Date: August 24, 2026
REQUEST FOR PROPOSALS (RFP)
RFP NUMBER 81726

The City of Palo is seeking proposals for audit services relating to the audit for the 2026 fiscal year ending June 30, 2026. Attached is information relating to minimum specifications of services, data to be included in the proposal, evaluation criteria, and selected information relating to the entity to be audited.

Proposals will be accepted until **4:00 p.m., Tuesday, September 15, 2026**, at Palo City Hall, 2800 Hollenbeck Road in Palo or emailed to cityclerk@cityofpalo.com. If mailed, the proposals should be sent to:

City of Palo
2800 Hollenbeck Road
Palo, IA 52324

Please include the RFP number indicated above and the name of the firm submitting the proposal. The contract for services is expected to be awarded by **September 25, 2026**. Further information may be obtained from the City Clerk at (319)-851-2731.

I. SPECIFIC REQUIREMENTS

1. The City of Palo reserves the right to reject any and all proposals received.
2. Only proposals received at the location described and in the timeframe given will be considered.
3. A copy of the enclosed contract should be completed and signed by a partner of the firm submitting the proposal.
4. The audit shall be performed in accordance with the following:
   - U.S. generally accepted auditing standards.
   - The standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.
   - The Single Audit Act Amendments of 1996 and Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), when applicable.
5. The fees quoted in your proposal and included in the contract will be the maximum paid per hour and in total, unless an amendment to the contract is completed by both parties.
6. The audit report should conform to:
   - Reporting formats specified by the Auditor of State's (AOS) office.
   - AICPA Audit Guides.

- Governmental Accounting Standards Board reporting requirements.
- The requirements of the Single Audit Act Amendments of 1996 Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), when applicable.

7. The audit report should include a management letter, if appropriate, which includes recommendations related to the financial statements, internal control, accounting systems, and compliance issues.
8. An electronic (PDF) copy of the report shall be provided to cityclerk@cityofpalo.com.
9. An electronic (PDF) of the report, including the management letter, a detailed per diem audit bill, and a copy of the news release shall be submitted to the Auditor of State at SubmitReports@aos.iowa.gov upon release of the reports to the entity.

II. DATA TO BE INCLUDED IN PROPOSAL

In order to simplify the review process and to obtain the maximum degree of comparability, the proposal should include the following items and be organized in the manner specified below.

A. Letter of Transmittal

A letter of transmittal briefly outlining the proposer's understanding of the work and general information regarding the firm and individuals to be involved is permitted, but not required, if it is limited to not more than two pages. If a transmittal letter is presented, it should clearly set forth the local address of the office of the firm which will perform the work, the telephone number and the name of the contact person.

B. Table of Contents

Include a table of contents which identifies the material by section, page number and a reference to the following information to be contained in the proposal. If a transmittal letter is not submitted, please include in the table of contents the local address of the office which will perform the work, the telephone number and the name of the contact person.

C. Profile of Firm Proposing

1. State whether the firm is a local, national or international firm and a brief description of the size of the firm.
2. State whether the firm is in compliance with the registration requirements to engage in the practice of public accounting within Iowa.
3. State whether the firm is independent of the entity to be audited in accordance with Government Auditing Standards.
4. Describe the local office which will perform the audit, including:
   a. Location of the office.
   b. Current size of the office.

   c. Size of professional staff by level, such as partner, manager, supervisor, senior and other professional staff.

   d. Number of CPA's in the office.

5. Submit any other information required to describe the office which will perform the work.

D. Qualifications

1. Describe the recent local office auditing experience in similar types of audits to which the proposal relates. If appropriate, include regional experience in auditing similar types of entities.
2. Include resumes of all key professional members who will be assigned to the audit. Resumes should be included for all members of the audit team from the audit partner through at least the on-site in-charge auditor. The resumes should include:
   a. The amount of experience the individual has had in the auditing profession.
   b. A summary of similar audits on which the individual has worked.
   c. A summary of the continuing professional education the individual has had in governmental accounting and auditing during the last two years.
   d. A statement as to whether the individual is independent of the entity, as defined by Government Auditing Standards.
3. Describe the firm's policy on notification of changes in key personnel.
4. Provide a listing of or the number of professionals in the office who are experienced in governmental auditing.
5. Describe the availability of individuals within the firm who are primarily involved in governmental auditing and reporting and with whom the audit team may consult.
6. Describe briefly the firm's system of quality control to ensure the audit is adequately performed.

E. Scope of Services and Proposed Schedule

Briefly describe your understanding of the scope of services to be provided. Indicate a proposed time schedule for completing the work, assuming the contract is issued on the date given in the cover letter. Include the approximate dates you would perform fieldwork, office review, and report preparation and the latest delivery date of the final report.

F. Fees and Compensation

Provide the following information:

1. Estimated total hours.
2. Estimated out-of-pocket expenses.
3. Hourly rate by staff classification.
4. All-inclusive maximum fee and out-of-pocket expenses, which will not be exceeded.
5. Frequency and timing of your billing process.

III. EVALUATION CRITERIA

The proposal will be evaluated based upon the following two areas. Therefore, it is important the proposal is responsive to the data requested.

1. Cost

   Overall cost, including out-of-pocket expenses, for performance of the audit.

2. Qualifications

   a. Organizational structure and size of the firm.

   b. Organizational structure and size of the office which will perform the audit.

   c. Recent experience in similar audits.

   d. Qualifications of the audit team.

   e. Individuals with whom the audit team can consult.

   f. Level of effort, understanding of work and timetable to complete the audit.

IV. ENTITY PROFILE

(1) Administrative Information:

- Palo is a growing community with approximately 1,700 residents
- The period to be audited is fiscal year 2025 - 2026
- The city has 5 full-time and 4 part-time employees
- Palo uses gWorks for accounting software and Laserfiche for record retention
- There are 3 bank accounts at Palo Savings Bank
- The City Clerk is the point of contact at 319-851-2731 or cityclerk@cityofpalo.com
- Prior audit reports and working papers will be available

(2) Work, Reporting, and Time Requirements:

- City staff will be available to locate records and to assist the firm
- There will be workspace available at City Hall
- Exit conferences with the City Clerk and the Mayor will be required
- Date of contract award expected September 25, 2026
- Expect records would be ready for audit on or about October 23, 2026
- Date final report is due March 26, 2027
- Working papers must be provided with the final report

AGREEMENT BETWEEN

City of Palo

AND

____

THIS AGREEMENT made and entered into this _____day of September 2026, by and between the City of Palo and ____________________________________, hereinafter called "CPA."

WHEREAS, the City of Palo wishes to obtain the services of the CPA to perform an audit in accordance with Section 11.6 of the Code of Iowa for the fiscal year ending June 30, 2026; and

WHEREAS, the CPA is equipped and staffed to perform the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. The CPA will:

   A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.

   B. Begin work on the audit as specifically agreed upon with the City of Palo.

   C. Perform all work in accordance with U.S. generally accepted auditing standards, <u>Government Auditing Standards</u> and applicable federal requirements.

   D. Immediately inform the City of Palo, the Auditor of State, and the County Attorney if the audit discloses any significant irregularity in the collection or disbursement of public funds.

   E. Provide access to the working papers to any appropriate federal agencies for the period of time specified in relevant agreements entered into by the City of Palo.

   F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.

Agreement – Page 2

2. Conditions of Payment:

   A. It is understood the fees for the services set forth above shall be reimbursed at the following hourly rates:

Classification	Estimated Hours	Hourly Rate

   B. The CPA shall present an invoice for services in the following manner: ______________________________________
   ____
   ____

   C. Payment shall be made within ___ days of receipt of invoice.

   D. The total reimbursement shall not be for more than $________, except as specifically agreed by the City of Palo and the CPA.

3. Termination of Agreement:

   A. The City of Palo may terminate this contract without notice if the CPA fails to perform the covenants or agreements contained herein.

   B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

IT WITNESS THEREOF, the City of Palo and CPA have executed this AGREEMENT as of the date indicated below:

CPA	City of Palo
By ______________________________	By ______________________________
Title ____________________________	Title ____________________________
Date ____________________________	Date ____________________________

EVALUATION CRITERIA AND TECHNIQUES
FOR RESPONSES TO REQUESTS FOR PROPOSALS

Evaluation of responses to a request for proposal is based upon a 100-point rating system. A maximum of 25 points is assigned to the cost of the bid proposal, and a maximum of 75 points is assigned to the qualifications of the bidding firm or individual. The techniques used to evaluate these two components are described below.

Criteria: **COST**

Evaluation Value: 25 points

Evaluation Technique: For each firm evaluated

$$\text{Cost Score} = \left(\frac{\text{Lowest cost of all bids received}}{\text{Bid cost for this firm}} \times 25 \right)$$

Criteria: **QUALIFICATIONS**

Evaluation Value: 75 points

Evaluation Technique: Subjective scoring for the following factors:

	Qualification Factor	Possible Points
1.	Organizational structure and size of the entire firm (resources available – personnel and research, existence of areas of specialization, commitment to governmental auditing, etc.)	0-5
2.	Organizational structure and size of the office which will perform the audit (resources available – personnel and research, existence of area of specialization, commitment to governmental auditing, etc.)	0-5
3.	Recent experience in similar audits (involvement in local governmental audits – extensiveness, variety, length of time performing audits, etc.)	0-15
4.	Qualifications of the audit team (level of experience as accountants, auditors, governmental auditors, variety of experience, % of time devoted to governmental audits, number of CPAs involved, training, etc.)	0-25
5.	Individuals with whom the audit team can consult (level and variety of experience, number of CPAs, training, etc.)	0-5
6.	Understanding of work and timetable to complete audit (number of hours, projected timetable, commentary showing understanding of the entity and general knowledge of what is required, etc.)	0-20
	Total points - Qualifications	0-75

Each firm's total evaluation score is the sum of its cost score plus its qualification score. The maximum score is 100 points.