

# Advertisement for Request for Proposals

**Project Name:** Internal Audit of CDBG-DR Funding  
**Project Number:** 298-FY26-FIN-RFP-CDBG-DRInternalAudit

Pursuant to the City of Asheville's Procurement, Purchasing and Contracting Policy, and the Code of Federal Regulations 200.317- 200.327, Proposals will be received for the following:

**Description of Work:**

The City of Asheville, NC is seeking proposals from qualified firms to provide internal audit services related to the Community Development Block Grant Disaster Recovery (CDBG-DR) grant received from the U.S. Housing and Urban Development (HUD) as allocated in Federal Register Notice Vol. 90, No. 95, Public Law 115-158, for a period of six (6) years from the start of the contract.

**Proposal Schedule:**

RFP Issued	Wednesday, July 9, 2025
Pre-Proposal Meeting (Optional)	Tuesday, July 15, 2025 at 2:00 p.m. Google Meet Video call link: <a href="https://meet.google.com/bbo-bfhv-ywz">meet.google.com/bbo-bfhv-ywz</a> Phone number: 707-787-5120 PIN: 839 827 652#
Questions Deadline	Friday, July 18, 2025 5:00 p.m.
Addendum Issue	Wednesday, July 23, 2025
Deadline for RFP Responses	Thursday, July 31, 2025 5:00 p.m.
Project Start	Wednesday, August 27, 2025

Pre-Proposal Meeting attendance is highly encouraged but not mandatory.

**Proposal Documents:**

This Request for Proposals (RFP) is posted on the City procurement website at [www.ashevillenc.gov/bids](http://www.ashevillenc.gov/bids). This is *the official source* of this solicitation. All updates to this solicitation shall come in the form of published addenda and shall be published to the same location. **The City will not be responsible for full or partial sets of RFP Documents including any addendum obtained from any other source.**

The City of Asheville reserves the right to reject any or all proposals and to waive informalities.

**Information:**

All questions concerning this Request for Proposal (RFP) should be submitted via email to:

Lauren Brune  
Internal Audit Program Manager  
lbrune@ashevillenc.gov

**DISADVANTAGED BUSINESS ENTERPRISES (DBE)**

The CITY promotes policies which assure and encourage the full participation of Disadvantaged Business Enterprises (DBE) in the provision of goods and services. Disadvantaged Business Enterprises, as defined in 2 CFR § 200.321, shall have equal opportunity to compete for and perform subcontracts which the contractor enters into pursuant to this contract. The Contractor agrees to solicit small and minority business and women’s business enterprises whenever they are potential sources. When economically feasible, the Contractor agrees to divide total requirements into smaller tasks or quantities to permit maximum participation by small and minority businesses and women’s business enterprises. Where the requirement permits, the Contractor agrees to establish delivery schedules which encourage participation by small and minority businesses and women’s business enterprises. As appropriate, the Contractor agrees to use the services and assistance of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

This requirement extends to all third-party contractors and their contracts; this clause shall be included in all subcontracts of any tier executed in furtherance of this contract.

**Drug Free Workplace:** The City of Asheville is a drug-free workplace employer. By submitting this bid, the prospective contractor certifies that if awarded the contract, they and their subcontractors shall comply with the following:

The City requires contractors/vendors entering into a contract with the City to provide a drug-free workplace in the performance of said contract. The contractor, upon execution of the contract, certifies that it will provide a drug-free workplace during the performance of the work on this contract. The contractor agrees to do the following:

Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and specify the actions that will be taken for violations of such prohibitions. Responsive actions should be appropriate and sufficient to address and remediate any violations of this requirement.

**Miscellaneous Requirements of the Proposal:**

- Prospective Contractors are notified of a City policy that prohibits contracting with persons or firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.
- All proposals must be submitted on the FORM provided.

- End -