

**City of Bondurant, Iowa
Request for Proposals (RFP)
Professional Audit Services**

1. Introduction

The City of Bondurant, Iowa is seeking proposals from qualified independent certified public accounting firms to audit its financial statements for the fiscal years ending June 30, 2026, June 30, 2027, and June 30, 2028. These audits are to be performed in accordance with generally accepted auditing standards (GAAS), Government Auditing Standards issued by the Comptroller General of the United States, and, if applicable, the provisions of the Uniform Guidance.

The City is transitioning from cash basis to GAAP-based financial reporting during fiscal year 2026 (07/01/2025 – 06/30/2026). The audit for FY2025 will be completed on a cash basis and is not included in this engagement. This RFP is for the audit of the City's first GAAP-compliant Annual Comprehensive Financial Report (ACFR) for FY2026 and the subsequent two fiscal years.

The City is receiving consulting support from Eide Bailly LLP to assist with the GAAP conversion and the preparation of the first GAAP-based financial report. The selected audit firm must be prepared to audit these statements in accordance with applicable standards and collaborate professionally with the City and Eide Bailly during this transition.

2. Background

The City of Bondurant previously reported financial information using cash basis accounting and submitted annual reports to the State of Iowa. Beginning in FY2026, the City will prepare GAAP-based financial statements in accordance with Governmental Accounting Standards Board (GASB) principles and submit an ACFR. This effort is part of the City's broader strategy to improve transparency, support long-term planning, and position itself for participation in the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting program.

3. Scope of Services

The audit firm shall:

- Audit the City's basic financial statements prepared on the basis of GAAP for fiscal years ending June 30, 2026, 2027, and 2028.
- Provide an opinion on the fair presentation of the financial statements in conformity with GAAP.
- Conduct the audit in accordance with generally accepted auditing standards and Government Auditing Standards.
- Perform tests of internal controls and compliance as required by auditing standards and the Uniform Guidance, if applicable.
- Prepare and submit a management letter with findings and recommendations, if any.

- Present the audit findings to City leadership and provide assistance with technical questions.
- Work collaboratively with Eide Bailly and City staff during the FY2026 transition.

4. Term of Engagement

The City intends to enter into a three-year contract with the selected firm covering fiscal years 2026 through 2028. The contract may be renewed or extended by mutual agreement.

5. Proposal Requirements

Proposals must include the following:

1. **Cover Letter**
2. **Firm Profile and Qualifications**
3. **Experience with GAAP-based municipal audits and ACFR reporting**
4. **Proposed Audit Approach and Timeline**
5. **Staffing Plan and Resumes of Key Personnel**
6. **References from Similar Engagements**
7. **Fee Proposal for Each Year (FY2026, FY2027, FY2028)**

6. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Demonstrated understanding of GAAP-based municipal audits
- Proposed approach and ability to meet deadlines
- Cost of services
- References and quality of prior work

7. Submission Instructions

Submit proposals electronically in PDF format by **7/31/2025** to:

Jené Jess

Finance & Employee Services Director

City of Bondurant

Email: jn Jess@cityofbondurant.com

Phone: 515-630-6981