



Levan Town
20 North Main
PO Box 40
Levan, UT 84639
(435) 623-1959

LEVAN TOWN, UTAH REQUEST FOR QUALIFICATIONS FOR MUNICIPAL AUDIT SERVICES

INTRODUCTION

Levan Town (the “Town”) is seeking qualifications from qualified and licensed accounting firms to provide annual municipal audit services.

The selected firm will be responsible for conducting the Town’s annual financial audit in accordance with applicable Utah laws, governmental accounting standards, and auditing standards. The firm must be licensed to provide audit services in the State of Utah and have experience auditing municipalities or other governmental entities.

The Town reserves the right to reject any and all submissions.

SCOPE OF SERVICES

The selected firm shall provide the following services:

- Conduct the Town’s annual financial audit in accordance with applicable laws, regulations, and professional auditing standards.
- Review the Town’s financial records and financial statements.
- Complete required audit procedures and testing.
- Prepare and present the annual audit report and related financial statements.
- Identify and communicate any findings, deficiencies, or recommendations to the Town.
- Assist Town staff with questions regarding the audit and required financial information.
- Complete any required state or federal reporting associated with the audit, as applicable.
- Attend a Town Council meeting to present the completed audit, if requested.
- Provide other audit-related services reasonably necessary to complete the annual municipal audit.

PROPOSAL REQUIREMENTS

Each proposal must include the following:

1. **Qualifications and Key Personnel**



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- Identify the individual responsible for managing the Town's audit.
- Provide the qualifications and experience of key personnel who will perform audits.
- 2. Firm Overview and Experience**
 - Provide the firm's name, office location, and years in operation.
 - Describe the firm's experience auditing governmental entities.
 - Identify similar audits completed within the past five years.
- 3. Audit Approach**
 - Provide a brief description of the firm's approach to completing the Town's audit.
 - Describe how the firm will communicate with Town staff throughout the audit.
 - Identify the anticipated timeline for completing the audit.
- 4. References**
 - Provide at least three references for municipal or governmental audit clients.
 - Include the client name, contact person, phone number, and email address.

SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

- 1. Qualifications and Key Personnel – 25 points**
- 2. Firm Overview and Experience – 25 points**
- 3. Audit Approach – 25 points**
- 4. References – 25 points**

Total: 100 points

SELECTION PROCESS

The Town will review and score all submitted qualifications based on the criteria listed above. The highest-ranked firm may be selected for contract and fee negotiations.

If the Town is unable to reach an agreement with the highest-ranked firm, the Town may negotiate with the next highest-ranked firm.

The selected firm will be eligible to provide annual audit services to the Town for a period of up to five (5) years, subject to annual contract approval and satisfactory performance.

SUBMITTAL INSTRUCTIONS

- **Submission Deadline:** 5:00 p.m. on Thursday, September 10, 2026
- **Submission Format:** Electronic PDF



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- **Submission Page Limit:** 12 pages total
- **Submission Contact:** Chelsi Oliver
coliver@levantown.com
435-623-1959
- **Proposal Opening/Review:** Thursday, September 10, 2026 at 7:00 p.m. during a Levan Town Council Meeting

Levan Town reserves the right to request additional information or clarification from any firm submitting qualifications and to reject any or all submissions.