



REQUEST FOR PROPOSAL

The City of Sidney, Nebraska is requesting written proposals from certified public accounting firms for the purpose of examining and auditing of accounts, records, and affairs of the municipality for the fiscal years, October through September, of 2023-24, 2024-25, and 2025-26. Selected firm will conduct annual audits for three years w/annual review of services to determine retainage of said firm each year. Extension of the awarded agreement for auditing services will be considered annually after the September 30, 2026 fiscal year. Proposals will be received until 2:00 P.M. on June 28, 2024 at the office of the City Clerk, 1115 13th Avenue, Sidney, NE 69162.

The Scope of Services required of the City Auditor is as follows:

1. Conduct a financial audit of all City funds in accordance with the Generally Accepted Accounting Principles, Government Accounts Standards Board, O.M.B. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and State Auditors Requirements. Such audit should cover the period October 1 - September 30 of each fiscal year covered in the proposal, and the field work is to be completed by December 31 of each year.
2. Provide consultation services to the City Council, City Manager and City Clerk/Treasurer as may be required.

Proposals must contain the following minimum information:

1. Explanation of services available through your firm and a brief itinerary of the planned auditing services.
2. Brief business history of your firm; i.e. staff size, office location, year firm organized, etc.

3. List municipalities within the State of Nebraska that you have served in the last three years for which acceptable audits have been received by the State of Nebraska Auditor of Public Accounts.
4. State if your firm is familiar with OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with G.A.S.B. Statement No. 34, Basic Financial Statements & Management's Discussion & Analysis for State & Local Governments. Specifically, please note any experience in the Single Audit area and with the G.A.S.B. 34 reporting model.
5. Brief resume of personnel your firm would use on the city audit, specifically stating years of experience, background, etc.
6. A brief synopsis of the quality control procedures used by your firm to ensure the competency of the work performed.
7. State charges your firm would charge on a per hour basis for consultation, etc.
8. State in your proposal the maximum amount that the audit would cost for each of the stated fiscal years.

The successful bidder will be required to enter into a contract with the City of Sidney which would comply with the guidelines set out by the Community Development Block Grant manuals. The City of Sidney reserves the right to interview any or all of the bidding firms. In the event your firm is selected for an interview, you will be notified. The City of Sidney, Nebraska reserves the right to reject any or all proposals.

Kegan Carwin, Finance Director
CITY OF SIDNEY, NEBRASKA