City of Bryant
210 SW 3rd Street
Bryant, AR 72022
501-943-0999
www.cityofbryant.com

REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL AUDITING & TAX SERVICES

FULL BID INFORMATION AND REQUIREMENTS LOCATED AT WWW.CITYOFBRYANT.COM/PAGES/BIDS

All bids must be emailed, mailed, or hand-delivered to the City of Bryant's Boswell Municipal Complex located at **210 SW 3rd Street, Bryant, AR 72022, Attn: Nichole Manley, no later than Friday, August 1, 2025 at 12:00 P.M.**

BID OPENING DATE: Tuesday, August 5, 2025 @ 2 PM
Location: Boswell Municipal Complex Conference Room, 210 SW 3rd Street, Bryant, AR 72022

The City reserves the right to reject any or all bids, waive irregularities or informalities of any bid, and make an award in a manner consistent with the law, or deemed in the City's best interest.

Evaluation of the bid will be based on the following criteria:

- Qualifications, Experience, and Competence
- Proposed Method of Doing Work
- Capacity and Availability for Service
- Cost

Bid submission details can be found in full bid information located at WWW.CITYOFBRYANT.COM/PAGES/BIDS

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PROFESSIONAL AUDITING & TAX SERVICES
FOR THE CITY OF BRYANT, ARKANSAS

I. INTRODUCTION

The City of Bryant, Arkansas, is seeking proposals for Professional Auditing & Tax Services. This Request for Proposals (RFP) contains all the information necessary to prepare and file a proposal. Prospective proposers are advised to study this RFP completely and follow the instructions exactly.

II. DEFINITIONS & TIMELINE

Throughout this request for proposals, the following abbreviations shall apply:

1. "RFP" means Request for Proposals.

2. "CITY" means the City of Bryant, Arkansas.

3. "Proposer" means the individual, firm, partnership, joint venture, or corporation, which submits a proposal to the City in response to this RFP.

4. "Contractor" means the proposer chosen by the City to perform the services outlined in the RFP.

5. “Project” or “Plan” means the Professional Auditing & Tax Services to be accomplished in accordance with the scope of services and contract.

RFP Timeline	
RFP Posted	July 13, 2025 July 20, 2025 July 27, 2025
Responses Due	August 1, 2025
Bid Opening	August 5, 2025
Intent to Award Posted	August 19, 2025
Estimated Contract Begin Date	September 1, 2025

III. INSTRUCTIONS TO PROPOSERS

1. All proposals must be received in City Hall, prior to AUGUST 1, 2025 at 2:00 pm, regardless of delivery method.

2. **Submission of bids:**

   Hand-Delivered or Mailed:

   The envelope or container transmitting the proposals must be sealed, labeled and addressed as follows:

   City of Bryant
   ATTN: Purchasing Manager
   210 SW 3rd Street
   Bryant, AR 72022

   BID Number 2025-008
   PROFESSIONAL AUDITING & TAX SERVICES
   TO BE OPENED:
   AUGUST 5, 2025 at 2:00 pm

   Emailed:

   A bid submitted via email must include a PDF attachment of the bid. Bids with no PDF attachment will not be accepted.

   The subject line of the email must display as:

   "Bid Number 2025-008 PROFESSIONAL AUDITING & TAX SERVICES"

3. Five (5) copies of each **hand-delivered of mailed** proposal must be submitted together with one PDF version (for distribution by the City Staff). Any proposal not submitted in compliance with the instructions contained in this section and/or not containing the information requested by Section VI may be declared "nonresponsive" and may not be considered.

4. Any person, firm or corporation able to meet the requirements of this RFP is invited to respond to this RFP. Proposals will be bound by the provisions contained in this RFP, unless an amendment or deviation is formally approved and distributed by the City.

5. This RFP represents in writing to all proposers the most comprehensive and definite

statement that the City is able to make as to the requirements, terms, and conditions for this proposal process and performance of the project. Information and understandings, verbal or written, which are not contained either in this RFP or in subsequent written addenda to this RFP, will not be considered in evaluating proposals.

6. The specifications listed are to be interpreted as meaning the minimum acceptable by the city.

7. All proposals must include all Federal, State and City taxes. Any such levies shall be the responsibility of the respondent.

8. As part of the public negotiation process leading to the selection of a contractor, the City may request additions or modifications to any proposal. It is the present intent of the City not to negotiate substantive portions or an applicant's proposal and to rely on the information submitted in these proposals in awarding a contract.

9. The City reserves the right to award the contract without further discussion on the proposals submitted. The City and its designees also reserve the right to reject and/or accept any and all proposals received or parts thereof. The City retains the right to waive any minor irregularities in any proposal submitted.

10. All proposals will become part of the official file on this matter without obligation to the City.

11. This solicitation does not commit the City to pay any costs incurred in preparing and submitting the proposal or to contract for the services specified.

12. Acceptance by the successful proposer of an award from this proposal indicates that the successful candidate is in no way currently indebted to the City, Saline County or the State of Arkansas. Indebtedness to any of the above shall be basis for non-award and/or cancellation of any award.

13. The City of Bryant will follow procedures to check Respondent's eligibility through the federal System for Award Management (SAM) as outlined in 2 C.F.R § 200. This will be completed prior to the award of any contract in which federal grant funds will be expended.

14. ANY QUESTIONS CONCERNING PROPOSAL RESULTS SHOULD BE DIRECTED TO the Finance Director at finance@cityofbryant.com.

15. Requests for clarification of any items, requirements or specifications contained herein must be received by the City, **IN WRITING**, no later than the close of business on JULY 29, 2025. Upon receipt of a request for clarification, the City shall respond in writing no later

than JULY 30, 2025, and post an Addendum to the RFP on City of Bryant's website City Bids page. The procedure outlined above shall be followed in order to ensure competitive fairness by providing all prospective respondents with the same information. Proposers will be responsible for checking the City of Bryant website for the Addendum to the Audit RFP or any updates to the Addendum to the Audit RFP. The City of Bryant will not notify proposers of the addition or updates of the Addendum.

16. Proposals must be signed by a corporate officer authorized to commit the submitting firm and shall remain in full force and effect for one hundred and twenty (120) calendar days following the date of opening.

17. Respondents should also be available for oral presentations if such presentations are deemed necessary to determine the most qualified firm. Any such oral presentation will be scheduled at a mutually convenient time.

IV. PROJECT BACKGROUND

Respondents are encouraged to review the past three years of annual financial reports and budget books available online at www.cityofbryant.com. These reports can be found on the Finance Department's webpage, under the **Audit and Reports** section, and are available in PDF format.

These documents provide detailed background and financial context related to the project. In addition, monthly financial reports presented to the City Council are also accessible on the website, located in the **Agendas & Minutes** section for each Council meeting.

Each monthly report includes:

- A three-page fund summary
- A review of cash flow and sales tax revenue
- A high-level balance sheet overview
- A detailed Revenue & Expense printout for the most recently closed month

Together, these resources offer a comprehensive view of the City's financial position and ongoing fiscal management.

The City anticipates a yearly renewable contract for a minimum of five-year period, meaning the City seeks a commitment from the contractor to provide services for up to five years, on an annually renewable basis as budgetary considerations of the City allow. The specific terms of the yearly renewals will be included in the scope of services contract.

V. SCOPE OF SERVICES

The City of Bryant is requesting assistance for Audit and Tax Services.

The successful bidder shall accomplish services in key areas such as, but not limited to:

SCOPE OF WORK TO BE PERFORMED:

AUDIT SERVICES:

The City of Bryant desires the auditor to express an opinion on the fair presentation of its governmental activities, its business-type activities, its aggregate discretely presented component units (if any), each of its major funds, and its aggregate remaining fund information.

The City of Bryant also desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting

schedules contained in any of the reports. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the introductory sections of the reports or the statistical sections of the reports.

The auditor is required to audit the schedule of expenditures of federal awards in the years it is required.

TAX SERVICES:

Annual reporting of 1099-NEC, 1099-MISC, 1099-S, and other tax forms as needed. This includes mailing forms to recipients, Federal reporting, and State reporting in accordance to all rules and regulations.

REPORTS TO BE ISSUED

The selected proposer shall be responsible for submitting for inclusion in the Financial Reports the following three reports and/or opinions.

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards in relation to the audited financial statements.

2. A report on compliance and internal control over financial reporting based on an audit of the financial statements

3. A report on compliance and internal control over compliance applicable to each major federal program when applicable

In the required reports on compliance and internal controls, the auditor shall communicate any significant deficiency or material weakness found during the audit. A *significant deficiency* shall be defined as a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected. A *material weakness* shall be defined as a significant deficiency or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected. Significant deficiencies that are also material weaknesses shall be identified as such in the report. In addition, the following conditions shall be reported:

1) Control deficiencies discovered by the auditors that are neither significant deficiencies nor material weaknesses shall be reported in a separate letter to management, which shall be referred to in the report[s] on compliance and internal

controls. A *control deficiency* shall be deemed to have occurred whenever the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis.

2) Indications of illegal acts

SPECIAL CONSIDERATIONS:

Historically, the City of Bryant has engaged separate audits for its Governmental, Business-Type (Enterprise) activities and its Schedule of Federal Awards. We are now transitioning to a unified, GAAP-basis Annual Comprehensive Financial Report (ACFR) wherever feasible. However, since each audit component will still be billed to its respective fund, please present your proposal with all costs and supporting data itemized separately for (1) Governmental funds and (2) Enterprise (Business-Type) funds.

The Schedule of Expenditures of Federal Awards and related auditor's report, as well as the reports on compliance and internal controls if they are required for the year are to be issued as part of the financial report.

WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS

All working papers and reports must be retained, at the auditor's expense, for a minimum of seven (7) years, unless the firm is notified in writing by the City of Bryant of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees

- City of Bryant
- Auditors of entities of which the City of Bryant is a sub-recipient of grant funds
- Legislative Audit

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

VI. PROPOSAL REQUIREMENTS

Each respondent must submit a proposal, which includes the categories enumerated hereinafter. Proposals will be evaluated in accordance with the City's evaluation criteria (Section VII) based solely upon the proposal contents; therefore, respondents should carefully address each of the following proposal content categories.

A. Qualifications, Experience and Competence

Respondents must provide information indicating their qualifications, experience and competence in accomplishing projects of this nature. This information should:

1. Identify the specific personnel to be assigned to the Bryant project by name, title and area of expertise;

2. List the assigned personnel's qualifications, including formal education and practical training;

3. Explain the firm's experience in projects of this nature and the experience of the assigned personnel. This explanation should include a description of the type of tasks performed in similar projects. Respondents must include, as an appendix to their proposal, a representative list of clients/references for similar work.

4. Include any other information that will assist the City in determining the firm's qualifications, experience and competence.

5. Experience preparing Annual Comprehensive Financial Reports (ACFR) for GFOA's Certificate of Achievement (COA) award program.

6. Experience preparing and submitting 1099-S, 1099-MISC, and 1099-NEC forms.

B. Proposed Method of Doing Work

Respondents must detail the approach they will take in achieving the scope of services. This should include a delineation of the specific tasks to be undertaken, the number of hours to be spent on each task by each of the assigned personnel and the product to be produced as a result of each task. This information may be presented in matrix or chart form.

Please also indicate if you believe in your professional opinion that completing interim work in the field on the first nine months of the year's activity would be beneficial and done by the firm. Interim testing is preferred by the City.

In addition, this section should include, at a minimum, a discussion of the following:

- Definition of project goals, objectives, and conditions of satisfaction.
- Selected Audit methodology.
- Scope of project management services, including definition of responsibilities.
- Facilitation of planning sessions, interviews, and other data collection and analysis techniques.
- Project deliverables, project schedule and completion criteria.
- Definition of project change control procedures.

C. Capacity and Availability for Service

Respondents must provide information concerning the firms' present workload and the firm's availability for service on the Bryant project. This section must also include a project completion schedule by major task based on a contract award date of September 1, 2025 and

a. The audit firm is independent and licensed to practice in Arkansas

b. The firm has no conflict of interest with regard to any other work performed by the firm for the City of Bryant

c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal

d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

D. Cost

Respondents **must** complete a cost and price summary form for each year and each type of report i.e. Governmental, Enterprise GAAP, and Schedule of Federal Awards if applicable/needed for a given year (Appendix B). The proposed cost and price must include all items of cost including labor, overhead, direct cost, indirect cost, travel, equipment, materials, supplies, subcontracts and profit necessary to achieve the scope of services. Cost and price summary forms and instructions are included herein as Appendix "B."

Manner of Payment
Progress payments will be made based on hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month. Ten percent retainage (10%) can be withheld from each billing pending delivery of the firm's final reports.

VII. EVALUATION CRITERIA

The City's purpose in soliciting proposals is to determine and select the best-qualified firm with which to negotiate a contract at the best possible price. In order to accomplish this objective, the following evaluation criteria and procedure will be used:

	Criteria	Max. Points
A.	Qualifications, Experience and Competence	40
B.	Proposed Method of Doing Work	25
C.	Capacity Availability	20
D.	Cost	15
	Total Points Possible	100

Proposals will be reviewed by a selection committee using the above criteria. Each reviewer will evaluate the four sections of each proposal *based on the proposal's content.* Reviewers will then assign a point score between zero and the criteria's maximum possible points for each section. Points for each proposal will then be totaled and proposals ranked from the highest to the lowest total point score. The City reserves the right to invite two or more of the highest rated firms to make oral presentations (short list). Firms invited to make oral presentations will be reevaluated using the above criteria based on their oral presentation. Negotiations will be conducted initially with the firm adjudged to be the best-qualified firm, following the rating and ranking process. If a mutually satisfactory contract cannot be negotiated with the selected firm, the firm will be requested to submit a best and final offer in writing, and, if not approved, negotiations with that firm will be terminated. Negotiations will then be initiated with the subsequently qualified firm, and this procedure will be continued until a mutually satisfactory contract has been negotiated. The objective of negotiations will be to reach an agreement on the plans for the services to be provided and an acceptable cost proposal that outlines the cost for each task and final products.

VIII. AWARD OF CONTRACT

The City Council will review the selection committee's recommendation and make the final decision regarding contract award. The detailed provisions and full scope of the contract will be prepared and negotiated through the selected party; Purchasing Manager, City of Bryant Attorney, and the Finance Director. No document produced under this project shall be the subject of an application for copyright or patent by the City or by the consultant.

The City reserves the right to request the modification of any and all proposals and/or to reject all proposals. RFP's submitted will remain firm for 120 calendar days from RFP opening date

APPENDIX A – Sample Timeline. This is merely a sample. The city is not obligated to meet the timeline below.

All Capital Purchase Orders	Approx. 1/31/26
All Non-Capital Purchase Orders	Approx. 11/15/25
Dept. Head to have all invoices into AP	Approx. 1/15/26
Last Check Run for 2025	Approx. 1/20/26

APPENDIX B – Schedule of Professional Fees and Expenses for the Audit of the Financial Statements for the City of Bryant by year and by function

For Audit Year Ending	Total Cost	Govt Cost	Business Cost	SEFA Cost
December 31, 2025				
2026				
2027				
2028				
2029				

Form	Cost Per form
1099-NEC	
1099-S	
1099-MISC	
List other costs associated with 1099 preparation and submission recipients, IRS, and the State of Arkansas	