



REQUEST FOR PROPOSALS (RFP)

Annual Audit Services for the City of Falls City, Nebraska

1. Introduction and Purpose

The City of Falls City, Nebraska is soliciting proposals from qualified independent Certified Public Accounting firms to audit its financial statements for the fiscal years ending September 30, 2025, and September 30, 2026, with an option to extend for one additional year (FY 2027).

2. Background

Falls City is a city of the second class operating under the laws of the State of Nebraska. The City receives federal funding and is therefore subject to the provisions of the Single Audit Act and the Uniform Guidance when applicable thresholds are met. The City's fiscal year ends on September 30.

3. Scope of Services

The selected auditor will be required to:

- Perform an annual audit of the City's financial statements including all governmental, business-type, and fiduciary fund types.
- Audit the City's compliance with laws and regulations applicable to federal grant programs when federal expenditure exceeds \$750,000, in accordance with the Single Audit Act and Uniform Guidance.
- Prepare and audit the Schedule of Expenditures of Federal Awards (SEFA), if required.
- Review internal controls and issue required reports under Government Auditing Standards.
- Complete and assist in the submission of the Data Collection Form to the Federal Audit Clearinghouse, if applicable.
- Present audit results to the City Council

4. Deliverables

- Annual Audited Financial Statements
- Single Audit Report (if applicable)
- Management Letter with Findings and Recommendations
- Auditor's Reports on Internal Control and Compliance
- Completion of required federal audit documents

- Final reports shall be delivered and presented in a timely manner to ensure the City is able to meet the statutory audit submittal deadline

5. Proposal Requirements

Proposals must include the following:

- Firm profile and relevant municipal auditing experience
- Qualifications and resumes of assigned personnel
- Audit approach and methodology
- References from comparable municipal clients
- Sample deliverables (redacted if necessary)
- Timeline for completion
- Fee schedule for each year, including separate pricing for single audit services if needed
- Acknowledgement of independence from the City
- Statement of compliance with Government Auditing Standards and the Uniform Guidance

6. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications of the firm and personnel
- Understanding of the scope and technical approach
- References and prior performance
- Cost effectiveness
- Availability and responsiveness

7. Submission Instructions

Proposals are due by February 17, 2026 and should be submitted electronically to:

Anthony Nussbaum, City Administrator/Clerk/Treasurer

Email: clerk@fallscityne.us

Subject Line: "Audit RFP – Falls City"

The City reserves the right to reject any or all proposals, waive informalities, and negotiate with the most qualified firm.

For questions or clarifications regarding this RFP, please contact the City Administrator at the email listed above.