

City of Stayton, Oregon
Request for Proposals (RFP) for Auditing Services
January 15, 2026

I. Introduction

The City of Stayton, Oregon is soliciting proposals from qualified certified public accounting firms licensed to practice as such by the State of Oregon, to audit the City's Annual Comprehensive Financial Reports (ACFR) starting with the fiscal year ending June 30, 2026, with the option of continuing for four subsequent fiscal years. The audit must be conducted in accordance with generally accepted auditing standards and Oregon municipal audit law as required by ORS 297.425 and OAR 16210-000 through 330. The ACFR is to be prepared by the auditing firm with the assistance of City staff. The City expects the proposer's values to align with the City's values of high ethical conduct, fiscal responsibility, timely audits, respect for the City and others, and responsiveness to the City's residents, customers, and stakeholders.

II. General Information

- **City Points of Contact:** All questions can be sent to citygovernment@staytonoregon.gov.
- **RFP Downloads:** The Request for Proposals can be downloaded from the City of Stayton's website at https://www.staytonoregon.gov/page/docs_rfp. Any update to the proposal will be posted to that page.
- **RFP Tentative Schedule:**
 - RFP Issued: January 15, 2026
 - **Proposals Due: March 31, 2026 at 5:00 p.m. Pacific Daylight Time.**
 - Review of Proposals: the week of April 6, 2026
 - Interviews (if necessary): by April 17, 2026
 - Council Approval (if necessary): May 4, 2026
 - Contract Signed: May 8, 2026
- **Contract Duration:** The initial contract will cover one fiscal year, with the option for renewal for four additional one-year periods if both parties agree.

- **Evaluation Criteria:** Proposals will be evaluated based on the firm's experience in governmental auditing, key staff qualifications, proposed audit approach, and cost. The City reserves the right to reject any proposal or to negotiate individually with one or more proposers, and to select one or more proposers if determined to be in the best interest of the City. The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City.

III. Scope of Auditor Services

The audit's objective is to provide an opinion on whether the financial statements are free of material misstatement and ensure compliance with all applicable laws, regulations, and reporting requirements, including those of the Government Accounting Standards Board (GASB). A pre audit meeting will be held to discuss audit timelines, in person vs on-line meetings, working paper requirements, software requirements, and report deadlines. Services should include:

- Planning and performing the ACFR with the intent of submitting it by December 31st.
- Express an opinion in accordance with GAAP on the City's financial statements including any findings, observations, comments, or recommendations relating to internal control, accounting systems, compliance with laws, rules and regulations, or any other matters that come to the attention of the auditor.
- Be able to perform (if necessary) a Single Audit covering the City's Federal grants-in-aid as required by the Uniform Guidance. Please price separately.
- Coordinate the management letter.
- Producing a draft and final audit report for filing with the Oregon Secretary of State.
- Providing occasional technical assistance throughout the year on various accounting and reporting questions, including GASB pronouncements, GAAP updates and changes in federal and state laws affecting the City.

IV. Proposal Requirements

Proposers should provide the following information:

- A detailed description of the firm's audit approach, methodology, and work product delivered on similar engagements including potential dates for onsite work.

- The experience and qualifications of the personnel assigned to the engagement, including experience in Oregon municipal auditing.
- A list of at least three comparable governmental clients served in the last three years. Submit one sample of a management report that you have recently issued covering an audit that is comparable to Stayton.
- A detailed fixed fee schedule, including all out-of-pocket expenses and hourly rates for additional services. Identify separately any “first time through” costs, if any, that may be required. Identify separately costs of a single audit. Stayton intends to apply (for the first time) for the GFOA certificate of achievement for excellence in financial reporting award program by FY27. Identify separately any possible price changes for this. Include estimated prices for the following years.
- A description of any potential audit problems anticipated and the firm's approach to resolving them.
- Provide a peer review letter (optional).

V. RFP Submission Requirements

Proposals must be received by 5pm on March 31, 2026. Proposals can be emailed to citygovernment@staytonoregon.gov or mailed in a sealed envelope to 362 N Third Ave, Stayton, Oregon 97383.

VI. City of Stayton Background

The [City of Stayton](#) is in Marion County Oregon. The City provides a range of municipal services including water, wastewater, stormwater, parks, street maintenance, police, library, swimming pool, street lighting, planning and development, municipal court, and general administration. The City is governed by a City Council composed of five elected members, and a Mayor. The City Manager is appointed by the Council and is responsible for all city functions. The City employs 57.52 FTE and has a [2025-27 adopted biennial budget](#) of \$95,078,219 including fund balances and transfers. Total expenditures are about \$31m per year. There are eight governmental funds and seven proprietary funds. This includes five funds for Systems Development Charges. Stayton uses a modified accrual basis of accounting. Stayton uses Caselle Connect software. The City Finance Director was hired in April 2023, and the Assistant Finance Director was hired in 2015. The FY25 audit was submitted on time and was “unmodified” with zero reported significant deficiencies or material weaknesses. SingerLewak has completed Stayton’s audits for FY’s 2020 through 2025.