



**City of Columbus, Wisconsin
Request for Proposals
Professional Auditing Services**

Issue Date: [April 21, 2026]



1. INTRODUCTION AND BACKGROUND

REQUEST FOR CERTIFIED PUBLIC ACCOUNTING FIRMS – CITY OF COLUMBUS

The City of Columbus, Wisconsin ("City") is requesting proposals from qualified Certified Public Accounting firms to provide professional auditing services for the City. Proposals shall be delivered electronically. All proposals must be received by June 1, 2026. Proposals delivered or received after the submittal deadline will be deemed late and rejected. There are no exceptions to this requirement. Proposals shall be sent to:

Kendra Riddle, Finance Director at kriddle@columbuswi.gov

Inquires regarding this RFP can be directed to Kendra Riddle at (920) 623-5934 or kriddle@columbuswi.gov.

The City operates under a Mayor–Common Council form of government and provides a full range of municipal services. The City’s fiscal year ends December 31.

Annual Audit, Financial Statements, TIF Financial Statements, and Council Presentation ideally are completed by May of the following year. IE: 2025 audit completed May 2026. This is to ensure that the Form C and other required reporting are completed by state deadlines and that city operations can move forward smoothly into the second half of the year when preparing the following year budget.

2. SCOPE OF SERVICES

A. Annual Financial Audit

- Conduct an audit in accordance with GAAS, GAS, and GAAP
- Issue Independent Auditor’s Reports and governance communications
- Financial Statement Preparation
- TIF Financial Statement Preparation
- Adjusting Journal Entries

B. State and Regulatory Reporting

- Prepare and file reports required by Wisconsin DOA and applicable agencies
- Regulatory Reports such as State Financial Report Form C and TID Annual Report

C. Meetings and Presentations

- Planning, exit conferences, and Common Council presentations if requested

3. TERM OF ENGAGEMENT



The initial contract term shall be one (1) year, with up to four (4) optional one-year renewals, subject to Common Council approval.

4. PROPOSAL REQUIREMENTS

Firms shall submit qualifications, personnel details, audit approach, references, fee proposal, and independence disclosures as outlined in the RFP.

5. SUBMISSION INSTRUCTIONS

Proposals must be received by the stated deadline and clearly labeled “RFP – City of Columbus Professional Auditing Services.”

6. EVALUATION CRITERIA

Proposals will be evaluated based on municipal experience, staff qualifications, methodology, fees, and references.

7. CONDITIONS

All proposals are subject to Wisconsin public records law. The City reserves the right to reject any or all proposals.

City’s Rights and Options:

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, contractors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal is selected.

The City of Columbus reserves the right to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposals, and not award any contract, all at its discretion and without penalty.