CITY OF COEUR D’ALENE

REQUEST FOR PROPOSALS

PROFESSIONAL AUDITING SERVICES

Fiscal Year Ending September 30, 2026
with Options for Four Subsequent Fiscal Years

RFP Issued	July 27, 2026
Questions Due	August 7, 2026, 5:00 p.m. Pacific
Proposals Due	August 21, 2026, 3:00 p.m. Pacific
Anticipated Selection	August 28, 2026
Anticipated Council Award	September 1, 2026
City Contact	Katie Ebner, Finance Director

City of Coeur d’Alene
710 E. Mullan Avenue
Coeur d’Alene, Idaho 83814

PUBLIC NOTICE / INVITATION TO PROPOSE

The City of Coeur d'Alene, Idaho, is soliciting proposals from qualified independent firms of certified public accountants to audit the City's financial statements for the fiscal year ending September 30, 2026, with the option to provide auditing services for each of the four subsequent fiscal years through September 30, 2030, pursuant to Idaho Code § 67-2806A.

Proposals must be received no later than 3:00 p.m. Pacific Time on August 21, 2026. Late proposals will be rejected. The City reserves the right to reject all proposals, waive minor irregularities, request clarification, conduct interviews, and negotiate with the highest-ranked firm.

Questions concerning this RFP must be submitted in writing to:

Katie Ebner, Finance Director
City of Coeur d'Alene
710 E. Mullan Avenue
Coeur d'Alene, ID 83814
kebner@cdaid.org
(208) 769-2225

The City intends to publish the RFP on the city website www.cdaid.org/government/departments/finance and may also transmit the RFP directly to qualified firms. Any addenda or written responses to questions will be posted on www.cdaid.org/government/departments/finance.

PROPOSAL SUBMISSION

Submit one electronic PDF proposal through the City's designated solicitation method. The technical proposal and fee proposal should be clearly identified. Pricing may be included in a separate section or separate electronic file. The proposal must remain valid for at least 90 days after the due date.

I. INTRODUCTION

A. General Information

The City of Coeur d'Alene (City) requests proposals from qualified independent certified public accounting firms to perform the annual financial statement audit for the fiscal year ending September 30, 2026, with options for the four subsequent fiscal years. The engagement may also include a Single Audit under the Uniform Guidance when the City meets the applicable federal expenditure threshold.

The audit shall be performed in accordance with auditing standards generally accepted in the United States of America; Government Auditing Standards issued by the Comptroller General of the United States, including the 2024 revision applicable to the FY2026 audit; the Single Audit Act, as amended; 2 CFR Part 200, Subpart F; the applicable annual Compliance Supplement; applicable Governmental Accounting Standards Board pronouncements; Idaho law; and other applicable federal and state requirements.

The City shall not reimburse firms for costs incurred in preparing a proposal, participating in interviews, or negotiating an agreement.

The City anticipates selecting a firm by August 28, 2026, with City Council consideration on September 1, 2026. These dates are estimates and may be modified by the City.

B. Term of Engagement

The City anticipates an initial engagement for the audit of the fiscal year ending September 30, 2026, with four one-year renewal options through the fiscal year ending September 30, 2030. Renewal is subject to satisfactory performance, successful negotiation of terms and fees, City Council authorization when required, and annual appropriation.

The City may, in its sole discretion, elect not to exercise any renewal option and does not guarantee a minimum quantity of services beyond the initial engagement.

II. NATURE OF SERVICES REQUIRED

A. General Scope

The selected firm will audit the City's basic financial statements and related reporting entity and express the opinions required by applicable professional standards. The firm will also perform procedures on supplementary information and other information included with the financial statements to the extent required by professional standards.

B. Scope of Work

- Audit the City's basic financial statements, including governmental activities, business-type activities, each major fund, and aggregate remaining fund information.
- Audit any discretely presented component unit included in the City's reporting entity, if applicable, and clearly identify any separate pricing or reliance arrangements.
- Apply required procedures to required supplementary information, including management's discussion and analysis and applicable pension and other postemployment benefit schedules.
- Audit combining and individual fund statements and schedules and provide the appropriate in-relation-to reporting.
- Audit the Schedule of Expenditures of Federal Awards and perform a Single Audit when required under 2 CFR Part 200, Subpart F.
- Evaluate internal control over financial reporting and compliance as required by Government Auditing Standards and, when applicable, internal control over compliance for major federal programs.
- Assist with or perform the preparation, assembly, editing, and electronic production of the annual financial report as specifically described in the firm's proposal. The proposal must clearly distinguish audit services from any permitted nonattest services.
- Provide technical consultation concerning implementation of new GASB standards and audit-related accounting or reporting matters arising during the engagement.
- Present the audit results to the City Council or another designated public meeting and participate in an exit conference with City management.
- Provide electronic copies of final reports in accessible PDF format and any other agreed-upon formats.

C. Auditing and Reporting Standards

The engagement shall comply with all applicable standards and requirements, including:

- Auditing standards generally accepted in the United States of America issued by the AICPA;
- Government Auditing Standards issued by the U.S. Government Accountability Office;
- The Single Audit Act, as amended, and 2 CFR Part 200, Subpart F;
- The applicable federal Compliance Supplement;
- Governmental Accounting Standards Board statements and implementation guidance;
- Applicable Idaho statutes and reporting requirements; and
- Any other professional standards that become applicable during the engagement period.

D. Reports and Deliverables

Following completion of the audit, the selected firm shall issue, as applicable:

1. Independent Auditor's Report on the City's financial statements;
2. Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards;
3. Independent Auditor's Report on Compliance for Each Major Federal Program and on Internal Control over Compliance, when a Single Audit is required;
4. Schedule of Findings and Questioned Costs and any other Single Audit schedules or reports required by the Uniform Guidance;

5. Auditor reporting on supplementary information and other information required by professional standards;
6. A written communication to those charged with governance;
7. A management letter describing recommendations and other matters not required to be included in the published audit reports; and
8. Any additional reports required by the State of Idaho, federal awarding agencies, pass-through entities, debt covenants, or applicable professional standards.

The auditor shall promptly notify the Finance Director and appropriate City officials of suspected fraud, noncompliance, illegal acts, significant unusual transactions, material misstatements, material weaknesses, significant deficiencies, or other matters requiring timely communication under professional standards.

E. Special Considerations

- The City’s fiscal year begins October 1 and ends September 30.
- The City issues governmental and business-type financial statements and administers multiple federal and state awards.
- The City expects the selected firm to coordinate with the predecessor auditor in accordance with professional standards.
- The City may issue debt, implement new accounting standards, undertake significant capital projects, or experience changes in federal-program activity during the contract term.
- The City uses Springbrook financial software and transitioned to the Cirrus cloud environment in July 2026.
- The City expects the audit firm to identify the information and schedules needed from City staff early enough to support an efficient audit.

F. Working-Paper Retention and Access

The selected firm shall retain audit documentation for the period required by Government Auditing Standards, the Uniform Guidance, applicable law, and the firm’s professional standards, but not less than five years unless a longer period is required. The firm shall make relevant working papers available upon request to the City, successor auditors, federal or state agencies, pass-through entities, cognizant or oversight agencies, and parties conducting authorized quality reviews, subject to applicable law and professional standards.

III. DESCRIPTION OF THE CITY

A. Principal Contact and Location

The auditor’s principal contact will be the Finance Director or designee. Finance staff will coordinate City assistance, document requests, scheduling, and communication with other departments.

City Hall is located at 710 E. Mullan Avenue, Coeur d’Alene, Idaho 83814.

B. Background Information

The City of Coeur d’Alene is a municipal corporation organized under the laws of the State of Idaho. The City provides a broad range of municipal services, including general government, police, fire, streets, parks and recreation, library, planning, building services, water, wastewater, sanitation, drainage, cemetery, legal, and public parking services.

The City’s accounting and financial reporting functions are centralized within the Finance Department. The City prepares an annual financial report in accordance with generally accepted accounting principles applicable to state and local governments.

C. Financial Reporting Structure

The City reports governmental funds, proprietary funds, fiduciary activities, and government-wide activities as applicable. Proposers should review the City's most recently issued annual financial report and adopted financial plan for detailed information about fund structure, debt, capital assets, pension and OPEB obligations, federal awards, and component units.

D. Finance Operations and City Assistance

Finance Department personnel are responsible for accounting, financial reporting, budget administration, treasury functions, payroll, accounts payable, utility billing, grant accounting, and related financial operations. City staff will prepare reasonable audit schedules, provide electronic records, respond to inquiries, and make appropriate personnel available.

E. Financial System

The City uses Springbrook for core financial operations, including general ledger, accounts payable, payroll, utility billing, and related modules. The City migrated to Springbrook's Cirrus cloud platform in July 2026. The selected auditor should describe its approach to auditing in a cloud-hosted ERP environment and any anticipated information-technology audit procedures.

IV. TIME REQUIREMENTS

A. Procurement Calendar

RFP issued	July 27, 2026
Deadline for written questions	August 7, 2026, 5:00 p.m. Pacific
Responses/addenda issued	August 12, 2026
Proposals due	August 21, 2026, 3:00 p.m. Pacific
Evaluation/interviews, if needed	August 24–28, 2026
Anticipated notice of selection	August 28, 2026
Anticipated City Council award	September 1, 2026

The City may revise this schedule. Any change affecting proposers will be communicated through an addendum.

B. FY2026 Audit Schedule

The proposer shall include a detailed work plan that meets or improves upon the following target schedule. The City recognizes that final timing will be coordinated with the selected firm.

Entrance/planning meeting	September 2026
Initial PBC list and detailed audit plan	No later than October 15, 2026
Interim procedures and internal-control walkthroughs	September–December 2026
Year-end trial balance and core schedules available	Target: January 31, 2027

Final fieldwork substantially complete	Target: April 15, 2027
Draft financial statements and reports to City	Target: May 15, 2027
Final reports and governance communications	Target: June 1, 2027
Presentation and required filings	No later than June 30, 2027

The proposer shall identify any expected scheduling constraint, condition, or City deliverable that could affect completion by the required filing deadline. The firm's ability to commit sufficient experienced staff and meet the schedule is a material selection factor.

V. CITY ASSISTANCE AND REPORT PREPARATION

A. City Staff Assistance

Finance staff and responsible management personnel will be available during the audit to provide information, documentation, explanations, and access to records. The City will prepare agreed-upon schedules and confirmations that are reasonably within its capabilities.

B. Remote and On-Site Work

The City supports a combination of secure remote document exchange and on-site work. The proposer shall describe its expected on-site presence, secure portal or file-transfer methods, data-security controls, and procedures for protecting confidential or exempt information.

C. Annual Financial Report Preparation

The proposal must clearly state which party will prepare the annual financial report, including note disclosures, supplementary schedules, statistical information, formatting, editing, and final electronic production. Any nonattest service must comply with applicable independence requirements, and City management will retain responsibility for all management decisions and financial statements.

VI. PROPOSAL REQUIREMENTS

A. General Instructions

Proposals should be straightforward, concise, and organized in the order below. Marketing materials may be included only when directly relevant. Failure to provide required information may reduce the proposal's score or result in rejection.

B. Technical Proposal

1. Title Page and Table of Contents. Identify the RFP, firm, primary contact, office location, telephone number, email address, and proposal date.

2. Transmittal Letter. Provide a signed letter confirming the firm's understanding of the engagement, authority to submit the proposal, commitment to the proposed schedule, and validity of the offer for at least 90 days.

3. Independence and Conflicts. Affirm the firm's independence under applicable AICPA and Government Auditing Standards requirements. Disclose any actual or potential conflict of interest and any services provided to the City during the last five years.

4. Idaho Licensure. Affirm that the firm and assigned professionals are properly licensed or otherwise authorized to practice in Idaho.

5. Firm Qualifications. Describe the firm, governmental audit practice, office responsible for the engagement, staffing resources, municipal expertise, Single Audit experience, and ability to meet the City's schedule.

6. Peer Review and Regulatory History. Provide the firm's most recent peer review report and related acceptance letter. Disclose relevant federal or state quality reviews, investigations, disciplinary actions, or pending proceedings during the last five years.

7. Engagement Team. Identify the engagement partner, manager, senior staff, specialists, and anticipated staff continuity. Include relevant governmental auditing experience, licenses, continuing professional education, and professional affiliations.

8. Comparable Engagements and References. Provide up to five comparable municipal or governmental engagements completed within the last five years, including scope, year, engagement partner, client contact, telephone number, and email address.

9. Audit Approach and Work Plan. Describe risk assessment, internal-control testing, IT considerations, sampling, Single Audit methodology, communication, use of specialists, quality review, reliance on City staff, and proposed timeline.

10. Transition Plan. Describe the process for coordinating with the predecessor auditor, obtaining an understanding of the City, reviewing beginning balances and continuing accounting matters, and minimizing disruption to City staff.

11. Data Security and Confidentiality. Describe secure file-transfer methods, cybersecurity practices, privacy safeguards, breach-notification procedures, records retention, and use of offshore or third-party resources, if any.

12. Exceptions. Clearly identify any exception to the RFP requirements or proposed contract terms. Silence will be interpreted as acceptance, subject to final contract negotiations.

C. Fee Proposal

Provide an all-inclusive maximum fee for each contract year. The fee must include all direct and indirect costs, travel, technology, administrative expenses, report preparation, presentations, and other out-of-pocket costs. Identify separately:

- Financial statement audit and Government Auditing Standards reporting;
- Single Audit pricing, including assumptions about the number of major programs;
- Annual financial report preparation or other permitted nonattest services;
- Hourly rates for additional services not included in the base fee;
- Any fee escalation assumptions for renewal years; and
- Any condition that could cause the proposed maximum fee to change.

D. Contract and Insurance

The selected firm will be required to execute a professional-services agreement acceptable to the City and maintain insurance in amounts required by the City, which may include professional liability/errors and omissions, commercial general liability, automobile liability, workers' compensation, and cyber liability coverage. The City may request evidence of insurance before award.

VII. EVALUATION AND SELECTION

A. Evaluation Process

A City evaluation committee will review responsive proposals. The City may request clarifications, conduct reference checks, interview one or more firms, request a best and final offer, and negotiate scope and price with the highest-ranked firm. If negotiations are unsuccessful, the City may terminate negotiations and proceed to the next-ranked firm.

B. Mandatory Requirements

- The firm is independent and qualified to perform the engagement.
- The firm and assigned personnel meet applicable Idaho licensing requirements.
- The firm submits its most recent peer review report and acceptance documentation.

- The proposal is timely, complete, and signed by an authorized representative.
- The firm demonstrates the capacity to meet the required audit and filing schedule.

C. Evaluation Criteria

Governmental and municipal audit experience	25 points
Qualifications and continuity of assigned personnel	20 points
Audit approach, transition plan, and ability to meet schedule	20 points
Quality controls, peer review, and references	15 points
Understanding of City needs, communication, and data security	10 points
Cost and overall value	10 points
Total	**100 points**

Cost will be considered, but the City is not required to select the lowest-priced proposal. The City will select the proposal determined to provide the best overall value and most advantageous combination of qualifications, approach, capacity, service, and price.

D. City Rights

The City reserves the right to:

- Reject all proposals;
- Waive minor informalities or irregularities;
- Amend, suspend, or cancel the solicitation;
- Request additional information or clarification;
- Verify any information submitted by a proposer;
- Negotiate changes in scope, staffing, schedule, and price;
- Award all, part, or none of the contemplated services; and
- Take any action determined to be in the City's best interest, consistent with applicable law and City policy.

ATTACHMENT A – SCHEDULE OF PROFESSIONAL FEES

Provide an all-inclusive maximum price for each year. Attach additional explanation of assumptions, Single Audit pricing, hourly rates, and optional services as necessary.

Fiscal Year	Financial Statement Audit	Single Audit*	Other/Optional Services
2025–2026	$	$	$
2026–2027	$	$	$
2027–2028	$	$	$
2028–2029	$	$	$
2029–2030	$	$	$

*State assumptions concerning the number of major programs and any per-program or threshold pricing.

FIRM CERTIFICATION

- The proposer certifies that the information submitted is true and accurate.
- The proposer acknowledges receipt of all addenda issued for this RFP.
- The proposer confirms that the proposal will remain valid for at least 90 days after the due date.

Firm: ____

Authorized Representative:

____

Title: ____

Signature: ____

Date: ____

Email: ____

Telephone: ____

ACKNOWLEDGMENT OF ADDENDA

Addendum No(s). received: ____

ATTACHMENT B – PROPOSAL CHECKLIST

☐ Signed transmittal letter

☐ Independence and conflict-of-interest statement

☐ Idaho licensure confirmation

☐ Firm qualifications and governmental audit experience

☐ Most recent peer review report and acceptance letter

☐ Regulatory, disciplinary, and litigation disclosures

☐ Engagement-team resumes and staffing plan

☐ Comparable engagements and references

☐ Audit approach, transition plan, and detailed schedule

☐ Data-security and confidentiality information

☐ Fee proposal for all five fiscal years

☐ Single Audit pricing assumptions

☐ Exceptions to RFP or contract requirements

☐ Acknowledgment of addenda

ATTACHMENT C – PROPOSED CONTRACT TERMS

The City's final professional-services agreement may include terms addressing scope, compensation, invoicing, records, public records, confidentiality, data security, insurance, indemnification to the extent permitted by law, compliance with law, nondiscrimination, independent contractor status, termination, ownership and use of deliverables, audit-document access, and venue. Any material exception should be identified in the proposal.