



**CITY OF DALLAS CENTER, IOWA
REQUEST FOR PROPOSALS (RFP)
PROFESSIONAL AUDITING SERVICES**

FOR FISCAL YEARS ENDING JUNE 30, 2026 (FY26) AND JUNE 30, 2027 (FY27)
(With Option for Multi-Year Extension)

SECTION 1: INVITATION & GENERAL INFORMATION

1.1 Purpose of Request

The City of Dallas Center, Iowa (the "City") is soliciting proposals from qualified, licensed Independent Certified Public Accounting firms to conduct the annual financial and compliance audit of the City of Dallas Center for the fiscal years ending **JUNE 30, 2026 (FY26) AND JUNE 30, 2027 (FY27)**, with an option to extend the agreement for up to three (3) additional fiscal years upon mutual written agreement and City Council approval.

1.2 Statutory & Professional Compliance

All services must be performed in strict compliance with:

Iowa Code Section 11.6 and all administrative rules and guidelines promulgated by the **Office of Auditor of State of Iowa (AOS)**.

Generally Accepted Auditing Standards (GAAS) established by the AICPA.

Government Auditing Standards (*Yellow Book*) issued by the Comptroller General of the United States.

Uniform Guidance / Single Audit Act (2 CFR Part 200, Subpart F), if federal expenditure thresholds are met in either fiscal year.

Iowa Code Chapter 12B and 12C regarding the deposit and investment of public funds.

1.3 Submittal Deadline & Contact Information

RFP Release Date: October 15, 2026

Questions Due: November 20, 2026 by 4:00 PM CST

Proposal Submission Deadline: November 30, 2026 by 12:00 PM CST

Inquiries & Proposal Submissions:

Contact: John Cook, City Administrator

Entity: City of Dallas Center

Address: 1414 Walnut Street, P.O. Box 396, Dallas Center, IA 50063

Email: jcook@dallascenter.com

Phone: (515) 992-3725

Proposals must be delivered via email (PDF) or by three (3) physical hard copies and one digital copy on a flash drive clearly labeled: *"RFP Response – Professional Auditing Services"*

SECTION 2: BACKGROUND & CITY PROFILE

Population: Approximately 1,900–2,000.

Form of Government: Mayor-Council with City Administrator.

Accounting Basis: Other Comprehensive Basis of Accounting (Cash Basis / Modified Cash Basis pursuant to Iowa Auditor of State guidelines for Iowa cities).

Funds & Operations:

General Fund (Administration, Public Safety, Parks & Recreation, Library, Public Works).

Special Revenue Funds (Road Use Tax, Employee Benefits, Local Option Sales Tax, TIF).

Debt Service & Capital Projects Funds.

Proprietary / Enterprise Funds (Water, Wastewater, Stormwater).

Accounting Software: gWorks Enterprise

Bank Accounts: Operating checking, sweep/investment accounts, and certificates of deposit at state-approved depositories.

SECTION 3: SCOPE OF SERVICES

The selected firm will be responsible for the following:

Annual Financial Statement Audit:

Conduct an independent audit of all financial transactions, fund accounts, and financial records of the City for FY27 (July 1, 2025 – June 30, 2026) and FY28 (July 1, 2026 – June 30, 2027).

Iowa Statutory & Regulatory Compliance:

- Complete testing and legal compliance reviews required under the Iowa State Auditor's City Audit Program, including:
- Budget amendments, certified budget limits, and expenditures under Iowa Code Chapter 384.
- Public bidding and contract procedures under Iowa Code Chapter 26.
- Deposit, collateralization, and investment compliance under Iowa Code Chapters 12B and 12C.
- Conflict of interest compliance under Iowa Code Section 362.5.
- Official publications compliance under Iowa Code Section 372.13 and Chapter 618.
- Urban Renewal / TIF compliance under Iowa Code Chapter 403.
- Pursuant to Iowa Code § 11.6, immediate written notification must be given to the Auditor of State and the City Council in the event any suspected embezzlement, theft, or significant irregularity is uncovered.

Single Audit (If Applicable):

If the City expends \$750,000 or more (or the updated federal Uniform Guidance threshold) in federal awards during either fiscal year, perform a Single Audit in accordance with Uniform Guidance (2 CFR 200 Subpart F).

Internal Control & Management Letter:

Prepare and present a Management Letter detailing any findings, deficiencies, significant deficiencies, or material weaknesses in internal controls, along with actionable recommendations for operational improvement.

Reporting & Filing Deadlines:

Draft reports delivered to City for management response following the close of each fiscal year.

Final report filed with the **Iowa Auditor of State** and the City Council within statutory deadlines (no later than **March 31** following the fiscal year-end, pursuant to Iowa Code § 11.6(6)).

Selected auditor will present the audit report in person or via video conference at a regularly scheduled City Council meeting.

SECTION 4: PROPOSAL FORMAT & REQUIREMENTS

To simplify evaluation, proposals should be organized into the following sections:

Part A: Technical Proposal**Title Page & Transmittal Letter:**

Firm name, address, contact person, telephone number, email, and signature of an authorized partner.

Brief statement confirming the firm's understanding of the work to be done and commitment to meet required deadlines.

Profile & Municipal Qualifications:

- License to practice public accounting in the State of Iowa.
- Evidence of firm registration with the Iowa Accountancy Examining Board.
- Summary of government/municipal auditing experience, specifically with Iowa cities of similar size and operating structure.
- Copy of the firm's most recent external peer review report and statement regarding disciplinary actions (if any).

Audit Team & Staffing:

Resumes/bios of the engagement partner, manager/senior auditor, and on-site field staff.

Confirmation of Yellow Book Continuing Professional Education (CPE) compliance for assigned staff.

Audit Approach & Workplan:

Overview of preliminary fieldwork schedule, year-end procedures, sampling methodology, and reliance on City staff. List of standard client-assistance schedules and data sets requested from the City.

References:

Minimum of three (3) municipal audit references (Iowa cities preferred), including contact name, title, telephone number, and years audited.

Part B: Cost Proposal (Submitted in a Separate File / Sealed Envelope)

Not-to-Exceed All-Inclusive Maximum Fee:

- Total fee for FY26 and FY27 (broken down per year).
- Breakdown of hours by staff level and associated hourly rates.
- Out-of-pocket expenses (mileage, travel, printing, lodging, etc.).

Single Audit Fee (Contingency):

Separate standalone fee or hourly rate structure in the event a federal Single Audit is triggered.

Optional Out-Year Fees:

Estimated pricing for FY28 should the City elect to extend the engagement.

SECTION 5: EVALUATION CRITERIA & SELECTION PROCESS

Proposals will be evaluated by City Administration and recommended to the City Council based on the following weighted criteria:

Evaluation Factor	Weight
Technical Competence & Firm Qualifications (Iowa municipal audit experience, peer review results, firm reputation)	30%
Qualifications of Key Personnel (Experience of assigned engagement partner and field auditors in Iowa municipal finance)	25%
Audit Plan & Methodology (Adequacy of proposed schedule, understanding of Iowa compliance, ability to meet deadlines)	20%
Cost Proposal (Reasonableness of proposed fees and hours)	20%
References (Feedback from other municipal clients)	5%

The City of Dallas Center reserves the right to:

- Reject any and all proposals received, in whole or in part.
- Waive informalities, irregularities, or technicalities in any proposal.
- Negotiate contract terms and fees with the top-ranked firm.
- Award the contract to the firm that best serves the overall interests of the City of Dallas Center, which may not necessarily be the lowest-cost bid.

SECTION 6: PROPOSED TIMELINE

RFP Issued: October 15

Deadline for Submissions: November 30

Recommendation to City Council: December 8

Notice of Award: Within five (5) business days following Council approval.

FY26 Audit Fieldwork: Spring 27

FY26 Delivery to State Auditor: On or before March 31, 2027