



REQUEST FOR PROPOSALS (RFP) FOR AUDIT SERVICES

The City of Commerce is seeking the professional services of a Certified Public Accountant firm ("Auditor") for financial and compliance audits. The contract will be for three consecutive fiscal years beginning with the fiscal year ended June 30, 2026, and ending with the fiscal year ended June 30, 2029, with an autorenewal of one year thereafter. The audit shall be conducted in accordance with auditing standards generally accepted in the United States of America, promulgated by the American Institute of Certified Public Accountants (AICPA) and in accordance with the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States and the Official Code of Georgia Annotated.

Scope of Services:

- Conducting an annual audit of the City's financial statements.
- Preparing all required reports and filings in compliance with applicable laws and regulations.
- Presenting audit findings to the City's Mayor and Council.
- Providing guidance on financial reporting and internal controls as needed.

Proposal Requirements:

Interested firms should submit a proposal that includes:

1. Firm Background – Overview of the firm, including size, location, and years in business.
2. Experience – Description of experience with governmental or development authority audits.
3. Staff Qualifications – Resumes or bios of key personnel who will perform the audit.
4. Approach and Timeline – Outline of audit methodology and estimated completion schedule.
5. Fee Structure – Detailed cost proposal, including hourly rates and any additional charges.
6. References – At least three references from similar engagements.

Submission Details:

- Deadline for Submission: **February 20, 2026**
- Delivery Address: City of Commerce
110 State Street
Commerce, Georgia 30529
ATTN: FINANCE DIRECTOR
- Electronic Submission: ccase@commercega.gov

Evaluation Criteria:

Proposals will be evaluated based on:

- Relevant experience and qualifications.
- Understanding of the scope of work.
- Cost effectiveness.
- References and past performance.



Questions:

All inquiries regarding this RFP should be in writing and directed to:
Christy Case at ccase@commercega.gov.

Bids will be opened **February 23, 2026**, at 10:00 am.

The City of Commerce reserves the right to reject any and all Request for Proposals, as well as to waive technicalities and informalities.