

**REQUEST FOR PROPOSALS (RFP)
FOR
TOWN AUDITOR SERVICES**

Request for Proposal No: 2026-xx

Date of Issue: June 1, 2026

Proposal Closing Date and Time: June 19, 2026 at 12 Noon MST

**Proposal to be electronically received by the Town PRIOR TO
Proposal Closing Date and Time above.**

CONTACT:

Arielle Blackwell, Town Manager

108 W Galena Ave

Crestone, CO 81131

crestoneclerk@gmail.com

THIS REQUEST FOR PROPOSAL (“RFP”) IS NOT A COMPETITIVE BID BASED ON PRICE ONLY. The request for proposal allows the Town of Crestone, Colorado (the “Town”) to select the service provider that best meets the needs of the Town, taking into consideration proposer qualifications, price, products, and service capabilities and other factors relevant to the Town’s policies, programs, administrative resources, and budget.

This RFP has been advertised on the following websites:

- <http://www.RockyMountainBidSystem.com>
- <https://townofcrestone.gov/>

Any modifications to this RFP or addenda pertaining to this RFP will be published to the above-mentioned website(s), and all proposers are responsible to periodically check these websites for relevant updates prior to the submittal of a proposal.

PROPOSER’S CERTIFICATION

Note: Return this page with your proposal.

RFP Title: Town of Crestone Auditor
RFP Number: 2026-xx
RFP Closing Date / Time: Friday June 19, 2026 at 12 Noon MST

The undersigned, as an authorized agent of the proposer, hereby certifies:

- () the receipt of _____ addendums;
- () familiarization with all instructions, terms and conditions, and specifications stated in this RFP;
- () the proposer is qualified to perform the work and services outlined in this RFP;
- () the proposer has reviewed the Town’s Agreement for Professional Services; and
- () that the proposal is valid until _____(date).

Company Name

Authorized Signature

Mailing Address

Printed Name

Town, State, Zip Code

Title

Federal Employee ID Number (FEIN)

Phone Number

Type of Entity (sole proprietorship, LLC, corporation, etc.)

Fax Number partnership, LLP,

Website (if applicable)

Email Address

REQUEST FOR PROPOSAL NO. 2026-xx

The Town is requesting proposals for Town Auditor services for a statutory municipality.

Proposals are to be addressed and delivered to the Crestone Town Manager, Arielle Blackwell, in accordance with the Instructions to Proposers and all other requirements as referenced in this RFP. Proposals will be received until the proposal closing date and time set forth on the cover page of this RFP.

The Town will use the following tentative schedule for the selection process:

- Issue Request for Proposals: June 1, 2026
- Proposal Submission Deadline: June 19, 2025 at 12 Noon MST
- Interview/Demonstration Upon Town's Request

The Town reserves the right to modify this timeline at any time. Should the proposal submission deadline change, all prospective proposers will be notified through an addendum issued by the Town and posted to the websites listed on page one of this RFP.

SCOPE OF SERVICES

The Town seeks a contract with a reliable, experienced, and qualified CPA firm demonstrating municipal audit experience in the State of Colorado to provide auditing services in a comprehensive, timely, and efficient manner.

The scope of work for the contractor includes but is not limited to the following:

1. Audit the general-purpose financial statements of the Town in accordance with generally accepted auditing standards and government auditing standards as set forth by the American Institute of Certified Public Accountants, the Standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organization.
2. Provide an audit opinion with respect to the Town's financial statements.
3. Evaluate and test the Town's internal controls and provide recommendations to the Trustees regarding the same.
4. Complete the audit in a timely fashion for the Town to meet state reporting requirements which entails provision of a detailed audit plan to the Town Administrator in accordance with agreed upon timeframes for the upcoming audit cycle for completion of fieldwork and submission of the final report for presentation to the Town Board.
5. **Print and provide no less than 10 colored copies of the audited financial statements.**
6. Attend meetings of the Board of Trustees as requested to present the audit and financial statements and answer questions of the Board and Staff.

INSTRUCTIONS TO PROPOSERS

1. Proposers responding to this RFP must submit their proposals in the format specified in this solicitation.
2. One (1) electronic copy of the proposal must be submitted to the email address provided below or electronically submitted through the Rocky Mountain E-Purchasing System. Submittals must be received by June 19, 2026 at 12 noon MST and be addressed to:

Town Manager Arielle Blackwell
crestoneclerk@gmail.com
108 W Galena Ave
Crestone, CO 81131

3. Proposals must be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. All the proposal terms, conditions, contents, fees and charges shall be guaranteed by the proposer for a minimum of ninety (90) days from the date of submission of the proposal to the Town.
4. The content of all proposals must conform to the following:
 - a) Proposers must respond to the questions and/or provide requested information in the order presented in this RFP
 - b) Proposers may provide examples of work and additional supporting documentation pertinent to clarification of the proposal.
5. All changes in the RFP documents shall be through written addendum and furnished to all proposers via the websites listed in the RFP.
6. Proposers who have questions concerning the specifications or scope of work, must contact:

Town Manager Arielle Blackwell
crestoneclerk@gmail.com
108 W Galena Ave
Crestone, CO 81131
Phone: 719-256-4313

7. Proposals will be reviewed by Town staff. Staff may request additional information from proposers or request personal interviews with one or more proposer. The weight to be given to each evaluation criterion will be as determined by the Town. Final evaluation and selection may be based on, but not limited to, any or all of the following:
 - a) Information presented in the proposal.

- b) Service reliability and consistency of quality.
 - c) Qualifications and experience of the proposer.
 - d) Insurance and ability to bond.
 - e) References.
 - f) Personal interview/demonstration
 - g) Pricing / total cost.
8. All proposals received by 12pm MST on June 19, 2026 shall become the property of the Town and shall be retained in accordance with the Town's records retention schedule. The Town is a Colorado governmental entity and therefore, all information included in proposals and other written information submitted by the proposer to the Town is subject to the provisions of the Colorado Open Records Act ("CORA"). Proposers should expect that the proposal may be viewed by the general public and competitors once submitted to the Town. Merely marking information as "confidential," "proprietary," or otherwise stating a written intent to protect the information from disclosure is not necessarily sufficient to prevent disclosure under CORA.
9. Total All-Inclusive Maximum Price per Year. This section of the proposal should contain the total maximum pricing information relative to performing the auditing, accounting, and consulting engagements as described in this request for proposal. The total all-inclusive maximum price per year to be bid is to contain all direct and indirect costs including all out-of-pocket expenses. See "Addendum A".

RFP TERMS & CONDITIONS

The Town reserves the right to:

- Reject any and all proposals received as a result of this RFP.
- Waive or decline to waive any informalities and any irregularities in any proposal or responses received.
- Adopt all or any part of the proposer's proposal.
- Negotiate changes in the scope of services to be provided.
- Select the proposer it deems to be most qualified to fulfill the needs of the Town.

The successful proposer shall be required to enter into a written Agreement for Professional Services ("Agreement") with the Town in a form approved by the Town Attorney. An example of the Town's form Agreement is attached to this RFP as Attachment A and is incorporated by reference. The terms of the agreement between the Town and the successful proposer may vary from the example in Attachment A. In the event of any conflict between this RFP and the Agreement, the terms and conditions of the Agreement shall control.

The successful proposer will be required to furnish, as part of the Agreement, proof of the following types of insurance coverage, further described in the Town's form of Agreement for Professional Services:

- Professional Liability (errors and omissions) Insurance with a minimum limit of coverage of One Million Dollars (\$1,000,000) per claim and annual aggregate;
- Worker's Compensation Insurance in the minimum amount required by applicable law for all employees and other persons as may be required by law;
- Comprehensive General Liability insurance with minimum combined single limits of One Million Dollars (\$1,000,000.00) each occurrence and of Two Million Dollars (\$2,000,000.00) aggregate; and
- Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than One Million Dollars (\$1,000,000.00) each occurrence with respect to each of the Contractor's owned, hired and non-owned vehicles assigned to or used in performance of the services.

Additional information about insurance requirements can be found in Attachment A – Sample Professional Services Agreement.

REQUIRED RESPONSES

Please provide the following information with your proposal. All checked items are required.

- Completed Proposer's Certification** (see page 2, must be the front page of your proposal)
- Project/Services Approach and Timeline**
- Qualifications and Experience** (including number of years in business)
- References** (minimum of three references for projects of similar scope, preferably other towns, Town or local governments in Colorado that the proposer currently provides services)
- Cost Proposal** (showing itemized costs for services and materials)
- Other:** _____

ATTACHMENT A

SAMPLE AGREEMENT FOR SERVICES

THIS AGREEMENT FOR SERVICES (the "Agreement") is made and entered into this ____ day of _____, 2026 (the "Effective Date"), by and between the Town of Crestone, a Colorado municipal corporation of the State of Colorado (the "Town") with an address of 108 W Galena Ave, Crestone, CO 81131 (the "Town"), and _____ ("Contractor") (each individually a "Party" and collectively the "Parties").

WHEREAS, the Town requires services; and

WHEREAS, Contractor has held itself out to the Town as having the requisite expertise and experience to perform the required services.

NOW THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

I. SCOPE OF SERVICES

A. Contractor shall furnish all labor and materials (with the exception of materials as specified in the Scope of Services) required for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from the Scope of Services set forth in Exhibits A - B, attached hereto and incorporated herein by this reference.

B. A change in the Scope of Services shall not be effective unless authorized as an amendment to this Agreement. If Contractor proceeds without such written authorization, Contractor shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the Town is authorized to modify any term of this Agreement, either directly or implied by a course of action.

II. TERM, TERMINATION AND RENEWAL

A. Initial Term. This Agreement shall commence on July 1, 2026 and shall terminate on December 31, 2026 (the "Initial Term"). Contractor shall commence work as set forth in the Scope of Services, and except as may be changed in writing by the Town, the Scope of Services shall be complete and Contractor shall furnish the Town the specified deliverables as provided in the Scope of Services.

B. Adjusted Bid Schedule. On or before November 1 of each year that this Agreement is in effect, Contractor shall deliver to the Town a copy of the price breakdown set forth in the Bid Schedule adjusted as follows (the "Adjusted Bid Schedule"):

1. The prices set forth in the Bid Schedule for the initial year of this Agreement shall constitute the Base Prices.

2. The Base Prices may be adjusted in an amount not to exceed the percentage change (up or down) of the Consumer Price Index for All Urban Consumers (CPI-U) in the Denver-Boulder-Greeley area from the most recent non-seasonally adjusted data available for aforementioned index on the Effective Date to the most recent non-seasonally adjusted data available for the index on July 1 of the year in which the Adjusted Bid Schedule is delivered to the Town.

By way of example only: If the most recent data available for the CPI-U for the Denver-Boulder-Greeley area shows an index of 213.9 for June 30th of the previous year and if the most recent data available for June 30th of the current year shows an index of 221.5, the increase is 3.6 percent. As such, the amounts on the Adjusted Bid Schedule may be increased by no more than 3.6 percent.

C. Renewal Option. The Town shall have the option to renew this Agreement for an additional 1-year term by providing written notice of renewal to Contractor no later than 30 days after Contractor provides the Town with the Adjusted Bid Schedule each year, for up to 3 additional 1-year terms.

D. Termination. The Town may terminate this Agreement by providing Contractor with 60 days advance written notice. In such case, the Town shall pay Contractor for all work previously authorized and completed prior to the date of termination. If, however, Contractor has substantially or materially breached this Agreement, the Town shall have any remedy or right of set-off available at law and equity

III. COMPENSATION

In consideration for the completion of the Scope of Services by Contractor, the Town shall pay Contractor as set forth in **Exhibit C**, attached hereto and incorporated herein by this reference.

IV. RESPONSIBILITY

A. Contractor hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and licenses in good standing, required by law.

B. The work performed by Contractor shall be in accordance with generally accepted practices and the level of competency presently maintained by other practicing contractors in the same or similar type of work in the applicable community. The work and services to be performed by Contractor hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

C. The Town's review, approval or acceptance of, or payment for any services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

D. Contractor shall promptly remove any employee who is not performing in a professional manner, as may be determined in the Town's reasonable discretion.

V. OWNERSHIP

Any materials, items, and work specified in the Scope of Services, and any and all related documentation and materials provided or developed by Contractor shall be exclusively owned by the Town. Contractor expressly acknowledges and agrees that all work performed under the Scope of Services constitutes a "work made for hire." To the extent, if at all, that it does not constitute a "work made for hire," Contractor hereby transfers, sells, and assigns to the Town all of its right, title, and interest in such work. The Town may, with respect to all or any portion of such work, use, publish, display, reproduce, distribute, destroy, alter, retouch, modify, adapt, translate, or change such work without providing notice to or receiving consent from Contractor.

VI. INDEPENDENT CONTRACTOR

Contractor is an independent contractor. Notwithstanding any other provision of this Agreement, all personnel assigned by Contractor to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Contractor for all purposes. Contractor shall make no representation that it is a Town employee for any purposes.

VII. INSURANCE

A. Contractor shall procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Contractor under this Agreement, including the following, at a minimum:

1. Worker's compensation insurance as required by law; and
2. Commercial general liability insurance with minimum combined single limits of \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the Town and the Town's officers, employees, and consultants as additional insured. The policy shall be with a carrier and in a form

acceptable to the Town at the Town's sole discretion. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the Town and the Town's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

B. Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated or materially changed without at least 30 days prior written notice to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the Town, its officers, its employees, or its contractors shall be excess and not contributory insurance to that provided by Contractor. Contractor shall be solely responsible for any deductible losses under any policy.

C. Contractor shall provide to the Town a certificate of insurance as evidence that required policies are in full force and effect.

VIII. BOOKS AND RECORDS

Contractor's books and records in connection with this Agreement shall be kept in accordance with nationally recognized and accepted accounting principles and practices, and will be made available for the Town's inspection at all reasonable times at the places where the books and records are normally kept. Contractor shall retain such books and records for 3 years after termination of this Agreement.

IX. INDEMNIFICATION

Contractor agrees to indemnify and hold harmless the Town and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement or the Scope of Services if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor, or which arise out of any worker's compensation claim of any employee of Contractor or of any employee of any subcontractor of Contractor.

X. ILLEGAL ALIENS

A. Certification. By entering into this Agreement, Contractor hereby certifies that, at the time of this certification, it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement and that Contractor will participate in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment to confirm the employment eligibility of all employees who are newly hired to perform work under this Agreement.

B. Prohibited Acts. Contractor shall not:

1. Knowingly employ or contract with an illegal alien to perform work under this Agreement; or
2. Enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

C. Verification.

1. If Contractor has employees, Contractor has confirmed the employment eligibility of all

employees who are newly hired to perform work under this Agreement through participation in either the E-Verify Program or the Department Program.

2. Contractor shall not use the E-Verify Program or Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

3. If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien who is performing work under this Agreement, Contractor shall:

a. Notify the subcontractor and the Town within three 3 days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien who is performing work under this Agreement; and

b. Terminate the subcontract with the subcontractor if within 3 days of receiving the notice required pursuant to subsection 1 hereof, the subcontractor does not stop employing or contracting with the illegal alien who is performing work under this Agreement; except that Contractor shall not terminate the subcontract if during such 3 days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien who is performing work under this Agreement.

D. Duty to Comply with Investigations. Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-17.5-102(5)(a) to ensure that Contractor is complying with the terms of this Agreement.

E. Affidavits. If Contractor does not have employees, Contractor shall sign the "No Employee Affidavit" attached hereto. If Contractor wishes to verify the lawful presence of newly hired employees who perform work under the Agreement via the Department Program, Contractor shall sign the "Department Program Affidavit" attached hereto.

XI. MISCELLANEOUS

A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Saguache County, Colorado.

B. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. Integration. This Agreement and any attached exhibits constitute the entire Agreement between Contractor and the Town, superseding all prior oral or written communications.

D. Third Parties. There are no intended third-party beneficiaries to this Agreement.

E. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail to the party at the address set forth on the first page of this Agreement.

F. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. Modification. This Agreement may only be modified upon written agreement of the Parties.

H. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties hereto, shall be assigned by either party without the written consent of the other.

I. Governmental Immunity. The Town and its officers, attorneys and employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its

EXHIBIT A

SCOPE OF SERVICES

EXHIBIT B

COMPENSATION

ADDENDUM A

TOTAL AND ADDITIONAL FEES FOR THE ANNUAL AUDIT AND SINGLE AUDIT OF APPLICABLE PROJECT(S)

List the **MAXIMUM ESTIMATED HOURS** by professional classification for each of the years below:

<i>Year Ended</i>	<i>Partners</i>	<i>Managers</i>	<i>Supervisory Staff</i>	<i>Staff</i>	<i>Maximum Estimated Hours</i>
2025					
2026					
2027					
2028					
2029 (optional)					
2030 (optional)					

List the **TOTAL ALL-INCLUSIVE MAXIMUM FEE** for each year below:

<i>Year Ended</i>	<i>Total All-Inclusive Maximum Fee</i>
2025	
2026	
2027	
2028	
2029 (optional)	
2030 (optional)	