



**GRAND COUNTY EMERGENCY MEDICAL SERVICES
SPECIAL SERVICE DISTRICT
520 East 100 North
Moab, Utah 84532**

Phone: (435) 259-1301

Fax: (435) 259-8901

Request for Proposal (RFP)

Project Description: Independent Financial and State Compliance Audit Services

Issuing Entity: Grand County Emergency Medical Services Special Service District (GCEMS SSD)

Solicitation Number: GCEMS-2026-RFP-001

Release Date: August 31, 2026

Proposal Submission Deadline: October 16, 2026, at 5:00 PM MDT

1. Purpose and Background

The Grand County Emergency Medical Services Special Service District (GCEMS SSD), a Special Service District located in Grand County, Utah, is requesting proposals from qualified, licensed Certified Public Accounting (CPA) firms. The objective is to secure a contract for an independent financial and state compliance audit of its annual financial statements for the fiscal years ending December 31, 2026, 2027, and 2028.

The District operates on a calendar fiscal year (January 1 to December 31) with an approximate annual operating budget of \$3,000,000. Prior financial reports and audit data are accessible via the [Office of the Utah State Auditor](#) database.

The selected firm must conduct the audit in strict accordance with:

- Generally Accepted Auditing Standards (GAAS)
- Government Auditing Standards (the Yellow Book) issued by the U.S. Government Accountability Office (GAO)
- The State of Utah Legal Compliance Audit Guide issued by the Office of the Utah State Auditor (OUSA)

2. Minimum Mandatory Requirements (MMRs)

Proposals that do not explicitly meet these criteria will be deemed non-responsive and will be rejected immediately:

- **Licensing:** The firm and the engagement partner must hold active licenses to practice as a CPA in Utah, issued by the Utah Division of Occupational and Professional Licensing (DOPL).
- **OUSA Registry:** The firm must be listed on the current Office of the Utah State Auditor's Registry of Approved Independent Auditors.
- **Independence:** The firm must meet all independence criteria set by the AICPA and Government Auditing Standards.

- **Peer Review:** The firm must provide a copy of its most recent external peer review report showing a rating of "Pass."
- **Governmental Experience:** The firm must demonstrate experience conducting audits for Utah local governments, special districts, or service areas.

3. Scope of Work & Project Timeline

The selected contractor will perform the following services for the fiscal years 2026 through 2028:

- Express an opinion on the fair presentation of GCEMS SSD's basic financial statements in conformity with GAAP and GASB standards.
- Perform tests of compliance with provisions of laws, regulations, contracts, and guidelines specified in the State of Utah Legal Compliance Audit Guide (including areas like budgeting, open and public meetings, and cash management).
- Prepare and issue the Independent Auditor's Report, Report on Internal Control over Financial Reporting, and the State Compliance Report.
- **Critical Deliverable Deadline:** For each audit cycle, fieldwork must be scheduled dynamically to ensure that the **final, completed audit reports are delivered no later than May 30th** of the following calendar year (e.g., the FY2026 audit must be completed by **May 30, 2027**).
- Present the final audited financial statements and findings to the GCEMS SSD Governing Board during a public meeting in Moab.

4. Proposal Submission Requirements

Firms must submit their proposal electronically in a single, consolidated PDF format via email to Mandy Turner at aturner@grandcountyemsutah.gov by the deadline. Submissions must include:

- **Firm Profile & Experience:** A brief history of the firm, location of the office performing the work, and specific special district audit experience.
- **Staff Qualifications:** Resumes and Utah CPA license verification for the engagement partner, managers, and field seniors assigned to the district.
- **Audit Approach & Schedule:** A clear explanation of the audit methodology, sample selection strategies, and a timeline demonstrating the firm's ability to meet the **May 30th completion deadline**.
- **References:** Contact information for at least three (3) Utah local government or special service district clients audited within the last three years.
- **Cost Proposal:** A fixed, maximum fee per year for the 3-year cycle, detailed by staff hours and inclusive of all travel and out-of-pocket expenses.