Burke County Board of Commissioners

602 N. Liberty Street
Waynesboro, GA 30830

REQUEST FOR PROPOSALS

INDEPENDENT AUDIT SERVICES

ISSUE DATE:
June 23, 2026

RESPONSE DUE DATE:
August 5, 2026 at 12:00 PM

Procurement Contact:
Michael Wiseman, Chief Financial Officer
Burke County Board of Commissioners
602 North Liberty Street
Waynesboro, Georgia 30830
(706) 554-2324
mwiseman@burkecounty-ga.gov

SUBMISSION OF PROPOSALS: Two (2) complete sets of all RFP documents shall be sealed and marked **RFP Audit Services.** These may be mailed or delivered to:

Burke County Board of Commissioners
Attn: Michael Wiseman, Chief Financial Officer
P.O. Box 89
602 N. Liberty Street
Waynesboro, GA 30830

Alternate form of delivery – Email One (1) complete set to mwiseman@burkecounty-ga.gov.

1. INVITATION TO PROPOSE

The Burke County Board of Commissioners invites qualified CPA firms licensed in Georgia to submit sealed proposals for annual independent audit services for fiscal years ending September 30, 2026 through September 30, 2030.

2. PROCUREMENT SCHEDULE

RFP Issued: June 23, 2026
Questions Deadline: July 22, 2026
Proposal Due: August 5, 2026 at 12:00 PM ET
Anticipated Award: Within 14 days after proposal due date

3. COUNTY BACKGROUND

Burke County serves an estimated population of 24,000 residents. The FY 2026 General Fund budget is approximately $45 million, while total governmental expenditures are estimated at $96 million. The County administers about $2 million in federal awards annually and employs approximately 500 personnel. Financial operations are managed through the Tyler Technologies MUNIS financial management system. Major governmental funds include the General Fund, Fire Fund, Special Purpose Local Option Sales Tax (SPLOST) Funds, and Transportation Investment Act (TIA) Funds.

4. SCOPE OF SERVICES

Annual financial statement audits, Single Audits, federal compliance testing, SPLOST reporting, internal control communications, management letters, and Board presentations when requested. Preparation of the annual financial report (no ACFR).

5. AUDIT STANDARDS

Audits shall be conducted in accordance with GAAS, Government Auditing Standards, Uniform Guidance, GASB standards, and applicable Georgia law.

6. MINIMUM QUALIFICATIONS

Georgia CPA license, governmental audit experience, Single Audit experience, independence, professional liability insurance, and current peer review.

7. PROPOSAL REQUIREMENTS

Firm information, governmental references, engagement team information, peer review report, audit approach, timeline, and fixed fee proposal.

8. FIXED FEE PROPOSAL FORM

FY2026 $_____________
FY2027 $_____________
FY2028 $_____________
FY2029 $_____________
FY2030 $_____________

No CPI adjustments, inflation adjustments, travel surcharges, administrative fees, or escalators shall be permitted.

9. AWARD OF CONTRACT

Award shall be made to the audit firm of choice by the Board of Commissioners. The Board reserves the right to reject any and all proposals.

10. CONTRACT TERMS

Five-year term. Auditors shall comply with all federal, state, and local requirements.

11. RECORD RETENTION

Audit workpapers shall be retained for at least five years.

12. CERTIFICATION

Firm Name: ____________________________

Authorized Representative: ____________________________

Title: ____________________________

Signature: ____________________________

Date: ____________________________