



Craig City School District

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Memorandum Item 11c

FOR: School Board Members
FROM: Chris Reitan
DATE: March 28, 2024
SUBJECT: External Audit Services FY 24 – FY 26

On February 22, 2024 CCSD advertised a Request for Proposals (RFP) for external audit services for CCSD for FY 24 – FY 26. The RFP was emailed to three certified accounting firms: Altman, Rogers & Co.; BDO; and Elgee Rehfeld. On Wednesday, March 13, 2024 CCSD received one proposal prior to the 4:00pm deadline as outlined in the RFP. The proposal included the required submittal items and appeared to be a responsive proposal. Included with this agenda item is the cover letter and fee proposal from Altman, Rogers & Co. and an email from BDO indicating that they would not be submitting a proposal.

Suggested Motion: Move to approve the external audit services proposal by Altman Rogers for FY 24 – FY 26 for a total inclusive maximum 3-year contract of \$120,600.