

Town of Grantwood Village

Request for Proposal

Audit Services

General Statement

The Town of Grantwood Village, Missouri is soliciting proposals from qualified firms of certified public accountants for the preparation of annual financial statements which includes the annual financial statement audit and Single Audit, if applicable, for three year-end fiscal periods, beginning with the fiscal year ending June 30, 2026, 2027 and 2028. The audits are to be performed in accordance with auditing standards generally accepted in the United States.

In the event that a Single Audit is required, audits are to be conducted in accordance with the Federal Single Audit Act and the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Nonprofit Organizations.

The Town desires to enter into a contract for all three years. At the conclusion of the three year contract, the Town may renew said contract for an additional three year term, providing both parties agree on terms and price of contract.

Proposals to be accepted until 5:00PM December 5, 2025.

Background

The Town has a town / village structure and operates under a Board of Trustees form of government. The population is 961 and the expenditures budget for 2025 / 2026 is \$1.3M. Currently, accounting system is in Quickbooks and financial statements are reported on a modified cash basis. The Town has no employees and receives all of its revenue directly with the exception of municipal court.

Scope of Services/Deliverables

- Preparation of annual report and audit. Preparation of notes to the financial statements and supplemental information, audit and expression of an opinion of the town's basic financial statements.
- Single Audit and grant compliance audit as required.
- Annual report of comments and recommendations to management. The auditor should observe the adequacy of internal controls and efficiency. A separate letter disclosing recommendations to improve the effectiveness of operations is to be provided.

- Provision of necessary consultation and advice throughout the year.
- Include any other service the firm feels necessary to comply with Federal, State, or accounting standards.
- Audit and Financials must be delivered no later than 120 days after year end.
- Presentation of the audit to the Board of Trustees and the Development/ Finance Committee, including discussion of the Management Letter.
- 12 Bound copies, 1 unbound copy and one electronic version of the audited financial statements, Single Audit and Management Letter. The Town maintains the right to make additional copies as it deems appropriate and necessary.

Assistance Available to Auditor

The Treasurer will be the auditor's principal contact and will coordinate the assistance to be provided by the Town to the auditor. The Town will provide adequate work area for the auditing staff. Clerical assistance will be provided in typing letters of confirmation and supplying reports and documents deemed necessary for the audit upon request of the auditor.

Submission Requirements

To simplify the review process and to obtain the maximum degree of comparability, a portion of the proposal must follow the outline as set below and at minimum, contain the required information. Additional relevant information is also encouraged.

1. Demonstrate independence and license to practice in Missouri.
2. Indicate the approximate date the audit will begin and end, including preliminary field work.
3. Include a copy of your firm's most current peer review report.
4. Provide a proposed first-year timetable in calendar days for all stages of the project services and reports.
5. Describe the governmental experience of your firm.
6. Fees: The town requires a firm, fixed fee for services for each year to be covered by this agreement. Please indicate the fee for each year as follows:

- a. Annual Report Preparation and Audit for year ending Jun 30, 2026
 - b. Annual Report Preparation and Audit for year ending Jun 30, 2027
 - c. Annual Report Preparation and Audit for year ending Jun 30, 2028
7. Single Audit: Fees for a single audit shall be stated separately from the fees quoted for the general audit by year in which an audit is anticipated.

Selection Criteria

The procurement process for these services will be based upon a qualifications based selection process. The award of a contract will be made to the firm offering a response that the Town believes best meets its needs. Each respondent will be evaluated on the basis of the following criteria:

1. Qualifications and experience of the firm and the key individuals to be assigned to the City's audit.
2. Ability to complete the audit in a timely manner, credentials of firm and demonstrated ability in similar projects.
3. Qualifications and experience of the firm to provide other professional services
4. Cost

Submission of Proposal

Your proposal shall be submitted to the following individuals:

Patticia Williams, Treasurer: patw@grantwood.gov

Kevin Kelso, Chairman Board of Trustees: kevink@grantwood.gov

Susanna Messmer, Chairman Development / Finance Committee: susannam@grantwood.gov

Submittal Deadline: December 5, 2025

Proposal Acceptance

The Town reserves the right to accept the proposals in whole or in part, and to reject any and all proposals, and to negotiate separately as necessary to serve the best interests of the Town.

Neither the distribution of the RFP nor acceptance of any response should be construed as creating a contractual obligation between the Town and any firm. The Town does not authorize and will not be responsible for any expense or charges associated with providing a response to the RFP.

A recommendation will be made to the Board of Trustees for final approval. Firms whose proposals are not accepted will be notified in writing.

Notification of award will be made by the Treasurer. The selected firm will be required to enter into a contract with the Town. The final contract is subject to final approval by the Board of Trustees.

The proposal must remain valid for at least one hundred twenty (120) days after submittal date.

Contact Information

All questions regarding this RFP should be in writing and directed to Patrica Williams, Treasurer via email to patw@grantwood.gov.