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**Date:** April 24, 2025  
**To:** Mayor and Town Council  
**From:** Sean O’Keefe, Town Manager  
**Re:** Consideration and Approval: **Town Auditor RFP 2025-001**

**Objective:**

To establish the RFP guidelines for the Auditor Selection Committee to publish in order to select an auditor for the FY25 financial audit.

**Summary:**

The Town is required by Florida law to undergo an annual financial audit. To ensure compliance with Section 218.391, Florida Statutes, a formal selection process must be conducted by the Auditor Selection Committee, including the oversight of the Request for Proposals (RFP) process.

The major area of consideration in designing the RFP would be reviewing the evaluation criteria scoring rubric and establishing a submission deadline and review date.

**Fiscal Impact:**

There is no direct fiscal impact.

**Staff Recommendation:**

Staff recommends approval of the proposed RFP document.