

REQUESTS FOR PROPOSALS INDEPENDENT AUDITOR SERVICES

The City Council for the City of White Sulphur Springs is seeking proposals from qualified firms to provide independent Auditor services for the City for FY 25/26, FY 26/27, FY 27/28, and possibly FY 28/29. The City will select a firm to serve as an Independent Auditor for a period of **2 to 4 years**. Qualifying firms must be listed with the Montana Department of Administration– Local Government Services Bureau (MDOA) as an approved independent auditor for local government entities, and shall utilize the local government compliance supplement in conjunction with federal/state government auditing standards as outlined and available through the MDOA.

Responses to this RFP should include:

1. The firm's legal name, address, and telephone number;
2. The qualifications and experience of the professional personnel assigned to the project
4. A description of the firm's recent or past experience working for the City of White Sulphur Springs;
5. Related firm experience working for other communities in Montana;
6. A description of the firm's expected or anticipated allocation of time to the City broken down by in-office time, on-site time, and relative cost(s) for consultation regarding governmental accounting issues and compliance with state law from an audit perspective;
7. A description of the firm's current work activities;
8. Location of the firm.

The proposals will be evaluated based on the following criteria:

- Related experience on similar projects (20%);
- Recent and/or current work for the City of White Sulphur Springs (30%);
- The qualifications of professional personnel to be assigned to the project (20%);
- The capability to meet time and budget requirements (20%);
- Firm location (10%)

The selection of the successful firm will be based on an evaluation of the written responses and an interview if the City deems the latter is needed. Descriptions as to approach and procedures used, documents required, and direction/supervision of the audit team is highly encouraged. The award will be made to the most qualified firm whose proposal is deemed most advantageous to the City, all factors considered. Unsuccessful offerors will be notified as soon as possible.

Interested individuals or firms should contact Mayor Rick Nelson or Clerk/Treasurer Michelle Stidham, (T: 406-547-3911) for additional information concerning the proposal, and answers to any questions respondents may have concerning the project. Prior years' audit reports are on file and available for review by interested parties.

One copy of the proposal must be received, suitable for copying, by **August 18, 2025 @ 12:00 p.m. (noon)** and should be submitted to: City of White Sulphur Springs, PO Box 442, White Sulphur Springs, MT 59645. Submissions sent via email must be sent to: wss@itstriangle.com. Please state "City of White Sulphur Springs Independent Audit Services Proposal" on the outside of the response package or identified in the "Subject" line of the email. The time stamp must be prior to noon on the due date to be considered.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. The City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject all responses deemed unqualified, unsatisfactory, or inappropriate. Note: Payment for services will be specified as part of the final negotiated contract.

**City Council
City of White Sulphur Springs**