

REQUEST FOR PROPOSAL

Prospective Responder Letter

RFP# 2026-AUD AUDIT SERVICES

**City of Stone Mountain
875 Main Street
Stone Mountain, GA 30083**

This letter serves to notify potential interested parties that the City of Stone Mountain intends to solicit proposals for a four-year contract for the performance of independent audit services. Proposals will be solicited through a formal RFP process. The RFP documents may be found on the [Georgia Procurement Registry](#) or be provided by the City upon written request.

If applicable, please indicate your firm's intent to submit a proposal by completing and returning the enclosed Notice of Intent to Respond form. Note that submission of such notice is non-binding, and that failure to return such Notice does not preclude prospective proposer from submitting a proposal. The purpose is to improve the efficiency of the proposal process and communicate timely information to interested parties on this RFP as well as future RFPs.

All correspondence related to this RFP should be submitted in writing to City Administration at RFP@stonemountaincity.org. The City will not respond to oral inquiries.

Completed proposals must be received at the email address shown above by **June 30, 2026 @ 5 PM EDT**. Late proposals will be disqualified. To be considered for selection, prospective auditors must submit a complete response to the RFP. Incomplete proposals may not be considered if the omissions are determined to be significant. The City may contact proposing firms to request clarification and perform negotiations.

Proposals must include the following:

- 1. Mandatory Pre-Qualification Form;**
- 2. Technical Proposal/Capabilities Statement (demonstrating government audit expertise); and**
- 3. Cost Proposal (must be on firm's official letterhead or quote form).**

The City will reserve the right to reject any and all proposals submitted and may request additional information from all proposers. Any contract awarded will be awarded to the auditor, who, based upon evaluation of all proposals, is determined to have submitted the best proposal, considering both technical factors and cost.

NOTICE OF INTENT TO RESPOND

The undersigned hereby expresses intent to submit a proposal for the above referenced RFP and authorizes the City to provide solicitation updates, addenda, and related communications.

Name and Address of Firm:

FEIN:

CPA License #:

Firm Website:

Point of Contact:

Name:

Title:

Signature:

Date:

Phone:

Email:
