**DISCLAIMER**

**This document is provided for general informational purposes, may not apply to your city’s specific situation and should not be considered a comprehensive RFP. It should be used for comparative purposes only. The RFP should be tailored to reflect the actual context of your city. You should consult with your city attorney before taking any action based on this document.**

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**CITY OF ACWORTH**

**REQUEST FOR PROPOSALS (RFP)**

**RFP NO. 2011-01**

**AUDIT SERVICES**

The City of Acworth is seeking the professional services of a Certified Public Accountant firm (“Auditor”) for financial and compliance audits. The contract will be for three consecutive fiscal years beginning with the fiscal year ended June 30, 2011, and ending with the fiscal year ended June 30, 2013, subject to annual review and the annual availability of an appropriation for audit services by the government entity. The audit shall be conducted in accordance with auditing standards generally accepted in the United States of America, promulgated by the American Institute of Certified Public Accountants (AICPA) and in accordance with the standards applicable to financial audits contained in Government

Auditing Standards issued by the Comptroller General of the United States and the Official Code of Georgia Annotated.

Interested firms are encouraged to contact the City of Acworth (City Hall - address listed below) by March 28, 2011 @

2:00 p.m. to submit a Notification of Interest. There will be a non-mandatory Proposers’ Conference held at Acworth City Hall on Friday, April 1, 2011 at 1:00 p.m. EST. Requirements will be sent promptly by e-mail to firms responding to this request or a complete package may be obtained in person at Acworth City Hall. All proposals are due by **2:00 p.m. EST on April 21, 2011** at Acworth City Hall.

Requests for the RFP package should be sent to Sharron Burtz at sburtz@acworth.org.

Questions about any aspect of the RFP shall be directed to Sharron Burtz in writing (e-mail is preferable) sburtz@acworth.org; or facsimile: 404-521-4604.

The City of Acworth reserves the right to reject any and all Request for Proposals, as well as to waive technicalities and informalities.

CITY OF ACWORTH

4415 Senator Richard B. Russell Avenue Acworth, Georgia 30101

Telephone: 770-974-3112 Fax: 404-521-4604

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