



October 26, 2026
REQUEST FOR PROPOSALS
CITY OF CORDOVA, ALASKA
AUDIT SERVICES, 2026-2028

A. PURPOSE

The City of Cordova requests proposals from qualified Certified Public Accounting firms to audit the City's financial statements for the three fiscal years ending December 31 of 2026, 2027, and 2028 with an option to extend the contract for two years in one-year increments through 2030. These two optional engagement years will be initiated by separate engagement letters.

The City of Cordova operates on a fiscal year ending 12/31 and has an annual operating budget of approximately \$19,000,000.

The City of Cordova would like to schedule field work during the April-June time period with final deliverables presented to Council by September 30th.

B. SUBMITTAL PROCEDURES

Please provide the following information with your RFP response:

1. Profile of the Audit Organization, technical qualifications and approach
2. Confirmation that the firm has an Alaska decision-making office and that the firm is authorized to use the term "certified public accountants" or "CPA" as set forth by the Accountancy Act (A.S. 08.04)
3. Provide a list of the Alaskan office's current and prior government audit clients (local governments, federal and/or state single audits, borough and school district accounts, grant compliance audits), indicating the type(s) of services performed and the number of years served for each.
4. Identify any disciplinary action against the firm and including a statement that the firm does not have a record of substandard audits according to records maintained by the State Division of Occupational Licensing.

5. Describe your approach to the audit. This should include at least the following points:
 - a. Clearly describe the scope of the required services to be provided. In addition to services included for the examination, specific reference must be made to the requirements of the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State of Alaska single audit requirements established by 02.AAC.45.010.
 - Organization of audit team and proposed number of hours to be assigned for each segment of the engagement
 - Typical assistance expected from City of Cordova staff
 - Tentative timetable outline for completing the audit within specified RFP deadlines
6. Summary of the Proposer's Individual Audit Staff Technical Qualifications
 - a. Identify the key partners, managers and supervisors/seniors who will be assigned to work on the audit, as well as the make-up of an on-site audit team.
 - b. Describe the experience in local government audits, including federal and state single audits and grant compliance audits of each senior and higher-level person assigned to the audit.
7. Cost Proposal
 - a. Provide a fixed price for the audit and report production/printing. City of Cordova will draft the financial statements, schedules and footnotes. Travel costs will be reimbursed based on actual expenses incurred.
 - b. Although no escalation in the scope of the audit is anticipated by management, include a description of how cost increases, or decreases, shall be calculated in the event the scope is altered.
 - c. Provide desired payment schedule and related milestones. This may be a single schedule assumed to apply to each of contract years.
8. References
 - a. The proposal should include references of Alaskan clients similar to this engagement. References may be contacted to ascertain the firm's performance, specifically in the areas of conformance to fixed-fee engagements, flexibility in scheduling, adherence to agreed-upon deadlines and client support as to the providing of industry information during the year.

Proposals are due before 2:00 p.m. local Cordova time on November 18, 2026

For paper-copy proposals, please submit five (5) copies in a sealed envelope plainly marked, "RFP – Audit Services for 2026-2028" addressed to the City Manager, City of Cordova, 602 Railroad Avenue, P.O. Box 1210, Cordova, AK 99574. Any proposal received after 2:00PM will not be considered.

Electronically submitted proposals will be accepted by email and may be sent to Samantha Greenwood, citymanager@cityofcordova.net. The email subject line shall read "RFP – Audit Services for 2026-2028", and the proposal shall be attached to the email as a ".pdf file". If submitting electronically, then only one electronic copy is required by the 2:00pm deadline. Questions regarding this proposal shall be directed to Sheryl Glasen, Finance Director, at sglasen@cityofcordova.net

C. PROPOSAL FORMAT, CONTENT, AND SCORING

Proposals will be reviewed by the City's selection team and scored based on qualifications as noted below. The firm with the highest scoring submittal (of 100 possible points) will be invited to negotiate a contract with the City.

Proposals shall be organized and scored as follows:

Proposals and information obtained from references will be evaluated to determine which best meets the needs of the City. The evaluation will be conducted by a committee of administrative personnel. Late proposals will not be accepted.

Proposals will be rated using the criteria below.

1. The proposers understanding of the work to be performed (10 points)
2. The firm's personnel have experience and expertise in governmental accounting and Federal and State Single Audit requirements (20 points)
3. The firm meets the standards of independence required by the Government Auditing Standards (Yellow Book) most recent revision (10 points)
4. The evidence of adequate planning regarding labor hours required as demonstration of ability to complete the project in a timely manner within the fixed-fee constraints (15 points)
5. The firm's experience with engagements similar to City of Cordova, including positive references (25 points)
6. The firm's technical qualification and the technical qualifications of the individuals who will be assigned to the audit.
7. The cost of the proposal. (20 points)

Proposing firms must indicate receipt of all addenda to this RFP, if any. The

anticipated schedule is as follows:

- October 26, City issues RFP
- November 18, Firms submit proposals
- November 20, City scores submittals
- December 2, City Council approves selection of Auditing Firm

D. SCOPE OF SERVICES

A. Financial audit

The Independent Auditor shall audit all funds and account groups of the City of Cordova in accordance with auditing standards generally accepted in the United States of America; standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; the provisions of the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); applicable pronouncements of Governmental Accounting Standards Board (GASB) and pronouncements of the Financial Accounting Standards Board (FASB) issued on or before November 30, 1989 unless these pronouncements conflict with or contradict GASB pronouncements as they relate to local governments.

The audit scope and opinions are to be in accordance with AICPA Audit and Accounting Guide Audits of State and Local Governmental Units including relevant Statements of Position, and principles prescribed by the Governmental Accounting Standards Board. The examination shall include opinions as to compliance with the Federal Single Audit Act, and the State of Alaska single audit requirements established by 02.AAC.45.010.

B. City of Cordova Annual Financial Report and State and Federal Single Audit Compliance Statements.

The scope of the audit shall include all accounts of the City.

1. The auditors shall accept the responsibility to express an opinion as to the fair presentation of the combining, individual fund and individual account group financial statements.

2. When required, a separate report on compliance and internal controls required for the Federal and State Single Audits shall be prepared by the auditor. If possible, the report will be published within the Annual Financial Report. Otherwise, copies of the report shall be made in accordance with Federal and State requirements.

3. In connection with the audit of the financial statements, the Auditor shall perform tests of compliance in accordance with Government Auditing Standards; Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), Audits of State and Local Governments; GASB and FASB pronouncements; and other applicable standards. In connection with the audit of the financial statements, the Auditor shall perform tests of internal controls in accordance with Generally Accepted Auditing Standards (GAAS); Government Auditing Standards; and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), Audits of State and Local Governments. As appropriate, the Auditor shall report on compliance with specific requirements applicable to major federal assistance programs and State programs and communicate all instances of noncompliance in the report on compliance or in the Schedule of Findings and Questioned Costs. Similarly, as appropriate, the Auditor shall report on compliance with general requirements applicable to federal assistance programs, and with non-major federal assistance programs if such were selected for testing during the audit. Information should be disclosed regarding the status of findings and recommendations from previous audits that remain uncorrected.

C. Management Letters

The auditor shall observe the adequacy of the systems of internal control, accounting procedures and other significant matters. If material weaknesses are noted, appropriate recommendations should be reviewed with management and included in a letter to the City Mayor and Council members.

D. Presentation to City Council

Upon completion of the audit, the auditor shall make a presentation to City Council in a work session, summarizing the major scope and findings of the audit, and discussing the highlights of the financial statements, and provide a brief presentation to the public at a presentation during the City Council meeting.

.....END OF RFP.....