

**CITY OF GOOSE CREEK  
REQUEST FOR PROPOSALS**

**FOR**

**PROFESSIONAL AUDITING SERVICES**

**For the Fiscal Year Ending  
December 31, 2024**

**November 11, 2024**

**519 North Goose Creek Blvd.  
Post Office Drawer 1768  
Goose Creek, South Carolina 29445**

CITY OF GOOSE CREEK  
REQUEST FOR PROPOSALS  
TABLE OF CONTENTS

I. GENERAL INFORMATION

II. TERM OF ENGAGEMENT

III. NATURE OF SERVICES REQUIRED

- A. General
- B. Scope of Work to be Performed
- C. Auditing Standards to be Followed
- D. Reports to be Issued
- E. Chang
- F. Working Paper Retention and Access to Working Papers

IV. DESCRIPTION OF THE GOVERNMENT

- A. Key Personnel
- B. Background Information
- C. Federal and State Awards
- D. Pension Plans
- E. Inventory Observations

V. TIME REQUIREMENTS

- A. Proposal and Contract
- B. Date Audit May Commence
- C. Date Final Report is due

VI. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

- A. Finance Department and Clerical Assistance
- B. Work Area
- C. Report Preparation

VII. PROPOSAL REQUIREMENTS

- A. Submission of Proposals
- B. Requirements for Technical Proposal

VIII. AWARD EVALUATION CRITERIA

APPENDIX A: BID FORM

## CITY OF GOOSE CREEK

### REQUEST FOR PROPOSALS

#### I. GENERAL INFORMATION

The City of Goose Creek is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending December 31, 2024, with the option of auditing its financial statements for each of the four subsequent fiscal years. These audits should be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of Title 2 U.S. Code of Federal Regulations ("CFR") Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"), and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures you consider necessary to enable you to express such opinions. Proposers are requested to indicate the fees associated with a Single Audit separately on the attached bid form.

There is no expressed or implied obligation for the City of Goose Creek to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, proposals must be received by Tyler Howanyk at City Hall by 12:00 noon on December 5, 2024. Proposals may be delivered by hand, by regular mail, or electronically in PDF format to: [thowanyk@cityofgoosecreek.com](mailto:thowanyk@cityofgoosecreek.com).

The City reserves the right to reject any and all proposals and to waive irregularities.

Questions regarding this request for proposals may be emailed to Tyler Howanyk [thowanyk@cityofgoosecreek.com](mailto:thowanyk@cityofgoosecreek.com) no later than November 27, 2024.

Respondents must have or be able to obtain a City of Goose Creek Business License.

Proposals will be evaluated by the Chief Financial Officer and the City Administrator, who will make a recommendation to City Council. City Council is responsible for the final award. The request will be awarded pursuant to the City's procurement ordinance.

During the evaluation process, the City of Goose Creek reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City of Goose Creek, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Goose Creek reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Goose Creek and the firm selected.

It is anticipated the selection of a firm will be completed by December 9, 2024. Following the notification of the selected firm, it is expected a contract will be executed between both parties by December 20, 2024.

## II. TERM OF ENGAGEMENT

A five-year contract is contemplated, subject to the annual review and recommendation of the City Administrator. Subcontracting of the audit or any functions of the audit will not be allowed.

## III. NATURE OF SERVICES REQUIRED

### A. General

The City of Goose Creek (the City) is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending December 31, 2024, with the option to audit the City's financial statements for each of the four subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

Potential auditors should note that the City of Goose Creek' financial statements have been audited for many years and that the City's records have been found to be kept in good order. Therefore, firms should base their quotes on the assumption that the City's accounting system will minimize their difficulties in producing audit reports in an expeditious manner.

### B. Scope of Work to be Performed

The City desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles. The City also desires the auditor to express an opinion on the fair presentation of its combining and individual major fund financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the annual financial report. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual major fund financial statements and schedules. The auditor is not required to audit the introductory section of the report.

Currently, the City does not issue an Annual Comprehensive Financial Report (ACFR), however the City anticipates issuing an ACFR for the year ended December 31, 2024.

A copy of the City's Annual Financial Report for the year ended December 31, 2023, and for several previous years, is available on the City's website at [www.cityofgoosecreek.com](http://www.cityofgoosecreek.com). The City has been subject to single audit requirements of the Office of Management and Budget Circular A-133 for several preceding years and anticipates single audit requirements to apply for the year ended December 31, 2024, as well as subsequent years. Proposers are requested to indicate the fees associated with an A-133 audit separately on the attached bid form.

The City also requests that during the term of the contract, the selected firm shall be available, from time to time, to provide an official opinion or recommendation as it relates to financial matters of the City. Such requirements, which exceed the normal scope of the required annual audits, shall be reimbursed on a per job basis. **Therefore, all proposers shall include as a supplement or attachment to their proposal a schedule of customary hourly billing rates or fees for additional services, which may be requested by the City.** It shall be understood that prior to commencing any such job, a fixed price shall be negotiated and agreed by both parties.

### C. Auditing Standards to Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with auditing standards generally accepted in the United State of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

### III. NATURE OF SERVICES REQUIRED (CONTINUED)

#### D. Reports to Be Issued

Following the completion of the audit of the fiscal year financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A 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*. In the required report on compliance and internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the report.
3. A letter to management detailing any non-reportable conditions discovered by the auditors or any suggestions for improving the City's accounting system. This letter shall be referred to in the report on compliance and internal controls.
4. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware of to the Chief Financial Officer and the City Administrator. The Chief Financial Officer and City Administrator should receive an immediate verbal report as well as the written report.

#### E. City Council

Auditors shall assure themselves that the City of Goose City Council is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments
5. Disagreements with management
6. Major issues discussed with management prior to retention
7. Difficulties encountered in performing the audit

#### F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years (or the period required by any applicable Federal or State law) unless the firm is notified in writing by the City of Goose Creek of the need to extend the retention period. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

#### IV. DESCRIPTION OF THE GOVERNMENT

##### A. Key Personnel:

MAYOR:	Gregory Habib
COUNCIL MEMBERS:	Debra Green-Fletcher Jerry Tekac Gayla S.L. McSwain Hannah Cox Melissa Enos Christopher Harmon
CITY ADMINISTRATOR: ASSISTANT CITY ADMINISTRATOR	Natalie Zeigler Brian Cook
CHIEF FINANCIAL OFFICER: CITY CLERK: CLERK OF COURT:	Tyler Howanyk Kelly Lovette Amy Weatherford
POLICE CHIEF FIRE CHIEF PUBLIC WORKS DIRECTOR DIRECTOR OF GOLF OPERATIONS RECREATION DIRECTOR	LJ Roscoe Mike Nixson Chuck Denson Troy Sanders Crystal Reed

The auditor's principal contact with the City of Goose Creek will be Tyler Howanyk, Chief Financial Officer, who will coordinate the assistance to be provided by the City of Goose Creek to the auditor.

##### B. Background Information

The City of Goose Creek serves an area of approximately 40 square miles with a population of approximately 50,000 residents. The City's fiscal year begins on January 1 and ends on December 31. The City provides general government services, police and fire protection, first responder EMS service, garbage pickup, permitting and licensing services and recreational facilities to include golf and programs to its citizens.

The City has a total annual payroll expense of approximately \$21.3 million and approximately 328 full-time employees and approximately 94 part-time employees.

The City is organized into 12 departments and three enterprise funds. The accounting and financial reporting functions are primarily centralized at City Hall, although cash receipts are accepted at the municipal court, recreation center and golf course.

The City owns Crowfield Golf Club on Hamlet Circle. The course is open to the public and offers limited merchandise sales, a driving range, and the restaurant and bar operations are subcontracted out to a restaurateur.

More detailed information on the government and its finances can be found on the City's website, [www.cityofgoosecreek.com](http://www.cityofgoosecreek.com).

##### C. Federal and State Awards

During the fiscal year ending December, 2023, the City of Goose Creek expended \$1,330,370 in federal awards and \$1,115,606 in state awards. The City expects to receive similar awards for the year ending December 31, 2024.

**IV. DESCRIPTION OF THE GOVERNMENT (CONTINUED)**

D. Pension Plans

The City of Goose Creek participates in the South Carolina State Retirement System.

E. Inventory Observations

The City of Goose Creek holds inventory in both the general fund, water fund, and the golf fund. Inventories consist of the following:

- General Fund – Fuel Inventory
- General Fund – Parts Inventory (City Garage)
- Water Fund – Parts Inventory
- Golf Fund – Retail Inventory (food & beverage) inventory is no longer carried by the City)

Inventory observations typically occur during the first week of January and typically take approximately 2 hours.

**V. TIME REQUIREMENTS**

A. Proposal and Contract

Solicitation notice	November 15, 2024
Due date for proposals	December 5, 2024
Selected firm notified	December 9, 2024
Contract date	December 27, 2024

B. Date Audit May Commence

The City of Goose Creek will endeavor to have all records ready for audit and all management personnel available to meet with the firm's personnel as of March 17, 2025, however preliminary fieldwork is allowable.

C. Date Final Report is Due

The City's goal is to present bound financial statements with the final signed report to the Mayor and City Council at the June 2025 regular City Council meeting. City Council typically meets on the second Tuesday of the month.

**VI. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

A. Finance Department and Clerical Assistance

The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, work papers, documentation and explanations.

B. Work Area

The City of Goose Creek will provide the auditor with reasonable work space, desks, chairs and access to customary office equipment.

C. Report Preparation

Report preparation, editing and printing shall be the responsibility of the auditor.

## VII. PROPOSAL REQUIREMENTS

### A. Submission of Proposals

The following material is required to be received by 12:00 noon on December 5, 2024 for a proposing firm to be considered:

A proposal to include the following:

#### Title Page

The title page should indicate the firm's name, the name, address, telephone number and email address of the contact person, and the date of the proposal.

#### Transmittal Letter

A signed letter of transmittal that briefly states the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for sixty days.

#### Technical Proposal

The technical proposal should follow the order set forth in Section VII B of this request for proposals.

#### Annual Fees

Proposed audit fees shall be indicated using the bid form provided with this request for proposal. Note that the annual amount indicated should include any and all fees including, but not limited to, professional, travel, accommodation, printing and binding.

#### Supplemental Rates/Fees

Each proposal should include as an attachment a schedule of customary hourly billing rates or fees for additional services, which may be requested by the City.

Incomplete submittals may be cause for the proposer's submittal to be considered nonconforming and rejected. The City shall not be responsible for requesting or seeking out from any proposer necessary information that was requested but not received.

### B. Requirements for Technical Proposal

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Goose Creek in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Technical Proposal should address all the points outlined in the request for proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items 1. through 6, must be included. They represent the criteria against which the proposal may be evaluated.



## VII. PROPOSAL REQUIREMENTS (CONTINUED)

### B. Requirements for Technical Proposal (continued)

#### 1. Independence

The firm should provide an affirmative statement that is independent of the City of Goose Creek as defined by generally accepted auditing standards and the U.S. General Accounting Office's *Government Auditing Standards* (1994).

The firm should also list and describe the firm's professional relationships involving the City of Goose Creek or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City of Goose Creek written notice of any professional relationships entered into during the period of this agreement

#### 2. License to Practice in South Carolina

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of South Carolina.

#### 3. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

#### 4. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in South Carolina. Provide information on the government auditing experience of each person.

#### 5. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 3) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work and telephone number of the principal client contact.

## 6. Specific Audit Approach

The proposal should briefly set forth an explanation of the audit methodology to be followed to perform the services required in Section II of this request for proposal. This explanation should include:

- A. Proposed segmentation of the engagement, if any.
- B. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- C. Type and extent of analytical procedures to be used in the engagement.
- D. Approach to be taken to gain and document an understanding of the City of Goose Creek' internal control structure.
- E. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- F. Approach to be taken in drawing audit samples for purposes of tests of compliance.
- G. Identification of anticipated potential audit problems.

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City of Goose Creek.

## **VIII. AWARD EVALUATION CRITERIA**

The evaluation of proposals will be conducted by the City Administrator and the Chief Financial Officer who will make a recommendation to City Council. City Council will make the final award.

Proposals will be evaluated based on, but not limited to, the evaluation criteria as listed below, in accordance with the terms and conditions of the Request for Proposals. All proposers must have provided, as a minimum, the information requested herein.

- A. Audit methodology and demonstrated understanding of the work requirements
- B. Experience with other municipalities similar in size and operation to the City, supported by references
- C. Level of expertise and quality of audit personnel, including verifiable CPA licensing
- D. Annual fees for the services to be provided
- E. Supplemental hourly rate or fee schedule that would apply should additional services be required
- F. The overall ability to prepare brief, concise, meaningful and complete responses in accordance with this solicitation.
- G. The location of the firm in regards to the ability to respond to the various needs of the City

**CITY OF GOOSE CREEK  
AUDITING SERVICES  
APPENDIX A: BID FORM**

We, the undersigned, certify that we have received, read and understand the City of Goose Creek Request for Proposals for Professional Auditing Services and understand that this Proposal is subject to all conditions thereof. We have reviewed and familiarized ourselves with the work requirements including the conditions under which the work will be accomplished. To the best of our belief this Proposal is responsive to and complies with the instructions and conditions of the Request for Proposals.

To the best of our knowledge and belief, the fees set forth below are accurate and considered fair and reasonable for the services being offered, and are inclusive of any and all fees and expenses, direct or indirect, associated with performing the audit. We agree if this Proposal is accepted within sixty (60) days from the date of the bid opening, to provide the auditing services as set forth in accordance with the specified requirements as follows:

1. To provide financial and compliance audits to include internal controls (not including a potential OMB A-133 audit) for the City of Goose Creek for the following five (5) fiscal years in accordance with the specifications and work requirements set forth in the Request for Proposals:

Fiscal Year Ending 12/31/24	_____
Fiscal Year Ending 12/31/25	_____
Fiscal Year Ending 12/31/26	_____
Fiscal Year Ending 12/31/27	_____
Fiscal Year Ending 12/31/28	_____

2. To provide the additional audit procedures and reporting required by a potential, OMB A-133 Single Audit:

Fiscal Year Ending 12/31/24	_____
Fiscal Year Ending 12/31/25	_____
Fiscal Year Ending 12/31/26	_____
Fiscal Year Ending 12/31/27	_____
Fiscal Year Ending 12/31/28	_____

3. Attach a schedule of customary hourly billing rates or fees for additional services, which may be requested by the City.

\_\_\_\_\_  
NAME OF FIRM

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_