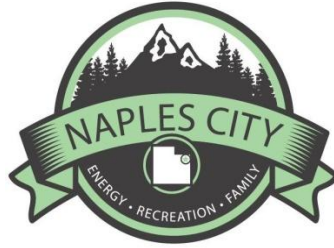


Naples City Administration



Energy * Recreation * Family

1420 East 2850 South
Naples, Utah 84078
(435) 789-9090 Fax: 789-9458

Council

*Brock Arnold -Mayor
Dan Olsen
Kenneth Reynolds
Ross Morton
Nathan Zilles
Jonathon Beede*

Naples City
1420 East 2850 South
Naples, Utah 84078

Dear Sir or Madam:

Naples City is requesting proposals from CPA firms that have experience in providing audit services to municipal government. We invite your firm to submit a proposal to us by May 04, 2026 for consideration. A description of our organization, the services needed, and other pertinent information follows:

Background of Naples City

Naples City is a Utah municipal government and was founded in 1982.

Our annual operating budget is approximately \$3-4 million per year, and we employ 20 people. Our main departments are Administration, Building, Road, Police, and Council. Our main sources of revenues are from taxes.

Naples City has a June 30th fiscal year-end, with a requirement to file an audited financial statement with the State of Utah by Dec 31. Naples City administrative staff would prefer to start the Audit in October or close to it.

Naples City maintains all accounting records in-house and uses Caselle for the accounting system.

For more information, please visit our website at www.naplescityut.gov

Services to Be Performed

Your proposal is expected to cover the following services:

1. Plan and perform an independent audit of Naples City Financial reports and internal controls.
2. Ensure compliance and applicable standards for Municipal Government.
3. Draft Audit reports and present final report to City Council.
4. Availability throughout the year to provide advice and guidance on financial accounting and reporting issues.

Relationship with Prior CPA Firm

These services have been provided by Crossroads Accounting Professionals for the past 7 years. Naples City is currently seeking Auditing services for the next **Five** years. In preparing your proposal, be advised that management will give permission to contact prior auditor.

Proposal Content

In order to simplify the evaluation process and obtain maximum comparability, Naples City requires that all responses to the RFP be organized in the manner and format described below:

A. Executive Summary

Describe your understanding of the work to be performed and your firm's ability to perform the work within the time frame provided.

B. Professional Experience

Describe how and why your firm is different from other firms being considered. This should include explanation of the firm's philosophy, size, structure, and qualifications with serving municipal government with a similar size and operations.

C. Team Qualifications

Identify the specific partners, managers, and in-charge staff who will be assigned to this engagement if you are successful in your bid. Provide their bios specifying relevant experience to the type of services requested.

D. Audit Approach

Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis, and the type of assistance that will be required from Naples City's staff.

E. Fees

Please provide a firm estimate of fees for the services to be provided for the Five-year period.

F. Client References

Include a list of the relevant municipal government clients the firm has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

G. Additional Information

Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

Proposal Timetable

RFP Distributed	April 01, 2026
Written proposals due to Naples City offices	May 04, 2026
CPA firm selected and notified in a timely manner	
Audit	Fiscal Year July – June 2026

Evaluation of Proposals

While price is an important factor, Naples City will evaluate proposals on price and the following criteria:

- Experience with government audits (30%)
- Technical approach (20%)
- Qualifications of staff (20%)
- Cost (20%)
- References (10%)

Key Contacts

Following are key contacts for information you may seek in preparing your proposal:

Micheal Davis	City Administrator	435-828-2878	mcdavis@naples.utah.gov
Nikki Kay	Recorder	435-789-9090	nkay@naples.utah.gov

Please return the completed proposal to Naples City offices at 1420 East 2850 South, Naples Utah 84078.

Sincerely,

Micheal Davis

City Administrator