

**EASTERN OKLAHOMA LIBRARY SYSTEM
REQUEST FOR PROPOSAL
Financial Audit Services**

The Eastern Oklahoma Library System (EOLS), a nonprofit public library system funded in part through ad valorem tax revenues, is requesting proposals from qualified Certified Public Accounting firms to provide independent financial audit services.

Audit Term

The selected firm will perform annual financial audits for one year with an option to renew contract for no more than five years beginning with fiscal years ending June 30, 2026.

Scope of Services

The selected firm will be responsible for performing an independent audit of the financial statements of the Eastern Oklahoma Library System in accordance with:

- Generally Accepted Auditing Standards (GAAS)
- Government Auditing Standards (Yellow Book), as applicable
- Applicable federal and state regulations
- Standards applicable to nonprofit organizations

Audit services will include, but may not be limited to:

- Examination of financial records and internal controls
- Preparation and/or review of annual financial statements
- Issuance of an independent auditor's report
- Review of compliance related to ad valorem tax revenues and applicable regulations
- Presentation of audit findings to the Library System Board
- Management letter identifying recommendations for internal control or operational improvements

Proposal Requirements

Interested firms should submit proposals including the following:

1. Firm qualifications and experience with nonprofit and governmental audits
2. Experience with organizations funded by ad valorem taxes or public funds
3. Names and qualifications of personnel who will perform the audit
4. Description of the proposed audit approach and timeline
5. A proposed fee schedule
6. At least three professional references from similar clients
7. Proof of current licensure as a Certified Public Accounting firm

Submission Information

Proposal must be received no later than: April 30, 2026

Proposal should be clearly marked:

“Audit Services Proposal – Eastern Oklahoma Library System”

and delivered to:

Shelley Brandon
Eastern Oklahoma Library System
14 E Shawnee St
Muskogee, OK 74403

Electronic submissions may also be accepted at:
sbrandon@eols.org

Selection Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Understanding of nonprofit and public funding audits
- Proposed methodology and timeline
- Cost of services
- References

The Eastern Oklahoma Library System reserves the right to **accept or reject any or all proposals**, to waive informalities, and to select the proposal deemed to be in the best interest of the Library System.

Contact for Questions

Questions regarding this Request for Proposal should be directed to:

Shelley Brandon
Business Manager
Eastern Oklahoma Library System
918-683-2846 x 237
sbrandon@eols.org