

## CITY OF SOPCHOPPY REQUEST FOR PROPOSALS

The Sopchoppy City Council requests proposals from qualified firms to audit the financial statements of the City of Sopchoppy. The scope of the financial and compliance audit shall be in accordance with Government Auditing Standards, applicable in the State of Florida to audits of local governments, pursuant to Section 218.39 and/or 215.97, Florida Statutes and all other guidelines and requirements promulgated by the Office of the Auditor General, the provisions of OMB Circular A-133 and other Federal Single Audit Act requirements and applicable Federal law. The auditor shall prepare the State of Florida Annual Local Government Financial Report. The auditor shall deliver to the City an original and six hard copies of the audit and the electronic file of the audit for the City's use.

The City of Sopchoppy has engaged services of an outside certified public accountant to assist with preparation of year-end account and grants reconciliation, adjusting entries for the City's General Fund and Water/Sewer Fund, asset reporting, review of internal controls, and preparation of financial statements and required disclosures in accordance with generally accepted accounting principles. Staff of the City of Sopchoppy will be available during the audit to assist the selected independent audit firm in providing additional information, documentation, and explanations. The City will provide reasonable workspace and other facilities for the on-site audit staff.

Other Specific requirements:

- The firm must have an office within at least 50 miles of the City of Sopchoppy.
- The firm must have at least 5 years experience working with local governments of sizes equivalent to that of the City of Sopchoppy.
- The firm must have experience working with water and wastewater restoration and capitalization grants.
- The firm must have an unqualified peer review report.

Please enclose a proposed timeline for fieldwork and final reporting and include proposed fee structure for the audit services with projections of costs and fees for the next 3 years with a maximum fee not to exceed.

Qualifications for auditing services will be evaluated using the following criteria:

- (1) Expertise and experience in performing audits for units of local government - 33 1/3 points
- (2) Management and staffing support - 33 1/3 points
- (3) Familiarity or ability to quickly become familiar with local government's financial condition and accounting methods - 33 1/3 points

Six (6) sealed proposals marked '**PROPOSAL FOR AUDITING SERVICES**' must be received by **12:00 p.m. (EST) on Monday, September 6, 2021** at:

Sopchoppy City Hall  
105 Municipal Avenue  
P.O. Box 1219  
Sopchoppy, Florida 32358  
ATTN: Ashley Schilling, City Clerk

The City's Audit Selection Committee will rank and recommend to the City Council in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. If fewer than three firms respond to the request for proposal, staff shall recommend such firms as it deems to be the most highly qualified.

The City of Sopchoppy reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposal process, and to accept the proposal which is in the best interest of the City.