



REQUEST FOR QUALIFICATIONS  
AUDITING SERVICES  
March 25, 2026

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1. PUBLIC NOTICE

The Pine Bluff Civic Auditorium Complex Commission (hereafter Commission) is soliciting statements of qualifications from interested and qualified individuals or firms to provide financial auditing services. The Commission is an independent entity of the City of Pine Bluff, Arkansas.

All inquiries, request for clarification, or additional information regarding this Request for Qualifications (RFQ) must be submitted in writing to the Commission's Director:

Barbara Dunn – [bdunn@pinebluff.com](mailto:bdunn@pinebluff.com)

Any clarifications, modifications, or directives related to this RFQ, shall be issued in writing as an addendum. Respondents are responsible for acknowledging receipt of all addenda as part of their submission.

2. RFQ SCHEDULE & RESPONSE SUBMISSION

The following is the proposed schedule for firm selection. Timely delivery of submissions is at risk of the Respondent. Any submittals received after the deadline will be rejected.

- A. March 29, 2026 RFQ Released/Advertised
- B. April 06, 2026 Last day to submit written questions or requests for clarification
- C. April 13, 2026 Submission deadline by 2:00p.m.; evaluation begins
- D. April 23, 2026 Interviews (if required)

Submissions may be delivered via United States Postal Service or hand-delivered:

USPS:

P.O. Box 6208  
Pine Bluff, AR 71611

Hand-Delivered\*:

One Convention Center Plaza  
Pine Bluff, AR 71601

\*Please call (870)536-7600 prior to hand-delivery to ensure office is open.

3. BACKGROUND & INTENT

The Commission operates as a component unit of the City of Pine Bluff, Arkansas, established by Ordinance No. 4467 on April 7, 1975.

The Commission is required by the ordinance to submit an annual audit prepared by a qualified independent auditing firm.

The Commission is seeking qualified individuals or firms for a period of up to three (3) years, with two (2) optional one (1) year extensions.

4. SCOPE OF SERVICES

The selected auditor shall perform financial audits for the years ending December 31, 2025, December 31, 2026, and December 31, 2027, including Statements of Net Position, Revenues, Expenses, Changes in Net Position, and Cash Flows.

Two (2) additional one (1) year extensions will be at the sole option of the Commission.

5. REPORTING REQUIREMENTS

The auditor shall issue an opinion on the financial statements. If an opinion cannot be issued the reasons must be clearly stated.

The auditor shall also provide reports required by Government Auditing Standards including, but not limited to, internal control and compliance reports.

Management Letter – A management letter outlining findings and recommendations shall also be provided.

6. REPORTING DEADLINES:

- A. The 2025 audit must be completed, and report must be submitted for review to the Commission on or before June 30, 2026.
- B. The 2026 audit must be completed, and report must be submitted for review to the Commission on or before June 30, 2027.
- C. The 2027 audit must be completed, and report must be submitted for review to the Commission on or before June 30, 2028.

7. SELECTION PROCESS:

A review committee will evaluate submissions, interview up to five (5) firms and select no fewer than three (3) firms.

Negotiations will begin with the highest-ranked firm and proceed as necessary until an agreement is reached.

8. GENERAL TERMS AND CONDITIONS:

- A. All costs are the responsibility of the Respondent. The Commission assumes no responsibility for these costs, whether or not an agreement or contract is awarded.

- B. All questions and requests for information shall be submitted in writing as established in the RFQ Schedule. Oral and other interpretations or clarifications will be without legal effect.
- C. The Commission, or its designee, reserves the right to obtain additional information, terminate or reissue this RFQ, and negotiate as needed.
- D. The Commission, or its designee, reserves the right to negotiate terms with other respondents should negotiations be terminated with the first and/or second selected respondent.
- E. This RFQ does not obligate the Commission to make a recommendation of award or commit the Commission to enter into an agreement or contract. The Commission reserves the right to award one, more than one, or no contract(s) in response to this RFQ.
- F. Submittals and any other documents received from a Respondent in response to this request are public records and subject to public inspection and copying.

9. REJECTION OF PROPOSALS AND CLARIFICATION OF RESPONSES:

The Commission reserves the right to reject any or all responses to this RFQ and reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a proposal. Failure of a respondent to respond to such a request for additional information or clarification could result in rejection of that firm's proposal.



ADDENDUM

April 14, 2026

This addendum modifies Section 2: RFQ Schedule & Response Submission. The submission deadline previously stated as April 13, 2026, is hereby extended to April 17, 2026.

Additionally, interviews (if required) previously scheduled for April 23, 2026, will now be conducted on April 27, 2026.

All other dates, including the deadline for submission of questions or requests for clarification, remain unchanged.

All other terms and conditions remain unchanged. Respondents are required to acknowledge receipt of this addendum in their submission.

Acknowledged by:

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Name of Firm  
Date