TOWN OF CUSHING, MAINE

REQUEST FOR PROPOSALS

Independent Auditing Services — Three-Year Engagement

1. Introduction and Purpose

The Town of Cushing, Maine (the "Town") is soliciting proposals from qualified independent certified public accounting firms ("Firm" or "Offeror") to provide professional auditing services for the Town's annual financial statements. The Town intends to award a three-year engagement covering the audits of fiscal years 2027, 2028, and 2029, under a contract effective January 1, 2027, through December 31, 2030, with the final period reserved for completion of the fiscal year 2029 audit, issuance of the associated reports, and any outstanding follow-up items.

The selected Firm must be licensed to practice public accounting in the State of Maine and have demonstrated experience auditing municipal governments of comparable size and complexity in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards (the "Yellow Book"), and, if applicable, the Uniform Guidance (2 CFR Part 200) for any Town programs expending federal awards.

2. Background

Cushing is a rural coastal municipality in Knox County, Maine, governed by an elected Board of Selectmen and administered through Town Meeting. The Town's fiscal year runs from January 1 through December 31. The Town's financial operations include general government, public works, fire and emergency services, solid waste, and administration of local trust and reserve funds.

3. Scope of Services

The selected Firm shall perform the following for each of the three audited fiscal years:

1. Conduct an annual financial audit of the Town's basic financial statements in accordance with GAAS and, where applicable, Government Auditing Standards, expressing an opinion on whether the financial statements are presented fairly in all material respects in conformity with Generally Accepted Accounting Principles (GAAP).

2. Prepare and deliver the Town's Annual Comprehensive Financial Report (or equivalent basic financial statements) in a format suitable for public distribution and, if required, submission to the Maine Department of Audit / Department of Administrative and Financial Services.

3. Issue a management letter identifying any internal control deficiencies, material weaknesses, significant deficiencies, or instances of noncompliance, together with recommendations for corrective action.

4. Meet with the Board of Selectmen, Town Treasurer, and/or Budget Committee, as requested, to present audit results, typically within 90 days of fiscal year end.

5. Provide technical assistance and advisory support on accounting, reporting, and internal control matters throughout each contract year, including guidance on new GASB pronouncements.

6. Coordinate audit fieldwork and document requests with Town staff to minimize disruption to Town operations.

4. Contract Term and Renewal

The contract term is January 1, 2027, through December 31, 2030 (three annual audits, FY2027–FY2029). The Town reserves the right to extend the engagement for up to two additional one-year terms by mutual written agreement, subject to satisfactory performance and appropriation of funds by Town Meeting.

5. Proposal Requirements

Proposals must include, at minimum, the following sections:

- Cover letter identifying the Firm, license status in Maine, and a signed statement of authority to bind the Firm.

- Firm qualifications and experience, including at least three references from comparable Maine municipal audit clients within the past five years.

- Certificate of insurance evidencing professional liability (errors and omissions) coverage.

- Itemized fee proposal for each of the three fiscal years (FY2027, FY2028, FY2029), including all-inclusive maximum price and any anticipated out-of-pocket expenses.

- Disclosure of any conflicts of interest, pending litigation, or disciplinary actions involving the Firm.

6. Submission Instructions

Firms must submit [ONE ORIGINAL AND THREE COPIES / ONE ELECTRONIC PDF COPY] of their proposal no later than the date and time listed in Section 1 above. Late proposals will not be considered. Proposals should be submitted to the contact listed above. Questions regarding this RFP must be submitted in writing to the same contact no later than November 23, 2026], and responses will be distributed to all known prospective Offerors.

The Town reserves the right to interview finalist firms, request clarification or additional information, reject any or all proposals, waive minor informalities, and negotiate final contract terms with the selected Firm. Award will not necessarily be awarded to the lowest-cost proposer.

9. General Terms and Conditions

1. This RFP does not commit the Town to award a contract or to pay any costs incurred in the preparation of a proposal.

2. The Town reserves the right to cancel this RFP, in whole or in part, at any time prior to contract execution.

3. The selected Firm will be required to execute a professional services agreement incorporating the terms of RFP, the Firm's proposal, and standard Town contract terms, including indemnification, insurance, and termination-for-convenience provisions.

4. Payment terms and invoicing schedule will be established in the final contract, subject to annual appropriation by Town Meeting.

5. The Firm must maintain independence from the Town as required under GAAS and Government Auditing Standards throughout the engagement.

10. Contact Information

All inquiries regarding this Request for Proposals should be directed to:

Kathi Winchenbach
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207-354-2375
clerk@cushing.maine.gov