

Houghton County
401 East Houghton Avenue
Houghton, MI 49931
(906) 482-8307



Tom Tikkanen Charmain
District 1
Roy Britz Vice Chairman
District 5
Joel Keranen Commissioner
District 2
Glenn Anderson Commissioner
District 3
Gretchen Janssen Commissioner
District 4

HOUGHTON COUNTY, MICHIGAN

Request for Information (RFI)

Independent Auditing Services

Issued: 8/11/2026

Response Due: 9/10/2026

Submit Responses To:

Laura Zerbst
Houghton County
Finance Manager
accounting@houghtoncounty.net

1. Purpose

Houghton County is seeking information from qualified auditing firms to assess their capabilities and interest in providing independent financial auditing services for the County. This Request for Information (RFI) is intended to inform the County's decision-making in selecting an auditing firm for upcoming fiscal years.

This RFI is for informational purposes only and does not constitute a commitment to issue a Request for Proposal (RFP) or to award any contract.

2. Background

Houghton County is located in Michigan's Upper Peninsula and operates under a Board of Commissioners and a County Administrator. The County is responsible for multiple departments and public service operations funded through a variety of federal, state, and local revenue sources. The County is subject to annual audits in compliance with the Uniform Guidance and Government Auditing Standards.

The County is currently evaluating firms that can provide independent, timely, and transparent audit services aligned with these requirements.

3. Information Requested

Please provide a written response addressing the following:

A. Firm Overview

- Name of firm, address, and primary contact information
- Number of years in business
- Overview of services offered
- Summary of experience with Michigan counties or other municipal governments
- Information about any relevant certifications (e.g., CPA, GFOA experience)

B. Audit Capabilities

- Describe your approach to conducting county government audits
- Describe your understanding of Michigan-specific compliance requirements
- Indicate your ability to audit federal grants and programs (including Uniform Guidance Single Audits)
- Describe experience with legacy or outdated financial systems (e.g., BS&A, or comparable platforms)

C. Capacity and Availability

- Describe your capacity to support Houghton County beginning with the FY2025 audit
- Provide a sample audit schedule, including estimated timeframes for:
 - o Preliminary audit planning
 - o Fieldwork
 - o Draft and final reporting

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D. Staffing Plan

- List proposed team members and their relevant experience
- Indicate whether you use subcontractors or off-site processing

E. Pricing Structure

- Provide a detailed pricing estimate for auditing services for the first year (itemized by services if possible)
- Include estimates for three- and five-year engagements
- List any additional or optional service charges

F. References

- Provide contact information for at least three municipal clients (preferably Michigan counties) for whom your firm has provided similar services in the last five years

G. Additional Information

- Disclose any conflicts of interest or legal issues that may affect your ability to serve as the County's independent auditor
- Include any additional information or value-added services you believe may be beneficial to Houghton County

4. Submission Instructions

Please submit your RFI response as a single PDF document by email to:

Laura Zerbst
Houghton County
Finance Manager
accounting@houghtoncounty.gov

Submissions are due no later than **9/10/2025**. Responses received after the deadline may not be considered.

5. Disclaimer

This RFI is issued solely for the purpose of gathering information. It does not constitute a solicitation for bids or proposals and does not obligate Houghton County to award a contract. The County reserves the right to cancel or modify this RFI at any time and to request additional information from any or all respondents.