



# CITY OF ALBANY, OREGON

## REQUEST FOR PROPOSALS (RFP)

### Audit Services

Proposals Due by 2:00 p.m. (Pacific Time), Thursday, April 16, 2020

Notice is hereby given that the City of Albany ("City") is requesting proposals for Audit Services for both the City of Albany and the Albany Revitalization Agency (ARA) for a five-year term, with an option to extend two additional one-year terms, beginning with the audit for Fiscal Year 2019-2020.

Qualified contractors must provide the following scope of services:

- Audit the City and ARA financial statements annually for the period ending June 30
- Express an opinion on the fair presentation of the City and ARA's basic financial statements as a whole, in conformity with Generally Accepted Accounting Principles (GAAP)
- Fulfill the responsibilities and reporting requirements under OMB Circular A-133 (The Single Audit), as applicable to the City of Albany
- Perform certain limited procedures involving supplementary information required by the Governmental Accounting Standards Board (GASB) as mandated by Generally Accepted Auditing Standards (GAAS)
- Submit drafts of all reports for management review prior to final review with the City Audit Committee
- Attend meetings with finance staff and the City Audit Committee to discuss audit procedures, findings, the management letter, and conclusions

The Request for Proposals can be downloaded from the City of Albany website at <https://www.cityofalbany.net/finance/purchasing/bids>, or a printed copy can be obtained at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, or phone 541-917-7522, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. There is a \$35 charge for printed RFP documents.

The City will post all addenda on the City website. Prospective Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions or clarifications regarding this RFP and the scope of services contact Diane Murzynski, CPPO, Purchasing Coordinator, at 541-917-7522.

Sealed proposals must be received by the City of Albany, at the Parks & Recreation Counter, not later than 2:00 p.m. (Pacific Time), Thursday, April 16, 2020, addressed to the City of Albany, Finance Department, Attention: Diane Murzynski, CPPO, CPPB, Purchasing Coordinator, 333 Broadalbin Street SW, Albany, OR 97321. The outside of the envelopes shall plainly identify: (1) the name of the RFP, (2) the RFP closing date and time, and (3) the name and address of the proposer. Electronic proposals will not be accepted. Proposals received after the designated time and date will not be opened.

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 16TH DAY OF MARCH 2020.

Diane M. Murzynski, CPPO, CPPB  
Purchasing Coordinator

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