



REQUEST FOR PROPOSALS: INDEPENDENT AUDITING SERVICES

CITY OF MANDEVILLE, LOUISIANA

The City of Mandeville is issuing a Request for Proposals (RFP) to solicit sealed proposals from qualified certified public accounting firms. The purpose is to secure independent financial and compliance audit services for the fiscal year that ends on August 31, 2025

Proposal Submission Deadline: September 10 , 2025

Issued 8/20/25, Finance Department, City of Mandeville

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2. INTRODUCTION

The City of Mandeville is requesting sealed proposals from qualified certified public accounting firms (hereinafter “Firm” or “Proposer”) to perform independent financial and compliance audit services for the fiscal year ending August 31, 2025. The successful Proposer shall conduct the audit in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards issued by the Comptroller General of the United States (commonly referred to as the Yellow Book), and the requirements of the Louisiana Legislative Auditor (LLA).

In addition to performing the annual financial statement audit, the selected Firm shall perform all procedures prescribed by the Louisiana Legislative Auditor’s Statewide Agreed-Upon Procedures (SAUP), Version 7. If the City expends \$750,000 or more in federal funds during the audit period, the Firm shall also conduct a Single Audit in accordance with Title 2 U.S. Code of Federal Regulations Part 200, Subpart F (Uniform Guidance).

The City further expects the selected Firm to provide technical assistance related to the implementation and financial reporting requirements of applicable Governmental Accounting Standards Board (GASB) pronouncements, including but not limited to GASB Statement No. 87 (Leases), GASB Statement No. 96 (Subscription-Based Information Technology Arrangements), and any additional standards applicable during the engagement term.

This Request for Proposals (RFP) is issued pursuant to the authority granted under Louisiana law governing the procurement of professional services. The award of a contract resulting from this RFP is subject to the availability of funds and the execution of a contract acceptable to the City.

A. Definitions & Acronyms

For purposes of this Request for Proposals, the following terms and acronyms shall have the meanings indicated below:

- **City** – Refers to the City of Mandeville, Louisiana.
- **Council** – The elected City Council of the City of Mandeville.
- **Firm** – The Proposer or certified public accounting firm responding to this RFP.
- **GAAS** – Generally Accepted Auditing Standards as established by the American Institute of Certified Public Accountants (AICPA).
- **GASB** – Governmental Accounting Standards Board, the independent organization that establishes accounting and financial reporting standards for U.S. state and local governments.
- **GAS** – Government Auditing Standards, also known as the “Yellow Book,” issued by the U.S. Government Accountability Office (GAO).
- **LLA** – Louisiana Legislative Auditor, the state agency responsible for overseeing financial audits and agreed-upon procedures performed on local governments in Louisiana.
- **RFP** – Request for Proposals.
- **SAUP** – Statewide Agreed-Upon Procedures as prescribed by the Louisiana Legislative Auditor. The current applicable version is Version 7.
- **SEFA** – Schedule of Expenditures of Federal Awards.

- **Single Audit** – An audit conducted in accordance with Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), as codified in 2 CFR Part 200.
- **Uniform Guidance** – Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), which governs federal grant management, including audit requirements for entities expending federal funds.

3. SCHEDULE OF EVENTS

The following timeline has been established for this solicitation. The City of Mandeville reserves the right to modify any part of this schedule through formal addenda issued via the official bid platform.

EVENT	DATE / TIME
RFP RELEASE DATE	August 18, 2025
OPTIONAL PRE-PROPOSAL CONFERENCE	August 27, 2025, 11:00 AM, MANDEVILLE CITY COUNCIL CHAMBERS
DEADLINE TO SUBMIT WRITTEN QUESTIONS	September 3, 2025
FINAL ADDENDUM ISSUED BY CITY	September 5, 2025
PROPOSAL SUBMISSION DEADLINE	September 10, 2025
ANTICIPATED CONTRACT AWARD	September 25, 2025
FINAL AUDIT REPORT SUBMISSION DEADLINE	February 27, 2026

All times are Central Standard Time (CST). Any changes to the above schedule will be published via formal addenda on the City's designated bid platform at www.centralbidding.com. It is the responsibility of each proposer to monitor the platform and ensure their proposal reflects all issued addenda

4. SCOPE & STATEMENT OF WORK

A. Annual Financial Audit

The selected Firm shall perform an independent audit of the financial statements of the City of Mandeville for the fiscal year ending August 31, 2025. The audit shall be conducted in accordance with:

- Generally Accepted Auditing Standards (GAAS),
- Government Auditing Standards (GAS or Yellow Book),
- Applicable standards and guidance issued by the Louisiana Legislative Auditor (LLA).

The audit shall encompass all funds and account groups of the City of Mandeville, including both governmental and proprietary funds. The engagement shall also include a review of the City's internal control structure and compliance with applicable laws and regulations to the extent required by GAS.

The auditor shall render an opinion on the fair presentation of the City's financial statements in conformity with generally accepted accounting principles (GAAP). If an unmodified opinion cannot be expressed, the reasons for the qualification shall be disclosed. All financial statements and related notes shall be prepared in accordance with GASB standards.

The auditor shall assist with the preparation of the City's Basic Financial Statements (BFS), including all required note disclosures, in conformity with GAAP and GASB standards, based on information and schedules provided by City staff. This includes formatting, compiling, and assembling the final financial report for submission to the LLA.

B. Statewide Agreed-Upon Procedures (SAUP), Version 7

The selected Firm shall perform all Statewide Agreed-Upon Procedures as outlined in Version 7 of the SAUP issued by the LLA. No deviations, modifications, or exclusions may be made unless formally waived in writing by the LLA. The SAUP procedures include, but are not limited to, testing in areas such as Written Policies, Bank Reconciliations, Collections, Disbursements, Credit Cards, Travel, Contracts, Payroll, Ethics, IT, and Disaster Recovery. The auditor shall complete all required LLA forms, including the Checklist of Procedures and Summary of Exceptions and Management's Response, and provide assistance with any follow-up requested by the LLA.

C. GASB Implementation Assistance

The selected Firm shall provide ongoing technical guidance and advisory support to City staff to ensure the proper implementation and reporting of the following Governmental Accounting Standards Board (GASB) pronouncements:

1. GASB Statement No. 87 – Leases

- Guide City staff in identifying all City agreements that meet the definition of a lease under the standard.
- Advise on the proper calculation of lease assets and liabilities.
- Review draft journal entries and note disclosures prepared by City staff for accuracy and compliance.

2. GASB Statement No. 96 – Subscription-Based Information Technology Arrangements (SBITAs)

- Guide City staff in evaluating all subscription-based IT contracts to determine their proper classification under GASB 96.
- Advise on the calculation, asset recognition, liability setup, and required note disclosures.

3. New and Upcoming GASB Standards

- Provide ongoing technical guidance and advisory support to City staff regarding the interpretation and application of any new GASB pronouncements issued prior to or during the engagement period, including but not limited to:
 - GASB Statement No. 101 – Compensated Absences,
 - GASB Statement No. 102 – Risk Disclosures,
 - GASB Statement No. 103 – Infrastructure Assets Reporting.

D. Federal Single Audit (If Applicable)

If the City expends \$750,000 or more in federal awards during fiscal year 2025, the Firm shall perform a Single Audit in accordance with:

- The requirements of the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), 2 CFR Part 200, Subpart F;
- The Federal Audit Clearinghouse (FAC) submission protocols;
- Any additional requirements imposed by the LLA.

The audit fee shall include assistance with preparation of the Schedule of Expenditures of Federal Awards (SEFA) and submission of the final audit package to the Federal Audit Clearinghouse (FAC), in accordance with 2 CFR §200.512.

E. Deliverables

The selected Firm shall submit the following to the City and the LLA:

- Fifteen (15) bound hard copies of the Basic Financial Statements (BFS),
- One (1) digital copy of the BFS in searchable PDF format,
- The SAUP report with signed certification and response forms,
- All required representation and management letters,
- A separate Management Letter (if applicable) identifying internal control observations and recommendations,
- SEFA schedules (if required),
- Final audit report must be submitted to the City no later than February 27, 2026, to ensure timely submission to the Louisiana Legislative Auditor. This includes all components of the audit package: Basic Financial Statements (BFS), management letter, SAUP report, and SEFA (if applicable). Electronic submission through the LLA portal shall be completed by this date unless otherwise directed in writing by the City.

5. PROPOSAL REQUIREMENTS

A. Minimum Qualifications

To be considered for award, the proposing firm must meet the following minimum qualifications. Failure to meet any mandatory requirement may result in disqualification.

1. The proposing firm must be licensed as a Certified Public Accounting (CPA) firm in the State of Louisiana and in good standing with the Louisiana State Board of CPAs. The firm's Louisiana CPA license number must appear on the outer envelope of the submitted proposal packet.

2. The firm must have a minimum of three (3) years of direct experience providing independent financial and compliance audit services to Louisiana municipalities in accordance with Government Auditing Standards (Yellow Book) and Louisiana Legislative Auditor (LLA) requirements.
3. The firm must be currently approved by the Louisiana Legislative Auditor (LLA) to conduct audit engagements for local government entities. A valid LLA approval letter must be included with the proposal.
4. The designated engagement partner and all key personnel assigned to the audit must hold current CPA licensure and possess training or demonstrated expertise in applicable Governmental Accounting Standards Board (GASB) pronouncements.
5. The proposing firm must demonstrate familiarity with the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures (SAUP), Version 7, and must have experience completing the full suite of SAUP testing for municipalities.
6. Familiarity with Tyler MUNIS or an equivalent municipal enterprise resource planning (ERP) system is strongly preferred.
7. The proposing firm must demonstrate experience conducting Single Audits under Uniform Guidance (2 CFR Part 200, Subpart F) for federal award expenditures, including SEFA preparation and timely submission to the Federal Audit Clearinghouse.
8. The designated engagement partner must have a minimum of five (5) years of direct experience leading audits for municipal governments performed in accordance with Government Auditing Standards and GAAS.
9. All audit staff assigned to the project must have completed the required continuing professional education (CPE) hours as prescribed by Government Auditing Standards within the current two-year period.
10. A written affirmation must be included, signed by the engagement partner, stating that the proposing firm is independent of the City of Mandeville and its officers, in compliance with AICPA ethics rules and Government Auditing Standards.
11. A completed Conflict of Interest Disclosure Affidavit (Attachment K) must be submitted.

B. Submission Requirements

Each proposal must include the following components, organized in the order listed below. Failure to include any required item may render the proposal non-responsive:

1. Cover Letter: A signed cover letter from an individual legally authorized to bind the firm in contract.
2. Narrative Statement: A narrative describing the firm's understanding of the audit scope, deliverables, and compliance requirements, and the firm's proposed approach for meeting the City's expectations.

3. **Project Timeline:** A detailed audit timeline, including major audit phases, assignment of responsibilities, availability of personnel, and estimated labor hours per major task. Proposers must structure their workplan and staffing availability to ensure final report submission no later than February 27, 2026. Draft financials should be provided in time for City review and internal approvals prior to that date.
4. **Résumés of Audit Personnel:** Résumés for all proposed team members, clearly identifying CPA licensure and CPE training; experience with Louisiana municipal audits, SAUP procedures, and Single Audits; and familiarity with LLA requirements and GASB implementation.
5. **References:** Proposers must provide at least three (3) references for municipal audit engagements completed within the past five (5) years by completing and submitting Attachment H - Proposer References Form.
6. **Corporate Authorization Documentation:** A certified corporate resolution or equivalent documentation demonstrating the signatory's legal authority to bind the firm. This must be executed by a duly authorized officer of the firm, be valid as of the date of proposal submission, and be included in the proposal. Proposals lacking valid documentation of signatory authority will be deemed non-responsive.
7. **Optional Supplemental Proposal (Post-Audit Support):** Firms may submit a supplemental proposal outlining optional support services following audit completion, such as preparation of amortization schedules for leases and SBITAs or training of City staff on new or revised audit requirements.
8. **Subcontractors (if applicable):** If any subcontractors are proposed, the submission must include a list of each subcontractor and their assigned tasks, a description of their relevant experience, and documentation of qualifications.
9. **LLA Reporting Acknowledgment:** A written statement affirming the firm's understanding of and ability to comply with all Louisiana Legislative Auditor electronic filing and reporting requirements.
10. **For all electronic submissions (via Email or Central Bidding),** proposals must be submitted as a single, searchable PDF file. Scanned, image-only documents are discouraged as they hinder the evaluation committee's analysis.

6. INQUIRIES

All questions or requests for clarification regarding this Request for Proposals (RFP) must be submitted in writing via email to:

Email: purchasing@cityofmandeville.com

Subject Line: RFP Inquiry – 2025 Independent Auditing Services

A. Deadline for Questions

All questions must be received by **September 3, 2025**, in order to be considered.

B. Response Format

Only written responses provided via formal Addendum issued by the City shall be considered binding. Oral explanations, interpretations, or instructions shall not be considered binding under any circumstances. Addenda will be posted to the Central Bidding portal and also distributed via email to all registered plan holders. Proposers are responsible for ensuring they have reviewed all issued Addenda prior to submitting their proposal.

7. SUBMISSION INSTRUCTIONS

All proposals, regardless of the submission method, must be received by

September 10, 2025.

A. Submission Methods

Proposals may be submitted using one of the following three methods:

1. Electronic Submission via Central Bidding:

- Proposals can be submitted through the City's designated bid platform at www.centralbidding.com.
- The proposal must be uploaded as a single, searchable PDF file. Scanned, image-only documents are discouraged.
- It is the responsibility of each proposer to monitor the platform for any addenda.

2. Hard Copy Delivery to City Hall:

- Sealed proposal packets can be delivered to the Purchasing Agent's office at:
City of Mandeville City Hall
Attn: Purchasing Agent
3101 East Causeway Approach
Mandeville, LA 70448
- The firm's Louisiana CPA license number must be clearly written on the outer envelope of the submitted proposal packet.

3. Email Submission:

- Proposals may be emailed to: **purchasing@cityofmandeville.com**.
- The subject line should read: **RFP Inquiry – 2025 Independent Auditing Services**.
- The proposal must be attached as a single, searchable PDF file.

8. EVALUATION CRITERIA

Proposals will be evaluated by a Selection Committee designated by the City of Mandeville. Each proposal will be reviewed and scored according to the weighted criteria listed below. The evaluation will consider the proposer's technical ability, municipal audit experience, understanding of LLA and GASB standards, and ability to deliver reliable and timely audit results.

EVALUATION CRITERIA	DESCRIPTION	MAXIMUM POINTS
QUALIFICATIONS AND RELEVANT EXPERIENCE	Demonstrated qualifications of the firm and key personnel, including CPA licensure, experience with municipal audit engagements, familiarity with Government Auditing Standards, and recent LLA-approved work.	25
TECHNICAL APPROACH	Clarity and soundness of the proposed audit methodology, approach to performing the SAUP procedures, understanding of applicable GASB pronouncements, and strategies for timely delivery and electronic submission to the LLA and Federal Audit Clearinghouse.	30
COST REASONABLENESS AND COMPLETENESS	Competitiveness and transparency of pricing, clarity of cost breakdown (including fixed fees, hourly rates, and reimbursables), and responsiveness to the required format.	10
PROJECT TIMELINE & WORKPLAN	Realism and completeness of the proposed schedule, availability of audit staff, sequencing of key tasks (including planning, fieldwork, and report preparation), and stated ability to meet LLA deadlines.	15
RELEVANT MUNICIPAL EXPERIENCE	Proven history conducting audit services for similarly sized Louisiana municipalities, including completion of SAUP testing, federal Single Audits, and implementation assistance for GASB 87, 96, or other applicable standards.	20
TOTAL POSSIBLE SCORE		100

9. ENGAGEMENT LETTER

The successful proposer will be required to execute an audit engagement letter that fully reflects the scope, deliverables, and professional standards identified in this Request for Proposals. The engagement letter shall be signed by an authorized representative of the selected firm and shall clearly describe the scope of services as required by this RFP, including the annual audit, SAUP, Single Audit (if applicable), and GASB technical assistance. It must also include a detailed fee schedule consistent with the Cost Proposal, affirm the firm's independence, specify timelines, and comply with all LLA requirements. The executed engagement letter shall serve as the binding contract between the City and the selected firm, contingent upon final approval by the City and the Louisiana Legislative Auditor. The selected firm shall submit the proposed engagement letter to the City within ten (10) business days of award notification.

10. PROPOSAL GUARANTEE/BOND

No proposal guarantee/bond is required for this RFP.

11. PROPOSAL SUBMISSION CHECKLIST

All proposals must include the following items in the order listed. Proposals that omit any required forms, certifications, or pricing documentation may be deemed non-responsive and rejected without further consideration.

Technical Proposal Contents

- ☐ Signed Cover Letter
- ☐ Narrative Description of Firm's Understanding and Approach
- ☐ Project Timeline with Staffing Assignments and Estimated Labor Hours
- ☐ Résumés of Proposed Key Personnel
- ☐ Optional: Supplemental Proposal for Post-Audit Support

Legal and Administrative Attachments

- ☐ Attachment A – Proposal Certification Form
- ☐ Attachment A.1 – Cost Proposal
- ☐ Attachment B – Non-Collusion Affidavit
- ☐ Attachment C – Affidavit of Past Criminal Convictions
- ☐ Attachment D – Code of Conduct Affidavit
- ☐ Attachment E – E-Verify Affidavit
- ☐ Attachment F – Vendor Registration Form
- ☐ Attachment G – Suspension and Debarment Certification
- ☐ Attachment H – Proposer References Form
- ☐ Attachment I – Signing Authority and Corporate Resolution Template
- ☐ Attachment J – Political Contributions Disclosure Affidavit
- ☐ Attachment K – Conflict of Interest Disclosure Affidavit

ATTACHMENT A: PROPOSAL CERTIFICATION FORM

Independent Auditor Services – City of Mandeville (FY 2025 and Option Years)

The undersigned hereby certifies that the pricing, representations, and documentation submitted in response to the City of Mandeville’s Request for Proposals (RFP) for Independent Auditor Services are accurate, complete, and binding. The Proposer agrees to furnish all labor, materials, supervision, and professional services necessary to perform all work described in the RFP and any issued addenda, in accordance with applicable standards.

Validity of Proposal: This proposal shall remain valid and open for acceptance by the City for a period of 120 calendar days from the stated submission deadline.

Acknowledgment of Addenda: I acknowledge receipt of the following Addenda issued by the City for this RFP (check all that apply):

☐ Addendum No. 1 ☐ Addendum No. 2 ☐ Addendum No. 3 ☐ Other: _____

Authorized Signature: _____

Printed Name & Title: _____

Firm Name: _____

Date: _____

ATTACHMENT A.1: COST PROPOSAL FORM

Proposer Name: _____

Louisiana CPA License #: _____

Section 1 – Pricing Method (Check One)

☐ Lump Sum Proposal

☐ Hourly Rate / Not-to-Exceed (NTE) Proposal (Attach Rate Schedule by Staff Role)

Section 2 – Total Cost Summary

Note: The price for the Federal Single Audit shall be a separate, stand-alone, Not-to-Exceed (NTE) cost. This cost will only be incorporated into the contract if the City's federal expenditures meet the threshold requiring a Single Audit.

DELIVERABLE / TASK DESCRIPTION	LUMP SUM PRICE (IF APPLICABLE)	HOURLY EST. PRICE (IF APPLICABLE)
AUDIT OF CITY FINANCIAL STATEMENTS (FY 2025)		
STATEWIDE AGREED-UPON PROCEDURES (SAUP, YEAR 7)		
FEDERAL SINGLE AUDIT (IF TRIGGERED BY THRESHOLD)		
TOTAL BASE PROJECT COST		

Section 3 – Optional Services (Not Scored)

OPTIONAL SERVICES	PRICE (FLAT OR HOURLY)
PREPARATION OF LEASE OR SBITA AMORTIZATION SCHEDULES	
ASSISTANCE WITH CAPITAL ASSET ADJUSTMENTS OR CORRECTIONS	
INTERNAL CONTROLS OR FINANCIAL POLICY CONSULTATION	
AUDIT PREPARATION OR PRE-YEAR-END REVIEW SERVICES	

Section 4 – Reimbursable Expenses

(Include only if not bundled in total pricing above) Describe any reimbursables and estimated totals:

Estimated Total Reimbursables: \$ _____

ATTACHMENT B: NON-COLLUSION AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND APPEARED _____, WHO AFTER BEING BY ME DULY SWORN, DEPOSED AND SAID THAT HE/SHE IS THE FULLY AUTHORIZED _____ OF _____ (HEREINAFTER REFERRED TO AS VENDOR), THE PARTY WHO SUBMITTED A PROPOSAL.

Said proposal is genuine and the vendor has not colluded, conspired or agreed directly or indirectly with any other vendor to offer a sham or collusive proposal. Said vendor has not in any manner, directly or indirectly, agreed with any other person to fix the proposal price of affiant or any other vendor, or to fix any overhead, profit or cost element of said price, or that of any other vendor, to induce any other person to refrain from providing a proposal.

Signature of Affiant: _____

Printed Name: _____

Title: _____ **Company Name:** _____

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20__.

Notary Public Signature: _____

Printed Name: _____ **Notary ID or Bar Roll No.:** _____

My Commission Expires: _____

ATTACHMENT C: AFFIDAVIT OF PAST CRIMINAL CONVICTIONS

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____

who, after being by me duly sworn, deposed and said:

That he/she is the fully authorized representative of: _____, the party submitting the foregoing proposal;

That, to the best of his/her knowledge, no individual or legal entity who is a proposed subcontractor or principal of the proposer has, within the past five (5) years, been convicted of, or has entered a plea of guilty or nolo contendere to any of the following crimes:

- Public bribery (R.S. 14:118)
- Extortion (R.S. 14:66)
- Corrupt influencing (R.S. 14:120)
- Money laundering (R.S. 14:230)
- Theft, fraud, bribery, or related offenses under federal law or the laws of this state or any other state

That the proposer understands that any false statement made on this affidavit may be grounds for rejection of this proposal and may subject the person signing it to criminal prosecution.

Signature of Affiant: _____

Printed Name: _____

Title: _____ Company Name: _____

SWORN TO AND SUBSCRIBED BEFORE ME this ____ day of _____, 20__.

Notary Public Signature: _____

Printed Name: _____ Notary ID or Bar Roll No.: _____

My Commission Expires:

ATTACHMENT D: CODE OF CONDUCT AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____

who, after being by me duly sworn, deposed and said:

That he/she is the fully authorized representative of: _____, the party submitting the foregoing proposal;

That he/she acknowledges the following City of Mandeville Code of Conduct and affirms compliance on behalf of the proposer and its subcontractors:

1. No proposer or subcontractor shall offer or give any gratuity, favor, or anything of monetary value to any official, employee, or agent of the City of Mandeville for the purpose of influencing favorable disposition of a proposal or subsequent contract.
2. No City employee or official shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest exists.
3. Any attempt to influence an official decision outside of proper channels may result in the disqualification of the proposal.
4. Proposers and subcontractors must comply with both the Louisiana Code of Governmental Ethics and the City of Mandeville's Code of Conduct throughout the term of the contract.
5. The proposer agrees to flow down these standards to all lower-tier subcontractors and suppliers used for work under this contract.

Signature of Affiant: _____

Printed Name: _____

Title: _____ Company Name: _____

SWORN TO AND SUBSCRIBED BEFORE ME this ____ day of _____, 20__.

Notary Public Signature: _____

Printed Name: _____ Notary ID or Bar Roll No.: _____

My Commission Expires:

ATTACHMENT E: E-VERIFY AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____

who, after being by me duly sworn, deposed and said:

That he/she is the duly authorized representative of: _____, the proposer submitting the foregoing proposal.

That pursuant to Louisiana Revised Statute R.S. 38:2212.10, the proposer affirms that:

1. The company is registered and participates in the status verification system (E-Verify) to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens;
2. The company shall require all subcontractors to submit to the company a sworn affidavit verifying compliance with R.S. 38:2212.10;
3. The company understands that any violation of this provision may result in the termination of the awarded contract and may subject the company to liability for any damages incurred by the City of Mandeville.

Signature of Affiant: _____

Printed Name: _____

Title: _____ Company Name: _____

SWORN TO AND SUBSCRIBED BEFORE ME this ____ day of _____, 20__.

Notary Public Signature: _____

Printed Name: _____ Notary ID or Bar Roll No.: _____

My Commission Expires:

ATTACHMENT F: VENDOR REGISTRATION FORM

Date:		Vendor Number: <small>City Use Only</small>
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Contact Information					
Company Name:					
FEIN: <i>Attach IRS Form W-9</i>					
Address:					
City, State, Zip:					
Phone:					
Sales Contact Name:					
Email:		Phone:			
Accounting Contact Name:					
Email:		Phone:			
Business Information					
Products Provided:					
Services Provided:					
Insured: <i>Attach COI</i>	Yes	No	NA		
Licensed:	Yes	No	NA		
License Type:		License Number:			

Comments:

ATTACHMENT G: SUSPENSION & DEBARMENT CERTIFICATION

The proposer certifies, by submission of this proposal, that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification;
4. Have not had one or more public transactions (federal, state, or local) terminated for cause or default within the three-year period preceding this proposal.

Where the proposer is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature of Authorized Certifying Official: _____

Printed Name: _____

Title: _____

Organization: _____

ATTACHMENT H: PROPOSER REFERENCES FORM

Proposers must provide references from at least three (3) public sector clients—preferably Louisiana municipalities or local government agencies—for which the proposer has provided independent audit services, Statewide Agreed-Upon Procedures (SAUP) testing, Single Audit services, or GASB implementation support within the past five (5) years. The City of Mandeville reserves the right to contact any reference listed to verify the proposer’s technical qualifications, relevant experience, and past performance.

Reference #1

Agency Name: _____

Contact Name: _____ **Title:** _____

Phone Number: _____ **Email Address:** _____

Contract Start/End Dates: _____

Brief Description of Services Provided: _____

Reference #2

Agency Name: _____

Contact Name: _____ **Title:** _____

Phone Number: _____ **Email Address:** _____

Contract Start/End Dates: _____

Brief Description of Services Provided: _____

Reference #3

Agency Name: _____

Contact Name: _____ **Title:** _____

Phone Number: _____ **Email Address:** _____

Contract Start/End Dates: _____

Brief Description of Services Provided: _____

ATTACHMENT I: SIGNING AUTHORITY AND CORPORATE RESOLUTION TEMPLATE

Each proposer must submit documentation confirming that the individual signing the proposal has legal authority to bind the proposing entity in contract. Acceptable forms of documentation may include, but are not limited to:

- A corporate resolution adopted by the board of directors;
- A limited liability company resolution or manager's certification;
- A partnership authorization signed by all general partners;
- Or other legally sufficient proof of signatory authority.

Proposers may use their own corporate form or may elect to use the Sample Corporate Resolution (Attachment I-1) provided on the following page.

I-1: SAMPLE CORPORATE RESOLUTION TEMPLATE

(MUST BE NOTARIZED IF THIS FORM IS USED - For use by corporations, LLCs, or other legal entities)

BE IT RESOLVED, that the following individual:

Name: _____

Title: _____

Is hereby authorized and empowered, on behalf of

[Legal Name of Company]:

To sign and submit proposals, execute contracts, and otherwise bind the above-named entity to agreements with the City of Mandeville, including the proposal submitted in response to the City's Request for Proposals for 2025 Independent Auditing Services. This authority shall remain in full force and effect until revoked by formal written notice, properly executed by an authorized officer or governing authority of the company.

Date of Resolution: _____

Printed Name of Officer/Manager/Partner: _____

Title: _____

Signature: _____

Date: _____

NOTARY ACKNOWLEDGMENT

STATE OF _____

PARISH/COUNTY OF _____

SWORN TO AND SUBSCRIBED BEFORE ME, the undersigned Notary Public, on this ____ day of _____, 20__, by the above-named individual, who declared that they are duly authorized to execute this resolution.

Notary Public Signature: _____

Printed Name: _____

Notary ID or Bar Roll No.: _____

My Commission Expires: _____

ATTACHMENT J: POLITICAL CONTRIBUTIONS AFFIDAVIT

PURSUANT TO CITY ORDINANCE NO. 14-07

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____

who, being first duly sworn, did depose and state:

1. That he/she is the duly authorized representative of: _____

(Company Name)

2. That in accordance with City of Mandeville Ordinance No. 14-07, any person or entity who enters into a contract with the City of Mandeville for an amount exceeding ten thousand dollars (\$10,000), shall disclose all political contributions made within the prior two (2) years to any current elected City official or candidate for City office.

3. Please check one of the following:

- ☐ [] No political contributions have been made within the past two (2) years to any current elected official or candidate for City office.
- ☐ [] The following political contributions have been made within the past two (2) years:

RECIPIENT NAME	OFFICE HELD OR SOUGHT	DATE OF CONTRIBUTION	AMOUNT

Signature of Affiant: _____

Printed Name: _____ Title: _____

Company Name: _____

SWORN TO AND SUBSCRIBED before me this ____ day of _____, 20__.

NOTARY PUBLIC

Name: _____ Commission No.: _____

My commission expires: _____

ATTACHMENT K: CONFLICT OF INTEREST DISCLOSURE AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned Notary Public, duly commissioned and qualified in and for the parish/county and state aforesaid, personally came and appeared: _____

(Name of Affiant)

who, after being duly sworn, declared that:

1. He/she is the duly authorized representative of: _____

(Name of Proposing Firm)

2. To the best of the affiant's knowledge, no officer, employee, or elected official of the City of Mandeville has any financial interest in the above-named firm, nor is there any existing relationship or transaction that could present a conflict of interest or the appearance of a conflict.
3. The affiant affirms that no gifts, favors, or payments of any kind have been made or promised to any City official or employee in connection with this RFP.
4. If any potential or actual conflict of interest arises at any time during the term of this contract, the proposer shall immediately disclose it in writing to the City of Mandeville.
5. The affiant understands that failure to disclose such information may result in the disqualification of this proposal or termination of any resulting contract.

Signature of Affiant: _____

Printed Name of Affiant: _____

Title/Position: _____

Name of Proposing Firm: _____

NOTARY PUBLIC:

Signature: _____

Printed Name: _____

My Commission Expires: _____