

Tyler J. Carpenter
Mayor
Sarah E. Merrell
Council Member
Cheryl A. Richwine
Council Member
John T. Carroll, Jr.
Council Member
Jack W. Duhamell, Jr.
Council Member



Marisa R. Pisapia
Town Administrator
Sue M. Bisbee
Finance & Administrative Clerk
Mike R. Gibson
Maintenance & Facilities Coordinator
Kevin J. Best
Town Attorney

Mayor and Council of Galena
101 S. Main Street, Galena, Maryland 21635
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REQUEST FOR PROPOSAL: 2026-01
INDEPENDENT AUDIT SERVICES
SEALED BID DEADLINE: MAY 1, 2026, AT 3:30 PM

The Mayor and Council of the Town of Galena, Maryland (“Town”) are soliciting proposals from qualified and licensed public accounting firms to perform the Town’s annual independent financial audit. The selected firm (“Auditor”) will audit the Town’s financial statements and provide all required audit reports in accordance with the requirements described in this Request for Proposal.

SCOPE OF WORK

The Auditor shall perform an independent audit of the Town’s financial statements and express an opinion on the fair presentation of those statements in conformity with Generally Accepted Accounting Principles (GAAP). The Auditor shall perform all procedures required under applicable auditing standards, review supplementary information required by the Governmental Accounting Standards Board (GASB), and conduct compliance testing as required by applicable laws, regulations, and grants. The Auditor shall also provide recommendations regarding internal controls if deficiencies are identified, prepare the Town’s annual financial statements and related notes, and provide all final reports in electronic format. The Auditor’s report shall meet the requirements of AU-C Section 700 of the AICPA Codification (Forming an Opinion and Reporting on Financial Statements).

AUDITING STANDARDS

The audit shall be performed in accordance with Generally Accepted Auditing Standards (GAAS) issued by the American Institute of Certified Public Accountants (AICPA), Government Auditing Standards issued by the U.S. Government Accountability Office (GAO), and the applicable provisions of the Maryland Local Government Article §§16-305 and 16-306. If applicable, the audit shall also be conducted in accordance with the provisions of the Single Audit Act and any applicable federal regulations. All accountants performing work under this contract must comply with the Maryland Public Accountancy Act, as codified in the Business Occupations and Professions Article, Title 2, and must hold appropriate licensure through the Maryland State Board of Public Accountancy.

TERM OF ENGAGEMENT

The audit engagement will cover the Fiscal Year Ending June 30, 2026. The Town reserves the option to renew the agreement for additional fiscal years upon satisfactory performance and mutual agreement between the Town and the Auditor.

DESCRIPTION OF THE TOWN

The Town of Galena has a population of approximately 539 to 728 residents and operates under a Mayor-Council form of government. The Town was incorporated in 1858 and currently employs three (3) full-time employees with a total annual payroll of approximately \$114,572. The Town maintains three (3) General Fund accounts and six (6) Enterprise Fund accounts. Municipal operations are conducted at one (1) office located at 101 S. Main Street, Galena, Maryland 21635. The Town maintains its financial records using QuickBooks Online. Water meter readings are performed through Sentryx, with utility billing generated through QuickBooks Online. Previous financial statements and adopted budgets are available on the Town's eCode website at <https://ecode360.com/GA3097/documents/Budgets>.

REPORT AND WORKPAPER REQUIREMENTS

The Auditor shall perform tests of compliance with applicable laws, regulations, contracts, agreements, and grants; provide an opinion on the fair presentation of the Town's financial statements; and report on internal control over financial reporting. The Auditor shall also report on compliance and other matters in accordance with Government Auditing Standards, provide written notice of any irregularities or illegal acts discovered during the audit, prepare the annual financial statements, related notes, supplementary schedules, and the Uniform Financial Report (UFR). All final reports and financial statements shall be provided to the Town in electronic format.

INFORMATION PROVIDED BY THE TOWN

The Town will provide documentation and schedules necessary to assist with completion of the audit, including the trial balance for all funds; bank reconciliations; accounts payable and accounts receivable ledgers; budget reports and any approved budget amendments; fixed asset schedules; payroll documentation, including IRS Form 941 reports and annual payroll summaries; approved meeting minutes; adopted resolutions; contracts executed during the fiscal year; and wastewater treatment plant operating documentation. The Town will also provide any additional information reasonably required for the completion of the audit.

PROPOSAL SUBMISSION REQUIREMENTS

Each proposal must include a transmittal letter identifying the firm name, address, contact person, email address, and telephone number. The proposal shall also include a description of the firm, including its history and background, experience working with municipal governments, and experience conducting audits for Maryland municipalities. Firms must provide the qualifications of the staff who will be assigned to the engagement, along with a description of the firm's audit approach and methodology and a proposed timeline for completing the audit. The proposal must also include a fee proposal outlining all costs associated with the engagement and references from other municipal clients. The Town will not be responsible for any costs incurred by proposers in preparing or submitting their proposals.

BID TIMELINE

The proposal submission deadline is **May 1, 2026, at 3:30 PM**. Bid proposals will be opened, and the Mayor & Council will review the proposals during their meeting on **May 4, 2026, at 7:00 PM**. Notification of the bid acceptance or rejection will be sent within ten (10) days following decision by the Mayor & Council.

PROPOSAL FORMAT AND DELIVERY

Proposals must be submitted in a sealed envelope clearly marked “Request for Proposal – Audit Services.” The Town will not accept any proposals received after the date/time stated herein. Proposals may be delivered by:

1st Class Mail:
Town of Galena
Attn: Sue Bisbee
101 S. Main Street
Galena, MD 21635

Electronic Mail:
clerk@townofgalena.com
Attn: Sue Bisbee
Subject: Request for Proposal – AUDIT

PAYMENT TERMS

The Auditor shall submit invoices to the Town’s Finance & Administrative Clerk for services rendered. Payment terms shall be Net 30 days from the date of invoice.

EVALUATION OF PROPOSALS

Proposals will be evaluated based on several criteria, including the firm’s experience conducting municipal audits, the qualifications of the personnel assigned to the engagement, the proposed audit approach and methodology, the firm’s ability to meet required timelines, the cost of services, and references from comparable municipal clients. The Town reserves the right to request additional information or clarification from any proposer as part of the evaluation process.

TERMINATION

The Town reserves the right to terminate the contract if the Auditor fails to perform required services in accordance with the terms of the agreement. Termination may occur with written notice within ten (10) days if contractual obligations are not met. The Auditor may not assign, delegate, or subcontract work without prior written consent of the Town.

RIGHT TO REJECT PROPOSALS

The Mayor and Council of the Town of Galena reserve the right to accept or reject any or all proposals, waive informalities or minor irregularities in proposals, request additional information or clarification from proposers, and select the proposal determined to be in the best interest of the Town.

QUESTIONS

Questions regarding this Request for Proposal should be directed to Marisa Pisapia, Town Administrator, at admin@townofgalena.com or by phone at (410) 648-5151 ext. 302.