



Siuslaw Valley Fire and Rescue

2625 Highway 101
Florence, OR 97439-9702
(541) 997-3212

Date: January 11, 2022

To: Certified Public Accountants for Municipal Audit Services

From: Dina McClure, Office Manager

Subject: Professional Auditing Services for Siuslaw Valley Fire & Rescue

Siuslaw Valley Fire & Rescue is soliciting proposals from qualified firms of certified public accountants to audit Siuslaw Valley Fire & Rescue's financial statements for fiscal years ending:

June 30, 2022

June 30, 2023

June 30, 2024

Your proposal should contain, but not be limited to the following considerations:

1. Eligibility- authorization by the State Board of Accountancy to conduct audits.
2. Experience of your firm in relation to the scope of audit for Siuslaw Valley Fire & Rescue.
3. A list of similar local governments of pertinent public accounts served by your firm, including at least three that can serve as references.
4. Audit firm staff stability history – what assurances you can provide Siuslaw Valley Fire & Rescue regarding the assignment of your permanent personnel to the engagement.
5. Resumes for staff to be assigned to the audit.
6. Procedures used to transmit audit adjustments and the reasons for them along with management recommendations to the responsible personnel within Siuslaw Valley Fire & Rescue.
7. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. Please include how many non/audit-related hours are included in the base fee. The proposal should also state that any increase in the

audit fee will be immediately disclosed to the Fire & EMS Chief. Please provide fees in the event a single audit is required.

8. An outline of a work plan and estimated number of hours for each significant segment of work with estimated number of hours by classification of staff, i.e. partners, senior and junior.
9. Your willingness to draft and print an annual report.

Prior years audited annual financial reports can be accessed on the district's website: <https://svfr.org/funding>.

The deadline for proposals is 5:00pm February 28, 2022.

The decision to select the firm to conduct the audit will be made by the SVFR Board of Directors at their meeting on March 24, 2022. The board reserves the right to refuse any and all proposals. The final agreement will be in the form of a written contract following the standard agreement form used by CPA firms conducting municipal audits.

All questions and correspondence should be directed to Dina McClure via email at dina@wlfea.org or by calling 541-997-3212.

I look forward to receiving your proposal on or before 5:00pm on February 28, 2022.

Regards,

Dina McClure

Dina McClure
Office Manager
Siuslaw Valley Fire & Rescue
Western Lane Ambulance District
Western Lane Fire and EMS Authority