

# **Claiborne County Board of Supervisors**

## **Request for Proposals and Qualifications**

### **Auditing Services**

Claiborne County is requesting an audit of the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, schedules and statistical tables included in the County's Annual Financial Report as of and for the years ending September 30, 2021, September 30, 2022, September 30, 2023, and September 30, 2024. Previous annual financial statements are available in the Office of the County Administrator.

All audits shall be made by independent auditors in accordance with U.S. generally accepted auditing standards, *Government Auditing Standards Board (GASB)* and the applicable rules of the Office of the Mississippi State Auditor.

All audit work must be performed by the audit staff of the proposing firm; no audit work is to be performed by subcontractors.

### **QUALIFICATIONS**

Proposals will be accepted from firms with demonstrated experience and competency in government auditing. The minimum qualifications for firms submitting proposals are:

- The audit shall be conducted under the supervision of a licensed Certified Public Accountant experienced and knowledgeable in Mississippi government auditing.
- The senior field auditor must have three to five years of actual experience in supervising a government audit. Senior field auditor must be on site during audit.
- The firm must have demonstrated efforts to keep its staff current in the industry and in governmental organizations by active participation in such organizations.
- The firm must be members of the AICPA, the AICPA's Governmental Audit Quality Center, and the Mississippi Society of Certified Public Accountants.
- The firm must meet the continuing professional education requirements of *Government Auditing Standards*
- The firm must provide a copy of its most recent peer review report.
- The auditor does not have a record of substandard work.
- The proposal must disclose any enforcement action to which the firm has been subject during the past three years, or which is in progress.
- The firm must provide the names, titles, addresses, and phone numbers of at least 5 government clients for whom the firm has performed audits within the last 2 years similar in scope and reporting as those required by the County.

**INSTRUCTIONS FOR SUBMITTING PROPOSALS**

Two (2) copies of the proposal are to be provided.

Sealed proposals must be submitted no later than 3:00 P.M. on July 16, 2024 to:

**Claiborne County Board of Supervisors  
ATTN: Mrs. Gloria Dotson, Clerk of the Board  
Post Office Box 449  
410 Market Street (County Courthouse)  
Port Gibson, MS 39150**

**Questions regarding the proposal and to request the full RFP/Q, please submit in writing to:**

Andrew Smith  
County Administrator  
Post Office Box 689  
Port Gibson, MS 39150  
Tel. (601)437-5216  
Email: AndrewSmith@ClaiborneCountyMS.gov

**PUBLICATION INFORMATION**

Please publish in the legal section of the newspaper.

**PUBLICATION DATES:**

Thursday, June 20, 2024  
Thursday, June 27, 2024

**Invoice to**

Claiborne County BOS  
ATTN: Accounts Payable  
Post Office Box 689  
Port Gibson, MS 39150

**Proof of Publication to**

Mrs. Gloria Dotson, Clerk of the Board  
Post Office Box 449  
Port Gibson, MS 39150