

Advertisement: Request for Statements of Qualifications

Municipal Auditing Services

The City of Tontitown is soliciting **Statements of Qualifications (SOQs)** from qualified **Certified Public Accounting (CPA) firms** to provide **municipal auditing and consulting services**.

The selected firm will be responsible for conducting annual audits of the Municipality's financial statements in accordance with **Generally Accepted Auditing Standards (GAAS)**, **Government Auditing Standards (GAS)**, and applicable **state and federal requirements**. Services may include, but are not limited to, financial statement audits, single audits (if applicable), management letters, and other related financial services.

Minimum Qualifications

Firms submitting an SOQ should:

- Be properly licensed to practice in the State of Arkansas.
- Have demonstrated experience auditing municipal or governmental entities
- Demonstrate knowledge of governmental accounting standards (GASB)
- Have sufficient staffing and resources to meet required timelines

Submission Requirements

Statements of Qualifications should include:

1. Firm background and history
2. Description of relevant municipal auditing experience
3. Qualifications of key personnel
4. References from similar governmental clients
5. Proposed approach to municipal auditing services

Independence & Conflict of Interest

- Written statement affirming independence in accordance with GAAS and GAS
- Disclosure of any existing or prior relationships with City officials, employees, or vendors

Technology & Data Security

- Description of audit software and secure data exchange methods
- Overview of data protection and cybersecurity practices used to safeguard municipal financial information

Submission Deadline

SOQs must be received **no later than March 13, 2026, at 4:00 p.m.**

Submissions should be delivered to:

Mark Latham, Community Development Director

City of Tontitown

PO Box 305, Tontitown, AR 72770

mlatham@tontitownar.gov

Selection Process

This request is issued in accordance with **Qualifications-Based Selection (QBS)** procedures. Fee proposals are **not** required at this stage. The Municipality reserves the right to reject any or all submissions and to request additional information.

The City of Tontitown is an **Equal Opportunity Employer**.