



REQUEST FOR PROPOSALS

FORENSIC AUDIT SERVICES

CITY OF GREENWOOD, MISSISSIPPI

RFP #2025-FA-001

Issue Date: January 7, 2026

City of Greenwood
Office of the Mayor
P.O. Box 907
Greenwood, MS 38935

ADVERTISEMENT FOR PROPOSALS

The City of Greenwood, Mississippi is currently accepting proposals from qualified Independent Certified Public Accountants to perform a comprehensive forensic audit for fiscal year 2024-2025.

A full copy of this Request for Proposals is available at www.cityofgreenwood.org.

Proposals are due on January 21, 2026 at 5:00 PM CST.



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I. PURPOSE

The City of Greenwood (hereinafter referred to as "City") requests firms of qualified Independent Certified Public Accountants (hereinafter referred to as "Offerors," with the successful offeror or offerors referred to as the "Contractor") to submit proposals to enter into a contract to perform a forensic audit for each of the areas identified below:

1. General Fund
2. Wastewater Department
3. Fire Department
4. Sewer Department
5. Contingency Fund

It is the intent of this Request for Proposals to have all auditing services performed by one Contractor. The most responsive and most qualified auditing firm shall perform a forensic audit involving a factual investigation deemed necessary to identify and quantify any abnormal activity, if any, during the fiscal period identified below.

Fiscal Year 2024-2025 (October 1, 2024 through September 30, 2025) and the period October 1, 2025 through January 31, 2026

This Forensic Audit shall not be conducted in conjunction with the preparation of any Annual Financial Report and shall be independent.



Any previous contracted auditors who were hired and worked for the City during the last 5 fiscal years shall not be eligible to submit a proposal on this solicitation.

II. BACKGROUND

The City of Greenwood is located in Leflore County, Mississippi, and serves as the county seat. With a population of approximately 14,500 people, the City provides a full range of municipal services including general government administration, public safety (police and fire), public works, wastewater management, and community development.

Mayor Kenderick Cox serves as the Chief Executive Officer and is responsible for the proper administration of the city government. The City Council establishes local ordinances, provides government policy and oversight, and approves the City budget.

The City's financial statements are prepared in conformity with U.S. Generally Accepted Accounting Principles (GAAP) as applicable to governmental units.

The major funds and departments to be audited by the City include:

- General Fund
- Wastewater Department (Enterprise Fund)
- Sewer Department
- Fire Department
- Contingency Fund

Information describing the City of Greenwood's financial operations may be obtained by contacting the Office of the Mayor at kcox@cityofgreenwood.org.

III. TIMELINE

It is intended that the Contractor will have the work completed within ninety (90) days from the signing of the contract.



IV. SCOPE OF WORK

1. Eligibility Requirements

To be eligible to qualify as a Contractor, the following minimum requirements must be met and maintained during the term of any resultant contract:

- A.** The Contractor must be licensed to practice in Mississippi as a Certified Public Accountant firm.
- B.** The Contractor must be a member of the American Institute of Certified Public Accountants and must adhere to the AICPA professional standards of audit practices and conduct.
- C.** The Contractor's staff supervisor proposed to be assigned to this forensic audit must have at least five years' experience auditing governmental units, with experience with municipalities preferred.
- D.** The Contractor must have established the capacity to perform forensic audit procedures or forensic accounting procedures for government organizations and be able to conduct a forensic examination that will include findings and recommendations to correct nonstandard, irregular financial and accounting procedures, practices, or policies.
- E.** During the course of the initial investigation, the scope of work may be further expanded or altered at the recommendation and approval by the Mayor and City Council, with written changes approved in writing by the Mayor. It is possible that the initial forensic audit may uncover new facts, unknown data, or relevant queries that could change the scope of the audit.

2. Audit Procedures

- A.** The forensic audit shall include a comprehensive review of all types of financial activities including, but not limited to:

1. Automatic payments and electronic transactions
2. All types of deposits and revenue collection
3. All types of procedures and internal controls
4. Signature authorizations and approval processes
5. Wire transactions and fund transfers
6. Credit card and purchasing card transactions
7. Expense reimbursements
8. Miscellaneous documentation and other pertinent authorizations

- B.** The forensic audit shall include a thorough review of internal controls including:



1. Cash collection and handling procedures
2. Payroll processing and personnel checks
3. Procurement and purchasing procedures
4. Revenue collection (taxes, fees, fines, utilities)
5. Grant compliance and administration
6. Contract administration
7. Asset and inventory management
8. Credit cards and fuel cards issued by the City
9. Online payments and electronic transactions
10. Bank reconciliations and account management
11. Budget preparation and monitoring processes
12. Other payment transactions and internal controls

C. The forensic audit shall provide an explanation and detailed documentation for any irregularities in expenditures, revenue collection, or fund balances. This examination includes evaluating compliance with applicable city, state, and federal laws.

D. The auditing firm shall perform investigations and research to assure city-wide compliance with generally accepted accounting principles (GAAP), as well as provide findings and recommendations, if any, to correct any identified accounting procedures or practices that are nonstandard or irregular. These findings and recommendations shall include the cause and consequence of any instance, if any, of criminal activity, illegal acts, and potentially fraudulent activity or civil liabilities.

E. This investigation may include requesting access to all current and previous employee email accounts the City agrees to provide access for investigative purposes. The auditing firm shall cooperate with any and all law enforcement agencies for pending and new investigations.

F. This audit shall review any contracts the City has with firms for third-party services and ensure the City has received appropriate services and funds in accordance with the agreement(s). The audit shall review these contracts to ensure they were appropriately procured in accordance with City and State procurement guidelines per Mississippi Code § 31-7-13.

G. The audit shall include examination of compliance with Mississippi municipal finance laws and regulations, including but not limited to proper budgeting procedures, fund accounting, and reporting requirements.

3. Deliverables

Following completion of the forensic audit, the contracted firm shall issue:



- A.** A written report communicating all discovered abnormal financial activity, past or present, its quantification, cause, and consequence including instances of criminal activities, illegal acts, and potentially fraudulent activity or civil liabilities that could support future legal action by the City.
- B.** A management letter to the Mayor indicating any reportable conditions that were found during the forensic audit. A "reportable condition" shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data in the financial statements.
- C.** An executive summary suitable for presentation to the City Council and public.
- D.** Specific recommendations for improving internal controls, policies, and procedures.

4. Period to be Audited

- A.** The forensic financial audit shall be a comprehensive review and reconciliation of current fund practices in order to identify any abnormal financial activity, if any, during the following timeframe:

October 1, 2024- January 31, 2026

- B.** The audit will review the following departments and funds:

1. General Fund
2. Wastewater Department (Enterprise Fund)
3. Sewer Department
4. Fire Department
5. Contingency Fund

5. Meetings and Communication

The Contractor shall schedule conferences with the Mayor and designated City officials before preliminary work, during the engagement, and upon issuance of an audit opinion. The initial meeting will be held to develop a schedule of year-end tasks with appropriate due dates and assignment of responsibilities.

Additional meetings shall be scheduled as necessary in order to complete the audit on a timely basis. The purpose of these meetings is to keep the City Council and Mayor fully informed on the scope and progress of the audit. The Auditor shall disclose promptly to the Mayor any material weakness in internal controls, along with suggestions for improvements.



A final presentation of findings shall be made to the Mayor and City Council in a public meeting format.

6. Access to Records and Personnel

- A.** The Contractor shall have access to all financial records, documents, bank statements, contracts, invoices, receipts, and other materials necessary to complete the audit.
- B.** The Contractor shall have reasonable access to City personnel and department heads for interviews and information gathering.
- C.** The City will provide reasonable workspace and access to computer systems and electronic records as needed.
- D.** The Contractor shall maintain strict confidentiality of all information obtained during the audit until the final report is issued.

V. PROCUREMENT SCHEDULE AND GENERAL PROVISIONS

A. Schedule

The City anticipates following the procurement schedule as shown below. The City reserves the right to make changes to the schedule. All such changes shall be made by an addendum to this solicitation. Offerors must frequently monitor the City's webpage at www.cityofgreenwood.org for information concerning this solicitation, including any addenda or notices.

Date	Event
January 7, 2026	RFP Issued by City
January 13, 2026 at 5:00 PM CST	Final Questions Due
January 16, 2026	City Response to Questions
January 21, 2026 at 5:00 PM CST	Proposals DUE
February 3, 2026	Intent to Award Recommendation

The City intends to engage in competitive negotiations to reach agreement on a contract, with the top two (2) or more Offerors deemed fully qualified, responsible, and best-suited among those making proposals. After negotiations are conducted, the City shall select the Offeror which, in its



opinion, has made the best proposal and provides the best value, and shall award the contract to that Offeror.

Notice of Award will be made via official electronic mail and posted on the City's website.

B. Contract Commencement and Completion

The contract shall commence on the date executed by both parties and the Contractor shall complete all work within ninety (90) days from the contract commencement date, unless extended by mutual written agreement.

C. Clarification of Terms

In order to ensure an impartial competitive process, questions and private communications from the Offerors during proposal preparation and initial evaluation period will not be accepted except through the official process described herein.

If an Offeror has questions about the Scope of Work or other solicitation documents, the Offeror should submit questions in writing to Mayor Kenderick Cox at kcox@cityofgreenwood.org.

Inquiries regarding this RFP will be accepted up until January 13, 2026, at 5:00 PM CST, and the inquiries together with the responses shall be distributed to all Offerors via email. Any revisions to the solicitation shall be made only by addendum issued by the City.

D. Permits and Licenses

Contractors must be qualified to do business in the State of Mississippi and hold all necessary licenses required by Mississippi law.

VI. PROPOSAL CONTENTS

The proposal must include all the information set forth in this section and be organized as set forth in this section.

Tab 1 - Signed Forms

This tab should include the completed and signed forms:

1. Proposal Signature Sheet
2. Offeror Data Sheet



3. Mississippi State licensing information
4. Proprietary/Confidential Information Identification (if applicable)

Tab 2 - Statement of the Scope

In concise terms, state the Offeror's understanding of the scope of work presented by the RFP. The Offeror should address each section of the scope of services with an indication of the response. The Offeror shall identify any exceptions, referenced to the paragraph number, in a sub-section titled "Exceptions".

1. Outline the firm's approach to the City's project including scope of services to be performed
2. Ability of the firm and staff to meet the requirements and schedule
3. Evidence of appropriate license or certification necessary to perform the services in the State of Mississippi

Tab 3 - Executive Summary

This tab should provide a summary of the proposal's contents, emphasizing any unique aspects or strengths of the proposal. The Executive Summary should not exceed three (3) pages.

Tab 4 - Key Personnel

This tab should include the resumes or curriculum vitae of the Offeror's key staff members. For each key person identified by the Offeror, this tab should include:

1. Name and title
2. Office location and city/state of residence
3. Project responsibilities and roles
4. Educational background
5. Professional registrations and memberships
6. Years of relevant experience, particularly with forensic audits
7. Experience with municipal government audits

Tab 5 - Offeror History

This tab should include a comprehensive narrative history of the firm, including the development of its experience in providing forensic auditing services to governmental entities. Explain the size of your firm, including years in business, office locations, and legal structure.

Tab 6 - References



This tab should include the names, addresses, and telephone numbers of at least five (5) other governmental entities with whom the Offeror has worked during the last five (5) years. The tab should briefly identify the project, location, and services performed.

The Offeror grants its consent for the City to contact the Offeror's references for purposes of evaluating the Offeror for this Contract. Offerors may not use the City of Greenwood as one of their references.

Tab 7 - Forensic Audit Approach

This tab should describe in detail the Offeror's proposal for providing the auditing services solicited by this Request for Proposals, including methodology, procedures, and quality control measures.

Tab 8 - Work Plan and Timeline

1. Outline each of the proposed major tasks required to complete the engagement and estimate the approximate amount of time required for each
2. Indicate the estimated number(s) of professional hours, by person or class, allocated to each major task
3. Indicate the approximate dates that fieldwork will begin and end
4. Indicate estimated dates for delivery of draft report and final report

Tab 9 - Mandatory Criteria

1. Affirm that your firm and all personnel assigned to the audit engagement are properly licensed to perform the scope of services requested. Copies of licenses must be submitted
2. Affirm that your firm meets the independence standards defined in the Ethical Rules of the AICPA and Government Auditing Standards
3. Affirm that your firm meets the peer review standard of the AICPA and Government Auditing Standards
4. Affirm that the staff assigned to the forensic financial audit has complied with the general standards of qualifications, including continuing education requirements of the Government Auditing Standards

Tab 10 - Subcontracting

This tab should identify any of the required services that you intend to subcontract, if any, providing:

1. Reasons for subcontracting
2. Proposed subcontractor responsibilities



3. Identity of proposed subcontractors including location, relevant personnel and experience

Tab 11 - Cost Proposal

Provide a detailed cost proposal for the services described in this RFP. The cost proposal should include:

1. Hourly rates by personnel classification
2. Estimated hours by task
3. Total cost by phase of work
4. Any additional costs or expenses
5. Payment schedule proposal

Tab 12 - Transmittal Letter

Each proposal must include a letter of transmittal containing the signature of the representative authorized to enter contracts for the Offeror. The transmittal letter should not exceed two (2) pages in length.

VII. FACTORS FOR CONSIDERATION AND EVALUATION CRITERIA

Available Evaluation Points - 100

#	Evaluation Criteria	Points
1	Qualification of the firm to perform forensic audits for municipal governments similar to the City. This criterion considers: (i) the Offeror's documented past performance on governmental contracts with emphasis on forensic auditing services for municipalities; (ii) the results of reference checks; and (iii) the Offeror's experience in providing the services solicited in this RFP.	35
2	Qualification of the staff to be assigned to the project. This criterion considers the qualifications of the Offeror's personnel whom the Offeror proposes to assign to provide the services solicited by this RFP.	30
3	Audit approach and methodology. This criterion considers the comprehensiveness and appropriateness of the proposed audit approach, methodology, and quality control procedures.	15



#	Evaluation Criteria	Points
4	Ability to meet the time schedule for completion of the work set forth in this RFP. Offerors should demonstrate a capacity to perform the tasks proposed within the 90-day timeframe.	10
5	Cost proposal. This criterion considers the reasonableness and competitiveness of the cost proposal in relation to the scope of work.	10
TOTAL		100

The City shall engage in individual discussions with two (2) or more Offerors deemed fully qualified, responsible, and suitable based on initial responses. At the conclusion of evaluation, the City shall select, in order of preference, the Offeror whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the Offeror ranked first.

Should the City determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

VIII. INSTRUCTIONS TO OFFERORS

A. Proposal Submission Instructions

1. GENERAL INSTRUCTIONS:

In order to be considered for selection, Offerors must submit a complete response to the RFP. Proposals shall be submitted by U.S. Mail, overnight service, or hand delivery.

All proposals must be sealed and labeled on the outside of an opaque envelope or package to show:

- Title: "RFP #2025-FA-001 - Forensic Audit Services"
- Name of Offeror
- Address of Offeror
- Receipt Deadline: January 21, 2026 at 5:00 PM CST

Submit to: Office of the Mayor

Mayor Kendrick Cox

City of Greenwood



P.O. Box 907
Greenwood, MS 38935

OR

Submit via email to: kcox@cityofgreenwood.org
(Subject line: "RFP #2025-FA-001 - Forensic Audit Services")

Submission Requirements:

- One (1) original, marked "Original"
- Seven (7) copies
- One (1) electronic copy in PDF format (on USB drive or via email)

The time proposals are received shall be determined with reference to the City's Official Clock. Offerors are responsible for ensuring that their proposals are received by the deadline. Proposals received after the deadline will be rejected.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information may result in rejection or lower evaluation.
- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP.
- c. Proposals should be organized in the order in which requirements are presented in the RFP. All pages should be numbered. Each section should reference the corresponding RFP section number.
- d. Each copy of the proposal should be bound or contained in a single volume where practical.
- e. Ownership of all data, materials, and documentation originated and prepared for the City pursuant to the RFP shall belong exclusively to the City. Trade secrets or proprietary information submitted by an Offeror must be clearly identified and marked as such.

3. Oral Presentation:

Offerors who submit proposals may be required to give an oral presentation to the Mayor and Greenwood City Council. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. The City will schedule the time and location of these presentations if required.



IX. GENERAL TERMS AND CONDITIONS

1. Obligation of Offeror

By submitting an offer, the Offeror agrees that it has satisfied itself from its own investigation of the conditions to be met, that the obligations herein are fully understood, and no claim may be made because of any misunderstanding or lack of information.

2. Qualification of Offerors

The City may make such reasonable investigations as deemed proper and necessary to determine the competency and financial stability of the Offeror. The City reserves the right to reject any offer if the evidence of competency and financial stability is not satisfactory.

3. Rejection of Offers

The City expressly reserves the right to reject any or all offers or any portion of an offer, and to re-solicit the services in question, if such action is deemed to be in the City's best interest.

4. Insurance Requirements

The Contractor shall maintain insurance coverage as follows:

- **Workers' Compensation:** Statutory requirements
- **Employers' Liability:** \$100,000/\$100,000/\$500,000
- **Commercial General Liability:** \$1,000,000 per occurrence, \$2,000,000 aggregate
- **Commercial Automobile Liability:** \$1,000,000 combined single limit
- **Professional Liability:** \$1,000,000 per claim, \$2,000,000 aggregate

The City of Greenwood must be named as an additional insured on all applicable policies. Certificates of insurance must be provided before contract execution.

5. Indemnification

The Contractor agrees to indemnify, defend, and hold harmless the City, its officers, agents, and employees from any and all claims, damages, losses, and expenses arising out of or resulting from the performance of the work, provided that such claims are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property caused by negligent acts or omissions of the Contractor.



6. Governing Law

This contract shall be governed by the laws of the State of Mississippi. Any legal action must be filed in the appropriate court in Leflore County, Mississippi.

7. Mississippi Public Procurement Laws

This procurement is subject to Mississippi Code §§ 31-7-1 et seq. and all applicable Mississippi procurement regulations.

X. REQUIRED FORMS

The following forms must be completed and submitted with your proposal:

PROPOSAL SIGNATURE SHEET

RFP #2025-FA-001 - Forensic Audit Services

Full Legal Business Name: _____

Federal Taxpayer ID Number: _____

Business Address: _____

City, State, ZIP: _____

Contact Name/Title: _____

Telephone: _____ Email: _____

Total Cost Proposal: \$ _____

Proposed Project Manager:

Name: _____

Title: _____



CPA License Number (MS): _____

Certification:

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I certify that I am authorized to sign for the Offeror.

Authorized Signature Date

Printed Name Title

END OF REQUEST FOR PROPOSALS

Published in accordance with Mississippi Code § 31-7-13

The City of Greenwood is an Equal Opportunity Employer

Publication Notice: This RFP must be published once weekly for two (2) consecutive weeks in the Greenwood Commonwealth, and notice must be provided to the Mississippi Procurement Technical Assistance Program on the same date as first newspaper submission.