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**Date:** June 23, 2025  
**To:** Mayor and Town Council  
**From:** Sean O’Keefe, Town Manager  
**Re:** Discussion: **Town Auditor RFP Update**

**Objective:**

To obtain Town Council direction regarding the Town Auditor Request for Proposals (RFP), which closed on June 16, 2025.

**Summary:**

The Town issued an RFP seeking qualified firms to provide independent auditing services. The RFP solicitation closed Monday, June 16, 2025. At the time of closing, the Town received one proposal. That proposal has not yet been opened or reviewed.

As a result, the Town Council must determine whether to proceed with opening and evaluating the single response received or to extend the RFP deadline to solicit additional proposals. Proceeding now may allow for a more expedited appointment, while extending the RFP may provide for a more competitive selection process.

**Possible Motions:**

- Move to open and evaluate the sole proposal received at July 10<sup>th</sup> Town Council meeting  
OR
- Move to extend the RFP deadline to solicit additional proposals for an additional three weeks until July 14<sup>th</sup>

**Fiscal Impact:**

Costs associated with auditor services will be considered as part of the final contract awarded through the RFP process.

**Staff Recommendation:**

Staff recommends that Town Council discuss the available options and provide direction..