

Town of Rumford
Request for Proposals

July 13, 2026

Firms and Individuals Seeking Appointment as Town Auditor

1. **Notice & Intent:** The Town of Rumford is seeking proposals for the performance of an audit of its financial accounts and records covering a term of four fiscal years for the purpose of rendering an auditor's opinion regarding the fairness of applicable financial statements and compliance with applicable legal provisions, in accordance with generally accepted auditing principals. The contract would commence upon award and include the FY 2025 audit, the FY 2026 audit, the FY 2027 audit, and the FY 2028 audit.

The Board of Selectpersons will make a subjective decision on selection taking into consideration, experience, qualifications, along with any other tangible and intangible aspects of the proposal they, in their sole authority, deem relevant.

2. **Audit Requirements:** Services to be provided include –
 - Auditing of all prepared financial statements in accordance with GASB Standards and the requirements of the State of Maine Department of Audit and Title 30-A M.R.S.A. § 5823, and 2 CFR Part 200.
 - Certification that the financials are free from fraud, abuse or waste.
 - Verification of internal controls and compliance.
 - Verification of Uniform Guidance compliance (2 CFR Part 200).
 - A written report, containing an expression of opinion regarding the financial statements of the municipality.
 - Preparation of all required footnotes, disclosures, journal entries, and adjusting entries.
 - Preparation of a Schedule of Expenditures for Federal Awards as applicable.
 - A management letter, which shall identify management and internal control weaknesses, if any, and propose steps to correct them.
 - A brief presentation of the final audit at a public meeting of the Select Board.
 - Provision of 8 hard copies and an electronic copy of the final Comprehensive Annual Financial Report (CAFR) no later than thirty (30) days after completion of the Audit.
 - Availability throughout the year to answer accounting and financial reporting questions.

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3. **Inquiries:** Inquiries should be made to the Town Manager by email or telephone to townmanager@rumfordme.org or (207) 364-4576.
4. **Required Proposal Information:** The proposal must:
 - Provide the name, address, phone numbers, website, state licensure information, and firm history.
 - Describe experience and qualifications of the firm with municipal audits in Maine.
 - Describe experience with federal grants and single audits.
 - Describe the senior personnel to be assigned to the engagement including their experience and qualifications.
 - Describe the audit procedures in brief which will aid in the ability of the Select Board to evaluate the firm's understanding of local government financial procedures and their associated ordinary challenges.
 - Proposed maximum total fee, to be paid for each respective annual audit. Confirmation that final payment shall be due only after the submission of all required reports.
 - Include any other information significant to the decision-making process.
5. **Selection Criteria:** The Board of Selectpersons for the Town of Rumford shall be the sole and final authority on the selection of any consultant proposal for negotiations. The Town of Rumford reserves the right to negotiate the proposal which is in the best interest of the Town of Rumford, including the right to waive any technicality or formality of the proposal process and to choose not to proceed with negotiations at all.
6. **Delivery & Review:** Proposals may be sent by electronic submission to the Town Manager at townmanager@rumfordme.org or by mail to the Town Manager's Office, 145 Congress Street, Rumford, ME 04276 until Monday, August 3rd at 1:00pm Eastern Daylight Time. Proposals will be reviewed by the Board of Selectpersons within 30 days of the submission deadline. The Board of Selectpersons reserves the right to ask further questions, request additional information and conduct interviews at their own discretion.

George O'Keefe
Town Manager