



# City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • 928.753.5561  
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## **CITY OF KINGMAN** **NOTICE OF REQUEST FOR PROPOSAL** **PROFESSIONAL AUDITING SERVICES** **FIN24-003**

**Project Description:** The City of Kingman (“City”) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for a period of five (5) years, beginning with fiscal year ending June 30, 2024. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth in the U.S. General Accounting Office’s Government Auditing and the provisions of the Federal Single Audit Act of 1984 and the Single Audit Act Amendment of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

Proposers wishing to submit questions must do so in writing by 6:00 pm Arizona time, on January 22, 2024. Questions should be submitted by email to: [wsherer@cityofkingman.gov](mailto:wsherer@cityofkingman.gov).

To be considered, all interested firms must follow the submission requirements set forth in this Request for Proposal (RFP) to include the requirement that one (1) paper copy and one (1) electronic version saved on four (4) individual flash drives be received by the **City Clerk’s Office at the City of Kingman, 310 North Fourth Street, Kingman, Arizona 86401, by 3:00 P.M., Arizona time, February 1, 2024.** The City reserves the right to reject any or all responses submitted.

Any proposal received after 3:00 P.M. on the above stated date will be returned unopened. The outside of the proposal envelope shall indicate the name and address of the proposer, shall be addressed to City Clerk, City of Kingman, at the above address and shall be marked:

**“FIN24-003 – PROFESSIONAL AUDITING SERVICES”.**

Delays due to mail and/or delivery services will not be considered excusable to the time requirements contained within this RFP.

The City anticipates selecting a proposer and awarding a contract by March 2024. There is not an expressed or implied obligation for the City of Kingman to reimburse responding proposers for any expenses incurred in preparing proposals in response to this request.

During the evaluation process, the City of Kingman reserves the right, where it may serve in the City’s best interest, to request additional information or clarification from proposers. At the discretion of the City of Kingman, each proposer submitting a proposal may be requested to attend



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interviews as part of the evaluation process.

The City of Kingman reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for proposal.

**The City reserves the right to reject any and all bids.**

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