Request for Proposal (RFP)

Independent Audit Services

Crested Butte South Metropolitan District

Crested Butte, Colorado

I. Introduction & Background

The Crested Butte South Metropolitan District ("the District") is a Colorado special district established under Title 32 of the Colorado Revised Statutes. The District provides water, sanitation, and road maintenance services to the Crested Butte South community. The District is governed by an elected Board of Directors and is required by state law to undergo an annual audit of its financial statements to ensure transparency, compliance, and accountability.

The District is seeking proposals from qualified independent Certified Public Accounting (CPA) firms to provide annual audit services in accordance with:
- Generally Accepted Auditing Standards (GAAS)
- Government Auditing Standards (GAGAS)
- Generally Accepted Accounting Principles (GAAP)
- Applicable provisions of Colorado law, including C.R.S. §29-1-603 and §29-1-604

II. Scope of Services

The selected firm will be responsible for performing the following services:
1. Annual audit of the District's financial statements in accordance with GAAP and GASB requirements.
2. Preparation of the District's annual audited financial statements and submission to the Colorado State Auditor in compliance with statutory deadlines.
3. Issuance of all required audit reports, including management letters identifying internal control recommendations, if applicable.
4. If requested attendance (in person or virtual) at one Board of Directors meeting to present the audit results.
5. Consultation, as requested, on accounting and reporting matters affecting the District.

The initial engagement will be for the fiscal year ending December 31, 2025, with the option to extend services annually for up to five years at the District's discretion.

III. Auditor Responsibilities

The Independent auditor will be responsible for:
- Perform an annual audit of the District's financial statements in accordance with generally accepted auditing standards (GAAS), Government Auditing Standards (GAGAS), and all applicable provisions of the Colorado Revised Statutes.
- Obtain reasonable assurance that the financial statements are free of material misstatement, whether caused by fraud or error, and issue an independent auditor's report including an opinion on the financial statements.
- Examine, on a test basis, evidence supporting the amounts and disclosures in the financial statements.
- Evaluate the appropriateness of accounting policies, the reasonableness of significant estimates made by management, and the overall financial statement presentation.
- Obtain an understanding of internal control relevant to the audit to design audit procedures appropriate in the circumstances. (The auditor is not expected to express an opinion on the effectiveness of internal control.)
- Conclude, as applicable, whether conditions or events raise substantial doubt about the District's ability to continue as a going concern.
- Apply limited procedures to required supplementary information (such as Management's Discussion & Analysis and budgetary comparison schedules), in accordance with GAAS.
- Communicate with the Board of Directors regarding the planned scope and timing of the audit, significant findings, and any internal control–related matters identified.
- Provide a management letter with recommendations for improvements in accounting procedures and internal controls, if necessary.
- Present audit results to the Board of Directors at a public meeting if requested.

IV. Proposal Requirements

Proposals should include the following information:
- Firm overview, including location(s), size, and history.
- Qualifications and experience auditing Colorado local governments and special districts.
- Proposed engagement team and their relevant credentials.
- Approach to the audit, including methodology, timelines, and communication practices.
-Insurance: Proof of professional liability coverage.
- References from at least three Colorado special districts or similar governmental clients.
-Sample Reports: Copies of recent audits for similar entities.
- Fee schedule for the initial audit year and anticipated fee adjustments for future years.
- Any additional services offered that may benefit the District.
-Proposed Contract: Standard engagement letter or agreement.

V. Evaluation Criteria

Proposals will be evaluated based on the following:
- Experience and qualifications with Colorado special districts and local governments.
- Responsiveness and clarity of proposal.
- Proposed audit approach and ability to meet deadlines.
- References and reputation.
- Cost and overall value to the District.

VI. Timeline

- RFP Issued: November 4th, 2025
- Proposals Due: January 21st, 2026
- Board Review & Selection: January 28th, 2026
- Anticipated Start of Engagement: As Soon As Practical

VII. Submission Instructions

Please submit proposals electronically in PDF format to:

Ronnie Benson
District Manager
Crested Butte South Metropolitan District
info@cbsouthmetro.net
970-349-5480

Proposals must be received no later than the end of the day on January 21st, 2026. Late submissions will not be considered.

VIII. Additional Information

The District reserves the right to reject any or all proposals, to waive informalities or irregularities, and to accept the proposal that, in the District's judgment, is in its best interest.

For additional information about the District, please visit www.cbsoutmetro.net.

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