

Request for Proposals (RFP)

Auditing Services

North Huntingdon Township, Pennsylvania

RFP No.: RFP-2026-01

Issue Date: January 23, 2026

Proposal Due: February 20, 2026 at 2:00 PM (ET)

1. Introduction

North Huntingdon Township (the "Township") is soliciting sealed proposals from qualified, independent Certified Public Accounting (CPA) firms to perform the annual financial audit of the Township for the fiscal year ending December 31, 2025, with options to renew for up to four (4) additional fiscal years at the Township's sole discretion.

The audit shall be conducted in accordance with Generally Accepted Accounting Principles (GAAP) and applicable requirements of the Commonwealth of Pennsylvania.

2. Background

North Huntingdon Township is a first-class township located in Westmoreland County, Pennsylvania. The Township provides various municipal services, including police, public works, parks and recreation, and administration. The Township maintains a General Fund and several special revenue, capital projects, and enterprise funds. The accounting records are maintained on an accrual basis consistent with GAAP as promulgated by the Governmental Accounting Standards Board (GASB).

Approximate population: 32,800; Number of employees: ~80; Payroll is processed biweekly; Primary financial software: Accufund. Prior-year audited financial statements and the DCED Annual Financial Report (AFR) are available upon request and located on our website.

3. Objectives

The objectives of this engagement are to:

1. Express opinions on the fair presentation of the Township's basic financial statements in accordance with GAAP.
2. Evaluate internal controls over financial reporting and compliance and report significant deficiencies or material weaknesses.
3. Test compliance with applicable laws, regulations, grant agreements, and contracts; perform Single Audit procedures if required.
4. Provide recommendations to improve financial reporting, internal controls, and operational efficiency.

4. Scope of Services

- Plan and perform the annual audit of the Township's financial statements, including all governmental and proprietary funds, component units (if any), and related notes and required supplementary information.
- Prepare and deliver: (a) Independent Auditor's Report on the financial statements; (b) Report on Internal Control over Financial Reporting and Compliance; (c) Management Letter with observations and recommendations.
- Assist with the preparation and/or review of the DCED Annual Financial Report (AFR) and other required Commonwealth filings; provide guidance on ensuring consistency between AFR and audited statements.
- Provide guidance on the implementation of new GASB standards effective for the fiscal year under audit.
- Attend up to two (2) public meetings (e.g., Board of Commissioners) to present results and answer questions.
- Coordinate with Township staff to establish timelines, PBC (Prepared-by-Client) lists, and deliverables; perform interim work as appropriate.
- Maintain open communication and provide periodic status updates during the audit process.

5. Reporting Deliverables

- Draft and final audited financial statements.
- Independent Auditor's Reports and Management Letter.
- Summary presentation slides for Board and management.
- Updated list of recommendations with management responses.
- Electronic workpapers and trial balances upon request.

6. Minimum Qualifications

- Licensed CPA firm in the Commonwealth of Pennsylvania in good standing.
- Demonstrated experience auditing Pennsylvania municipalities (minimum three municipal clients in the past five years).
- Please provide proof of insurance by providing a Certificate of Insurance from an authorized agent.

7. Proposal Requirements

- Cover letter signed by an authorized representative.
- Firm profile, office location(s), and Pennsylvania licensure details.
- Descriptions of relevant municipal audit engagements; include three references with contact information.
- Resumes of key personnel and their roles; identify engagement partner and manager.
- Approach and audit methodology, including risk assessment, interim work, and use of technology.
- Project timeline and milestones; anticipated on-site and remote work.
- Fixed-fee pricing by fiscal year; separate fees for Single Audit (if required) and optional services.

- Disclosure of any actual or potential conflicts of interest.
- Proof of insurance: professional liability (errors & omissions), general liability, and workers' compensation.

8. Evaluation Criteria

- Relevant municipal audit experience and qualifications of the team.
- Audit approach, understanding of Township operations, and quality of methodology.
- References and peer review results.
- Cost reasonableness and transparency.
- Ability to meet timelines and provide responsive service.
- Value-added services and insights (e.g., GASB implementation support).

9. Term of Engagement

Initial term: Fiscal year ending December 31, 2025. Options: Up to four (4) one-year renewals upon mutual agreement and annual appropriation. The Township reserves the right to terminate for convenience with thirty (30) days' written notice.

10. Schedule

- RFP issued: January 22, 2026
- Questions due: February 13, 2026, 4:00 PM ET
- Proposals due: February 20, 2026, 2:00 PM ET
- Selection/award (estimated): March 18, 2026

11. Submission Instructions

Submit one (1) bound hard copy of the proposal. Proposals must be sealed and clearly marked "RFP-2026-01 – Auditing Services."

Delivery Address: North Huntingdon Township, Attn: Township Manager, 11279 Center Highway, North Huntingdon, PA 15642.

Hard copies must be delivered by the due date and time. Late proposals will not be accepted.

12. Questions and Contact

All questions must be submitted in writing to: Harry R. Faulk, Township Manager, hfaulk@nhtpa.us. Answers will be posted via addendum on the Township's website. Firms are responsible for checking for addenda.

13. Terms and Conditions

- The Township reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed in the Township's best interest.
- This RFP does not commit the Township to award a contract or pay any costs incurred in the preparation of a proposal.
- Proposals are public records subject to Pennsylvania Right-to-Know Law, except for confidential proprietary information properly designated as such.

- The selected firm will be required to execute a professional services agreement and comply with all applicable Township policies.
- Invoicing shall be submitted after completion of major milestones or monthly, as agreed, and payable in accordance with Township terms.

