



citycounty insurance services  
cisoregon.org

## Request for Proposals (RFP)

### Financial Audit Services

for

### CIS Trust and Oregon Public Entity Excess Pool (OPEEP)

CIS  
30125 SW Kinsman Road  
Wilsonville, OR 97070  
(503) 763-3800

<b>RFP Schedule</b>	
Issuance of RFP:	<b>January 8, 2026</b>
Submission of Questions about the RFP:	<b>January 19, 2026, 5:00 p.m. (PT)</b>
Proposal Due:	<b>January 28, 2026, 5:00 p.m. (PT)</b>
Anticipated Contract Award:	<b>March 2, 2026</b>

**REQUEST FOR PROPOSALS  
FOR  
FINANCIAL AUDIT SERVICES**

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## I. INTRODUCTION

### A. PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit offers from qualified firms to provide financial audit services for CIS Trust and the Oregon Public Entity Excess Pool (OPEEP).

CIS administers a group of three trusts that provide employee benefits, property, liability and workers' compensation coverages and risk management services to cities, counties and other eligible local governments in Oregon. While CIS provides a common governance and administrative structure, the three trusts are three separate accounting entities and the funds in each trust are restricted as to their use. After expenses and losses are paid, surplus income is accrued to the benefit of members.

1. The League of Oregon Cities Employee Benefits Trust (EBS), which the League of Oregon Cities (LOC) established in 1958 to collect the contributions of participating municipal employers and employees to fund and administer employee health and benefit plans. EBS membership of 237 entities provides for approximately 7,329 contracts that cover just over 18,442 lives.
2. The Association of Oregon Counties Insurance Trust (AOCIT) was formed by the Association of Oregon Counties (AOC) in 1960, for similar employee benefits programs. The AOCIT membership includes 37 entities and provides for approximately 2,908 contracts that cover nearly 6,632 lives.
3. The CIS P/C Trust (CIS Trust) was established by LOC and AOC in 1981 to manage and insure against risks incurred and retained by their members in the areas of tort liability, property loss and workers' compensation. Currently, 236 of 242 eligible cities (98%) secure at least one of their liability or property coverages through the CIS Trust, as do 29 of the 36 counties in the state. In addition, coverage is extended to another 78 intergovernmental agencies and related governments.

The combined Trusts will collect about \$299 million in contributions from the membership in 2025-26 and will pay out approximately \$204.4 million for self-insured medical, dental, vision, liability, and property coverages. About \$29.54 million is ceded for reinsurance or premium for various group purchase programs.

The consolidated CIS operating budget is \$30.6 million. CIS operates with a staff of 72.75 FTEs.

The financial auditor selected for CIS and OPEEP will report directly to the respective boards of trustees for both organizations. CIS is issuing this RFP because our purchasing policy requires us to conduct an RFP for financial audit services at least every five years.

## B. BACKGROUND

CIS is a public entity that provides insurance and risk management services to Oregon cities, counties, and other public entities created by these cities and counties. Based in Salem, CIS was formed in 1981 by its parent organizations, the League of Oregon Cities and Association of Oregon Counties. The majority of cities and counties in Oregon participate in one or more CIS programs (property, liability, auto physical damage, health benefits, and workers' compensation which is in runout).

CIS is directed by a 10-member board of trustees, five from cities and five from counties.

OPEEP is a risk pool of self-insured cities, counties, and other risk pools that provides administration of joint risk retention, group purchasing of insurance and reinsurance. OPEEP currently operates a self-insurance program and purchases reinsurance for tort liability in accordance with ORS 30.282. OPEEP has eight members, all located in Oregon: City of Medford, Clackamas County, Deschutes County, Douglas County, Jackson County, Washington County, Metro, and the CIS Trust.

OPEEP and CIS are separate entities, but CIS provides financial, legal, administrative, claims consulting and Board management support for OPEEP. OPEEP has no staff and relies on CIS financial systems and internal controls.

OPEEP is directed by a board of trustees made up of representatives from the eight participating entities.

## II. SCOPE OF WORK

The successful firm shall provide **separate** annual financial audits to CIS and OPEEP. The fiscal year for both entities ends on June 30. Each audit will include, but not be limited to:

1. Assurance of the following for both organizations:
  - Financial statements and information are materially correct and presented in appropriate formats.
  - Systems of internal controls provide reasonable protection against fraud, embezzlement, and material errors within the statements.
  - CIS and OPEEP are in compliance with laws, standards, requirements, and qualifications required by applicable jurisdictions.
2. Preparation of formatted financial statements and footnotes:
  - Compile CIS' financial statements from a working trial balance.
  - Prepare appropriate note disclosures.
  - Including client prepared Required Supplementary Information.

3. A management letter with statements, observations, opinions, comments, and recommendations to improve process and system efficiencies.

Examinations of financial records and statements and internal compliance audits should be made in accordance with generally accepted auditing standards as adopted by the membership of the American Institute of Certified Public Accountants (AICPA). The audits should be made in accordance with generally accepted governmental auditing procedures prescribed by the AICPA and the Industry Audit Guide-Audit of State and Local Governmental Units and the appropriate sections of the Governmental Accounting Standards Board's (GASB) Statements.

### **Audit Timelines**

Discussion drafts of the annual financial audits will be presented to each organization for staff review by October 31 each year. The final reports are due by November 15 of each year.

### **In-Person Meetings**

The auditor will be expected to attend three meetings in person with CIS each year. The first meeting is usually held at CIS' Wilsonville, Oregon office in May, prior to each annual audit. This meeting is with CIS staff to plan the work needed to complete the audit.

The second and third meetings are usually held in December at CIS' office in Wilsonville, Oregon in conjunction with the Board retreat and quarterly meeting.

The auditor will first meet with the CIS Board of Trustees Audit committee. At this meeting, the auditor will discuss the findings and recommendations of the most recent audit.

The third meeting is with the full CIS board of Trustees to present the audited financial statements and high-level analytics describing the current condition of the funds against three years of prior year performance.

### **Resources CIS and OPEEP Will Provide:**

1. **Financial Records:** Copies of current and prior years' financial statements, budgets, claim loss database, actuarial studies, and prior audits will be made available to the selected auditor.
2. **CIS Assistance:** CIS shall assign appropriate staff to assist by collecting data, providing required information and explanations, and acting as liaison.

### III. SCHEDULE AND SUBMITTAL

#### A. RFP AND EVALUATION SCHEDULE

Issuance of RFP:	<b>January 8, 2026</b>
Deadline to Submit Written Questions about the RFP:	<b>January 19, 2026, 5:00 p.m. (PT)</b>
Proposal Due Date:	<b>January 28, 2026, 5:00 p.m. (PT)</b>
Evaluation of Proposals, Finalists Selected:	<b>February 3, 2026</b>
Finalist Interviews:	<b>February 2026 (if needed)</b>
Anticipated Contract Award:	<b>February 2026</b>
Commencement of Contract:	<b>May 2026</b>

#### B. CIS CONTACT PERSON

**Eric Yahnke**  
Chief Financial Officer  
Email: [eyahnke@cisoregon.org](mailto:eyahnke@cisoregon.org)

#### C. WRITTEN QUESTIONS

If proposers have questions about the RFP, they are encouraged to submit them as soon as possible, but no later than the **5:00 p.m. (PT) on January 19, 2026**. Questions must be in writing and may be e-mailed to the Contact Person. CIS will not be obligated to answer any questions received after the deadline, or any questions submitted in a manner other than as instructed above.

#### D. PROPOSAL SUBMITTAL

##### 1. General

Proposals must be received by **5:00 p.m. (PT) on January 28, 2026**. Any proposal received after this date and time will not be considered.

Delivery of proposals by the specified deadline is the sole responsibility of the Proposer. CIS will not be responsible for, nor accept as a valid excuse, any delay in the method of delivery used by the Proposer except where it can be established that CIS was the sole cause of the late receipt.

##### 2. Method of Submittal

The proposal must be submitted in electronic form in an email to the [Contact Person](#). The subject line for the email should include "RFP – Financial Audit Services".

### **3. Evaluation Criteria**

All proposals received in accordance with these RFP instructions will be evaluated to determine if they are complete and meet the requirements specified in this RFP.

The following criteria will be considered in evaluating the proposals:

- Quality of the proposal, including an expressed understanding of CIS' requirements
- Qualifications
- Experience, particularly with auditing public entity risk pools
- Interviews, if conducted
- References
- Staffing & Project Organization
- Work Plan/Technical Approach
- Cost Schedule
- Miscellaneous, including exceptions/deviations

Finalists will be interviewed by the Audit Committee of the CIS Board of Trustees, which consists of three Board members. The full Board will make the final selection on or around **February 3, 2026**.

An award will be made to the Proposer whose offer is judged to be the most advantageous to CIS and OPEEP. However, CIS expressly reserves the right to reject all proposals and make no award under this RFP.

## **IV. GENERAL INSTRUCTIONS**

### **A. ORAL COMMUNICATIONS**

Any oral communication by CIS' Contact Person or designee concerning this RFP is not binding and shall in no way modify the RFP or the obligations of CIS, OPEEP, a proposer, or selected firm(s).

### **B. CHANGES TO RFP**

If it is necessary to make material changes to the RFP, CIS will e-mail written RFP addenda to all recipients of record of the original RFP and post such addenda on CIS' website ([www.cisoregon.org/About/RFS](http://www.cisoregon.org/About/RFS)). Recipients of record are those parties to whom CIS directly sent a copy of the RFP. Responses to written questions received by the specified deadline will be incorporated in an RFP addendum.

It is the responsibility of the proposer to inquire of CIS as to any addenda issued. This may be done by checking CIS' website prior to the proposal submittal deadline. All addenda issued shall become part of the RFP.

### **C. EXCEPTIONS / DEVIATIONS**

Any exceptions to or deviations from the requirements set forth in this RFP, must be declared in the proposal submitted by the Proposer. Such exceptions or deviations must be segregated as a separate element of the proposal under the heading "**Exceptions and Deviations.**"

### **D. AUTHORIZATION TO DO BUSINESS**

The Proposer must be authorized to do business in the State of Oregon and in the local jurisdiction in which it is located or where the work will be performed.

### **E. PRE-CONTRACTUAL EXPENSES**

Neither CIS nor OPEEP shall be liable for pre-contractual expenses incurred by a proposer in the preparation of its proposal and proposers shall not include any such expenses in their offers. Pre-contractual expenses are defined as expenses incurred by the Proposer to: (1) prepare and submit its proposal to CIS; (2) negotiate with CIS on any matters related to this RFP; and (3) any other expenses incurred by the Proposer prior to the date of award, if any.

Issuance of this RFP and receipt of proposals does not commit CIS or OPEEP to award a contract. CIS and OPEEP reserve the right to postpone the award for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one proposer simultaneously, or to cancel all or part of this RFP.

### **F. WITHDRAWAL; PROPOSAL IRREVOCABLE FOR 90 DAYS**

A Proposer may withdraw its proposal at any time prior to the submittal deadline by sending CIS a request in writing from the same person who signed the submitted proposal. As of the deadline for submittal, any proposal received by CIS and not withdrawn becomes an irrevocable offer available for acceptance by CIS immediately and for 90 days thereafter. The Proposer is responsible for the accuracy of the proposal submitted, and no allowance will be made for errors or price increases that the Proposer later alleges are retroactively applicable.

### **G. DISPOSITION OF PROPOSALS**

All materials submitted in response to this RFP become the property of CIS, except for information identified by the Proposer as being proprietary. A blanket statement that all contents of the proposal are proprietary will not be honored by CIS. Please note that as public entities, CIS and OPEEP are subject to Oregon public records laws, which may require the disclosure of information regarding proposals or a subsequent contract.

## **H. IMMATERIAL DEFECTS IN PROPOSAL**

CIS and OPEEP may waive any immaterial deviation or defect in a proposal. CIS' or OPEEP's waiver shall in no way modify the RFP documents or excuse a proposer from full compliance with the RFP if awarded the contract.

## **I. WRITTEN AGREEMENT**

The Proposer selected for contract award through this RFP shall be required to enter into written agreements with CIS and OPEEP governing the provision of professional services. The agreements will include pertinent terms and conditions set forth in this RFP and will reflect the Proposer's offer or the outcome of contract negotiations. The agreement will also include, to the extent applicable to either or both organizations, the provisions described in [Appendix A](#) and any terms or conditions added by addendum.

It is anticipated that the Proposer may enter into separate agreements with subcontractors to fulfill the terms of this contract. Neither CIS nor OPEEP will not be a party to those separate agreements, nor in any fashion a guarantor or indemnitor of them.

## **J. TERM OF CONTRACT**

If a contract is awarded through this RFP, it will be effective upon full execution of the agreement, which CIS expects to be **in February 2026**. The anticipated term of the contract is **five** years. No agreement with CIS or OPEEP shall be in effect until a contract has been approved by the respective board of trustees or designee and has been signed by both parties.

## **K. NEWS RELEASES**

News releases pertaining to any award resulting from this RFP may not be issued without the prior written approval of CIS or OPEEP.

## **V. PROPOSAL FORMAT AND CONTENT**

The proposal submitted in response to this RFP must contain the information required in Sections A through E below. Brevity is preferred. For the questions in Sections B through D, please precede your answers with a restatement of the question. If you intend to use any subcontractors in fulfillment of services, information should be furnished for both your firm and the subcontractors where appropriate.

Submitting general marketing materials about your firm in lieu of providing specific answers to questions will not be acceptable. If you wish to submit marketing materials, you should do so as a separate addendum rather than as part of the formal response.

## A. COVER LETTER

All proposals must include a cover letter addressed to the [Contact Person](#) in Section III,B above. At a minimum, the cover letter must contain the following:

- Identification of the Proposer, including firm name, address and telephone number.
- Name, title, address, telephone number, fax number, and e-mail address of a contact person during the period of proposal evaluation.
- Acknowledgment of RFP addenda received, if any.
- A statement that the proposal shall remain valid for a period of not fewer than 90 days from the due date for proposals.
- Any exceptions to any specified criteria in this RFP.
- Identification of any information contained in the proposal which the Proposer deems to be confidential or proprietary and wishes to be withheld from disclosure. A blanket statement that all contents of the proposal are confidential or proprietary will not be honored by CIS.
- Signature of a person authorized to bind the offering firm to the terms of the proposal.

## B. QUALIFICATIONS, RELATED EXPERIENCE AND REFERENCES

1. Furnish background information about your firm, including date of founding, legal form (i.e., sole proprietorship, partnership, LLC, corporation/state of incorporation), number and location of offices, principal lines of business, number of employees, days/hours of operation and other pertinent data. Disclose any conditions (e.g., bankruptcy or other financial problems, pending litigation, planned office closures, impending merger) that may affect your ability to perform contractually. Certify that the firm is not debarred, suspended or otherwise declared ineligible to contract by any federal, state, or local public agency.
2. Demonstrate that your firm is approved and eligible to perform Municipal audits in the State of Oregon per ORS 673.160 and OAR 801-020-0620.
3. Describe your firm's experience and qualifications for providing the required services to CIS. Specifically highlight those qualifications that distinguish you from your competitors. The focus should be on recent experience within the last five years that is relevant to the [Scope of Work](#) outlined in this RFP.
4. List public entities, pools, associations, or other organizations similar to CIS and OPEEP for which your firm has provided financial audit services. Indicate whether the personnel

assigned to the CIS or OPEEP project had a major role in providing these professional services.

5. Identify at least three public entity risk pools that we may contact as references. Describe the financial audit services provided and the years you provided them. Include the name, job title, address, email address, and telephone number of a contact person for each reference.
6. Disclose any past or current business relationships with CIS or OPEEP that may have an impact upon the outcome of the audit. Include a listing of any current clients that may have a financial interest in the outcome of the audit.

## **C. STAFFING AND PROJECT ORGANIZATION**

1. Designate a lead person who would be ultimately responsible for the relationship. This person should currently hold the designation of Certified Public Accountant (CPA) and have substantial experience auditing risk pools. The firm will not be permitted to change the lead person without the prior approval of CIS or OPEEP, as applicable.
2. Identify other key personnel from your firm who would be assigned to this project. Include a brief description of the number of years with your firm, qualifications, professional certifications, job functions, current caseload, and office location(s). Furnish brief resumes (not more than two pages long) for the lead person and the other key personnel; include these as an appendix, not in the body of the proposal.
3. If more than two people will be assigned to CIS' or OPEEP's project, include a simple organization chart that clearly delineates communication and reporting relationships among the project staff.

## **D. WORK PLAN / TECHNICAL APPROACH**

1. Describe in detail what information, documents, staff assistance, facilities, or other resources you would require from CIS and OPEEP to complete your work; declare any critical assumptions upon which your work plan is based.
2. Describe succinctly how your firm would accomplish the work and satisfy CIS' and OPEEP's objectives described in this RFP. If appropriate, divide the work into segments or tasks to represent milestones for measuring progress. Provide a statement of assurance that the time deadlines for the audit will be met.
3. Describe the work products and other deliverables you would provide to CIS and OPEEP. State the purposes for which the work products could be used and any limitations your firm would impose on their usage.

4. Provide a sample of the anticipated finished product.

## **E. COST SCHEDULES**

The Proposer's cost schedules for **five-year** contracts must be submitted with the proposal. Include separate schedules for CIS and OPEEP.

All costs are to be contained in each schedule. For each service element, include a cost and state a grand total for all service elements per year as well as a total contract cost.

The schedules should also include the method used to charge for any special requests, reports, or broadening of the scope of the work beyond that described in this RFP.

This section must also include payment terms required for services rendered and a preferred schedule of billing dates.

## **F. SAMPLE CONTRACT**

Submit a copy of your standard agreement for services with your response. Required provisions for the agreement are described in [Section VI\(I\)](#) and [Appendix A](#) below.

## APPENDIX A – CONTRACT CONSIDERATIONS

CIS and OPEEP contracts will be subject to the following standards. These are not exclusive and other contract clauses and provisions will obviously be applicable as well. However, these are areas respondents to CIS and OPEEP RFPs should be aware of in considering and preparing responses.

### A. MANDATORY PROVISIONS:

1. Indemnity Provision. There shall be no provision requiring CIS or OPEEP to indemnify contractor for contractor's acts or omissions. Indemnity provisions should be mutual and reciprocal. An example indemnity clause is as follows:

**Contractor agrees to hold harmless, indemnify, and defend CIS, and its officers and employee from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or related to the acts or omissions of Contractor or its officers, employees, subcontractors, or agents in performance of services pursuant to this Contract. CIS agrees to hold harmless, indemnify, and defend Contractor and its officers and employees from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from, arising out of, or related to the acts or omissions of CIS or its officers, employees, subcontractors, or agents pursuant to this Contract.**

2. Independent Contractor Status. The following shall be included in CIS and OPEEP contracts:

**Contractor shall perform the required services as an independent contractor and not as an “officer, employee, or agent” of CIS as those terms are used in ORS 30.260 through 30.300. Although CIS reserves the right to evaluate the quality of the service provided by Contractor, CIS will not control the means or manner of Contractor’s performance.**

3. Governing Law and Venue. CIS and OPEEP contracts shall be subject to the laws of Oregon and venue for any disputes arising out of the contractual relationship. The contract shall include the following clause or the substantial equivalent:

**This contract shall be governed by the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding between CIS and Contractor arising from or related to this contract shall be brought and conducted in the Circuit Court of Marion County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then it shall be brought in the U.S. District Court for the State of Oregon.**

4. Insurance. Except under special circumstances, and with the approval and consent of the respective executive director of CIS or OPEEP, the following minimum insurance provisions shall be specified in the contract:

**During the term of this Contract, Contractor shall maintain in force insurance coverage compliant with the requirements listed below:**

- a. Workers' Compensation insurance in compliance with ORS Chapter 656, if Contractor employs "subject workers".
- b. Comprehensive General Liability insurance applicable to the services provided to CIS, with a combined single limit, or the equivalent, of not less than \$2,000,000 each occurrence for Bodily Injury, Personal Injury, and Property Damage, including contractual liability coverage applicable to the indemnity provided under this contract.
- c. Automobile Liability insurance applicable to the operation of Contractor's trucks or automobiles with a combined single limit of not less than \$1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, non-owned, and hired vehicles, as applicable.
- d. Notice of Cancellation or Change. There shall be no cancellation, material change, reduction of limits without 30 days prior written notice from the Contractor or its insurer(s) to CIS.
- e. Certificates of Insurance. As evidence of the insurance coverages required by this contract, the Contractor shall provide acceptable insurance certificates to CIS as soon as practicable upon written request by CIS. If requested, complete copies of insurance policies, shall be provided to CIS.

## **B. OTHER CONTRACT CONSIDERATIONS:**

1. Limitations on Liability and Warranties. Responses to RFPs should include a description of any limitations on liability to CIS, OPEEP, or purported third party liability limitations contractor would propose to include in a contract with CIS or OPEEP. These provisions are disfavored and will be a consideration in our review and comparison of RFP responses.
2. Termination. While termination provisions are negotiable, any provision that would not permit CIS or OPEEP to terminate the contract with a reasonable notice period, without further obligation, would be strongly disfavored and allowed only with the consent of the executive director of the respective organization. The preferred termination provision is as follows:
  - a. **This contract may be terminated at any time by mutual written consent of the Parties.**
  - b. **CIS may, at its sole discretion, terminate this contract, in whole or in part, upon 30 days written notice to contractor. In the event of such a termination,**

**CIS agrees to pay Contractor the fees and expenses reasonably incurred prior to such termination.**

- c. **CIS may terminate this contract immediately upon notice to Contractor, or at such later date as CIS may establish in such notice, if Contractor commits any material breach or default of any covenant, warranty, obligation or agreement under this contract, or fails to perform in a timely manner the services under this contract, and such breach, default, or failure is not cured within 10 business days after delivery of CIS' notice, or such longer period as CIS may specify in such notice.**
- d. **Contractor may terminate this contract upon 10 days' written notice to CIS if CIS fails to pay Contractor pursuant to the terms of this contract and CIS fails to cure within 30 days after receipt of Contractor's written notice, or such longer period as Contractor may specify in such notice.**

3. **Dispute Resolution.** Mandatory arbitration provisions are disfavored. Our position is that alternative dispute resolution is encouraged, but arbitration should be undertaken only when both parties agree to it at the time of the dispute. If arbitration is undertaken, we would not consent to the rules and procedures of the American Arbitration Association. Other standard rules are available, or the parties can simply agree to rules and procedures as they deem appropriate. Provisions requiring mediation as a precedent to other legal action are acceptable.