

REQUEST FOR PROPOSALS (RFP)

Independent Auditing Services

Pee Dee Regional Airport District (Florence Regional Airport)

Key Dates

RFP Issue Date	December 18, 2025
Proposals Due	January 9, 2026, at 12:00 PM (Noon) ET
Work to Commence	February–March 2026
Draft Delivery Target	June 2026
Final Delivery Deadline	July 2026 (early August 2026 at the latest)
Authority Presentation	August 2026 (remote/virtual presentation acceptable)

Proposal Submission Contact

Betsy DeVault
Director of Finance
Pee Dee Regional Airport District (Florence Regional Airport)
T 843 519-0551
F 843 519-0567
bdevault@flyflo.com

1. Invitation

The Pee Dee Regional Airport District (the “District”) is soliciting proposals from qualified Certified Public Accounting firms to provide independent auditing services. The selected firm will audit the District’s annual financial statements and related required/supplementary reports for the fiscal year ending December 31, 2025, with options for renewal for additional years.

2. District Background

The District is an independent special-purpose political subdivision of the State of South Carolina and operates as the Florence Regional Airport, governed by an Authority representing the City of Florence and the counties of Florence, Dillon, and Marion. The District accounts for its activities in a single proprietary (enterprise) fund and prepares financial statements in accordance with generally accepted accounting principles (GAAP) applicable to governmental entities (GASB).

3. Scope of Services

The selected firm will be expected to perform, at a minimum, the following:

- Financial statement audit performed in accordance with generally accepted auditing standards (GAAS) and applicable GASB reporting requirements, including an auditor's opinion on the basic financial statements.
- Audit performed in accordance with Government Auditing Standards (GAGAS), including required reporting on internal control over financial reporting and compliance matters.
- If applicable, preparation and audit of the Schedule of Expenditures of Federal Awards (SEFA) and Single Audit procedures and reporting as required by Uniform Guidance (2 CFR Part 200 Subpart F).
- If applicable, Passenger Facility Charge (PFC) reporting and compliance procedures, including required schedules and reporting pursuant to FAA guidance.
- Coordination of planning, requests for client-prepared (PBC) items, interim and/or year-end fieldwork, and communications with management and those charged with governance (the Authority and/or its committee).

4. Deliverables

At minimum, the firm will provide:

- Draft audited financial statements suitable for District review (including MD&A, notes, required supplementary information, and supplemental schedules consistent with prior-year format).
- Final audited financial statements suitable for public distribution.
- Government Auditing Standards (GAGAS) reports addressing internal control over financial reporting and compliance.
- If applicable, Uniform Guidance (Single Audit) reports, SEFA, and schedule of findings and questioned costs.
- If applicable, PFC compliance report and related schedules.
- Management letter (or written statement if no letter is issued).
- Presentation of audit results to the Authority in August 2026 (remote/virtual presentation acceptable).

5. Required Project Schedule

Offerors should propose a workplan that meets or exceeds the following schedule:

- RFP issued: December 18, 2025
- Proposals due: January 9, 2026, at 12:00 PM (Noon) ET
- Planning / PBC request issued: January 2026
- Work to commence (interim and/or year-end fieldwork): February–March 2026
- Draft financial statements delivered to District: June 2026
- Final audited financial statements issued: July 2026 (early August 2026 at the latest)

- Authority presentation: August 2026 (remote/virtual presentation acceptable)

Offerors should identify any assumptions required to meet this schedule (for example, timeliness of PBC items, availability of personnel, and scheduling constraints).

6. Proposal Content Requirements

Proposals should be concise but complete, and include the following:

A. Firm Qualifications and Experience

- Firm overview, office location(s), and years in practice.
- Experience with governmental entities, enterprise funds, special-purpose districts, and airports (FAA/AIP experience is a plus).
- Experience with SEFA/Single Audit and PFC-related reporting, if applicable.

B. Engagement Team

- Identification of the engagement partner, manager, and key staff (include brief bios and relevant experience).
- Statement on staff continuity and who will perform work on-site versus remotely.

C. Audit Approach

- Planned approach to audit planning, risk assessment, and coordination with District management.
- Approach to implementing or advising on relevant GASB updates, as applicable.
- Approach to Uniform Guidance and PFC deliverables, if applicable.

D. Independence and Quality

- Statement of independence.
- Most recent peer review report (or summary and letter of response).
- Disclosure of any disciplinary actions, investigations, or litigation relevant to audit services.

E. References

- At least three (3) governmental client references, preferably including airport clients.

F. Fee Proposal

- Provide a clear fee schedule including: base financial statement audit fee; Single Audit fee (if applicable, with assumptions); PFC-related fee (if applicable); hourly rates for out-of-scope services; and any annual escalation assumptions for renewal years.

7. Evaluation Criteria

Proposals will be evaluated based on the following factors:

- Demonstrated relevant governmental and/or airport experience.
- Proposed audit approach and ability to meet the required schedule.
- Qualifications and stability of the engagement team.
- Quality control and peer review results.

- Fee and overall value.
- References and prior performance.

The District may invite one or more firms for interviews prior to selection.

8. Submission Instructions

Submit proposals by January 9, 2026, at 12:00 PM (Noon) ET:

- Email submission to: bdevault@flyflo.com
- Subject line: “Audit RFP – Pee Dee Regional Airport District – [Firm Name]”
- Format: PDF preferred
- Remote work is acceptable, including remote meetings and a remote presentation to the Authority in August 2026.

9. Terms and Conditions

- The District reserves the right to reject any and all proposals, waive informalities, and request clarification.
- The District is not responsible for proposal preparation costs.
- The selected firm will be expected to enter into a written engagement agreement acceptable to the District.
- All proposals become the property of the District, subject to applicable public records laws.

Attachment A – Prior-Year Audit Package (Reference)

The District’s most recent reporting package includes audited financial statements and supplemental reporting, which may include SEFA/Uniform Guidance and PFC schedules, depending on year-specific requirements. Offerors may assume a similar reporting format for the FY 2025 audit, subject to applicable standards and District activity.