REQUEST FOR PROPOSAL
DUCHESNE COUNTY

Clerk/Auditor

1. GENERAL

Objective/Purpose

Duchesne County, Utah, is seeking proposals from qualified independent certified public accounting firms to provide annual independent auditing services. The purpose of this RFP is intended to provide interested firms with sufficient information to prepare responsive proposals. Firms are encouraged to provide additional information that demonstrates their qualifications and ability to provide high-quality governmental auditing services.

2. TERM

The term shall be for a three-year period covering the fiscal years ending December 31, 2026, December 31, 2027, and December 31, 2028.

3. WORK REQUIREMENTS / QUALIFICATIONS

Expectations

1. Financial Statement Audit**:** The Contractor will audit Duchesne County's financial statements and records and issue an independent auditor's opinion in accordance with applicable U.S., federal, Utah, and professional auditing standards.
2. Government Auditing Standards Reporting: The Contractor will prepare all required Government Auditing Standards reports, including reports on internal controls, legal and regulatory compliance, and other required matters.
3. Utah State Compliance Audit: The Contractor will perform the required Utah State Compliance Audit using the applicable State Compliance Audit Guide and remain current with any updates to the guide throughout the agreement.
4. Federal Single Audit: If the County meets the federal spending threshold, the Contractor will perform the required Single Audit testing and reporting under applicable federal requirements, including 2 CFR Part 200. The proposal must separately state the Single Audit fee and any additional fees for major federal programs.
5. Management Letter and Audit Findings: The Contractor will issue a management letter, when appropriate, addressing significant findings and recommendations and will allow County officials to provide written responses. The Contractor will also review and follow up on prior-year findings as required.
6. Fraud, Errors, and Illegal Acts: The Contractor will promptly notify appropriate County officials or the Audit Committee of any suspected fraud, material errors, illegal acts, or other significant irregularities discovered during the audit.

7. Exit Conference: The Contractor will hold an annual exit conference with County officials after fieldwork and before final reports are issued to discuss significant findings, recommendations, financial reporting issues, and other important matters.
8. Presentation to County Commission: A senior representative of the Contractor will present the completed annual audit to the Duchesne County Commission, with the cost of one presentation included in the annual audit fee.
9. Consultation: The Contractor will be reasonably available to advise the Clerk-Auditor and County officials on routine audit and accounting matters related to the engagement, and the proposal must state whether this consultation is included in the annual audit fee.

Qualifications

1. Properly licensed and authorized to practice public accounting in the State of Utah.
2. Meets applicable independence requirements.
3. Meets Government Auditing Standards continuing professional education requirements.
4. Meets applicable peer review requirements.
5. Has experience performing entity-wide governmental financial statement audits resulting in an audit opinion.
6. Has experience auditing governmental entities of similar size or complexity.
7. Has experience with Utah State Compliance Audits.
8. Has experience performing federal Single Audits.
9. Is able to meet the required audit reporting deadlines
10. Is in good standing with applicable professional and regulatory authorities.

Pricing

Interested firms should submit competitive sealed proposals. The County will evaluate all interested qualified service providers

Insurance

Proposals should include commitment to obtain/maintain insurance policies as follows:

- Professional Liability coverage in an amount not less than one million dollars ($1,000,000) for each claim and two million dollars ($2,000,000) aggregate.
- Workers Compensation and Employer's Liability coverage. Employer's Liability coverage shall be in an amount not less than one hundred thousand dollars ($100,000) for bodily injury caused by accident and one hundred thousand dollars ($100,000) for bodily injury by disease. Waiver of Workers Compensation Coverage may be considered in lieu of coverage.
- Automobile coverage in an amount not less than two hundred thousand dollars ($200,000) and five hundred thousand dollars ($500,000) per occurrence.

4. SUBMISSION GUIDELINES

Proposals may be submitted either in a sealed envelope addressed to the Duchesne County Commission care of Chelise Curtis, Duchesne County Clerk-Auditor at 734 North Center Street (PO Box 270), Duchesne UT 84021, or via email addressed to c.curtis@duchesne.utah.gov by November 6, 2026

Submissions must be clearly labeled with “Independent Auditing Services Proposal” and must include submitter’s name and contact information. Proposals will be considered by the Duchesne County Commission. After proposals have been reviewed, further discussions or interviews may be conducted. It is anticipated that final award of contract will be made in the first available duly noticed Commission Meeting after submissions have been reviewed.