

TOWN OF SELBYVILLE, DELAWARE

REQUEST FOR PROPOSALS – ANNUAL AUDIT SERVICES

Issue Date: October 2, 2026

Proposal Due: November 13, 2026

The Town of Selbyville, Delaware is requesting proposals from qualified independent certified public accounting firms to provide annual audit services for the Town for **Fiscal Years 2027, 2028, and 2029**.

The Town's fiscal year runs from **February 1 through January 31**.

Scope of Services

The selected firm will provide independent annual audit services, including:

- Audit of the Town's financial records and accounts;
- Preparation and issuance of the annual audit report;
- Review of internal controls and compliance as required by applicable auditing standards;
- Required communications to Town management and Mayor and Town Council;
- Management letter identifying significant findings and recommendations, as applicable; and
- Any additional governmental auditing requirements applicable to the Town.

Audits shall be performed in accordance with applicable professional auditing standards, governmental accounting standards, and applicable State and federal requirements.

In accordance with the Town Charter, the completed annual audit report shall be provided to the Town within 90 days following the end of each fiscal year, unless otherwise agreed upon.

Contract Term

The anticipated contract will cover:

- **FY2027:** February 1, 2026 – January 31, 2027
- **FY2028:** February 1, 2027 – January 31, 2028
- **FY2029:** February 1, 2028 – January 31, 2029

The contract will be subject to annual appropriations and satisfactory performance.

Proposal Requirements

Proposals should include:

1. Firm qualifications and experience with municipal/governmental audits;
2. Qualifications of the proposed audit team;
3. At least three governmental references;
4. Description of the firm's proposed audit approach and anticipated timeline;
5. Confirmation of independence and any potential conflicts of interest;
6. Most recent peer review information; and
7. Annual fees for each of the three fiscal years.

Fee Schedule

Fiscal Year	Proposed Fee
FY2027	\$ _____
FY2028	\$ _____
FY2029	\$ _____
Three-Year Total	\$ _____

Any additional services or hourly rates should be clearly identified.

Selection

The Town will evaluate proposals based on the firm's qualifications, governmental audit experience, proposed personnel, approach and ability to meet the required audit schedule, references, and proposed fees.

The Town reserves the right to request additional information, interview firms, negotiate with a selected firm, reject any or all proposals, and waive minor informalities.

Submission

Proposals shall be submitted to:

Town of Selbyville

Attn: Town Administrator – Audit RFP

1 West Church Street

P.O. Box 106

Selbyville, DE 19975

Email: townmanager@townofselbyville.org

Proposal Deadline: November 13, 2026 by 2:00 p.m.

Questions regarding this RFP should be directed to the Town Administrator at townmanager@townofselbyville.org.

Town of Selbyville, Delaware