auditor Selection Committee

Appendix A: Summary of Audit Costs

TOTAL ALL-INCLUSIVE ANNUAL PRICE PROPOSAL FOR AUDITING SERVICES AS DESCRIBED IN RFP FOR FISCAL YEARS ENDING 2026, 2027, 2028:

For audits not subject to State or Federal Single Audit Act.

\$ _____ . _____ annually

_____ dollars & _____ cents

For audits subject to State or Federal Single Audit Act.

\$ _____ . _____ annually _____ dollars &

_____ cents

An hourly rate of \$ _____ and a not to exceed fee of \$ _____ for additional grant audit procedures or requirements.

An hourly rate of \$ _____ for time spent on services requested outside of the RFP.

Proposed price increase for each of the possible two (2) extension periods, Fiscal Years Ending 2029 and 2030:

For audits not subject to State or Federal Single Audit Act

\$ _____ . _____ Annual increase

_____ dollars & _____ cents

For audits subject to State or Federal Single Audit Act.

\$ _____ . _____ Annual increase

_____ dollars & _____ cents

An hourly rate of \$ _____ and a not to exceed fee of \$ _____ for additional grant audit procedures or requirements.

An hourly rate of \$ _____ for time spent on services requested outside of the RFP.

Date

Company Name

License Number

Authorized Officer (Print)

Authorized Signature