Request for proposal compliments of Wipfli LLP

UPDATED March 2021

(Entity name)

Request for proposal for audit services

for the period

(Date) to (Date)

Inquiries and proposals should be directed to:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please consider sending your completed request for proposal (RFP) to Wipfli.

Direct the RFP to Brian Gaumont via email at [gfpbd@wipfli.com](mailto:gfpbd@wipfli.com) or via mail to:

Brian Gaumont

Wipfli LLP

2501 West Beltline Hwy., Suite 401

Madison, WI 53713

Table of contents

General information

1. Purpose
2. Who may respond
3. Bidder’s conference
4. Instructions on proposal submissions
   1. Closing submission date
   2. Inquiries
   3. Conditions of proposal
   4. Instructions to prospective contractors
   5. Electronic or hard copy submissions
   6. Right to reject
   7. Presentations
   8. Notification of award
5. Description of entity and records to be audited
6. Options

Specification schedule

1. Scope of a financial audit
2. Performance
3. Delivery schedule
4. Price
5. Payment
6. Audit review
7. Exit conference
8. Workpapers
9. Confidentiality

Technical qualifications

1. Understanding our needs
2. Understanding our industry
3. Engagement team
4. Organization, size and structure
5. Audit approach to the engagement

Proposal evaluation

1. Submission of proposals
2. Nonresponsive proposals
3. Proposal evaluation
4. Review process

Appendix

1. Sample proposal evaluation

General information

A. Purpose

This request for proposal (RFP) is to contract for a financial audit for the year ending *(year-end)* (as well as any additional services that will benefit our organization). The proposal includes options for four additional years.

B. Who may respond

Only licensed certified public accountants may respond to this RFP.

C. Bidder’s conference

(Note: If the entity will be holding a bidder’s conference, the date, time, location and other information relating to the conference should be included in this section.)

D. Instructions on proposal submission

1. Closing submission date: Proposals must be submitted no later than 4:30 p.m. on *(date).*
2. Inquiries: Inquiries concerning this RFP should be directed to (*name and telephone)*. Offerors may direct questions via email, or via a phone or in-person meeting.
3. Conditions of proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by *(entity name).*
4. Instructions to prospective contractors:

Your proposal should be addressed as follows:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is important that the Offeror’s proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for proposal  
4:30 p.m. *(proposal due date)*   
Sealed proposal  
For audit services

1. Electronic or hard copy submissions: Proposals can be submitted electronically to the following email address: *(entity email address)* by the closing submission date noted above.  
     
   Proposals may also be submitted by hard copy to the following mailing address: *(entity email address)* by the closing submission date noted above. *(#)* copies of the proposal must be submitted.  
     
   It is the responsibility of the Offeror to ensure that the proposal is received by *(entity name)* by the date and time specified above.  
     
   Late proposals will not be considered.
2. Right to reject: *(Entity name)* reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.
3. Presentations: At the discretion of *(entity name)*, Offerors submitting proposals may be requested to make oral presentations as part of the evaluation process. Presentations may be delivered in person or via teleconference. Reasonable advance notice will be provided to selected Offerors. Not all Offerors submitting a proposal will be asked to participate in oral presentations.
4. Notification of award:
   1. It is expected that a decision about selection of the successful audit firm will be made within *(#)* weeks of the closing date for the receipt of proposals.
   2. Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful audit firm.

E. Description of entity and records to be audited

*(Entity name)* is a nonprofit organization that serves *(#)* counties in *(state)*. *(Entity name)* is a private, nonprofit corporation and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a *(#)-*member volunteer board of directors. Administrative offices and all records are located at *(address).* Other offices are located throughout the *(geographic)* area.

(Note: Include a description of the records to be audited, including the number of bank accounts, number of sets of books, whether the books are maintained on a manual or automated system, whether subsidiary records such as payroll are automated, the approximate number of checks written on each bank account during the year, and other information so that the Offeror will understand the records to be audited. The entity should indicate whether the records to be audited are available for review by the Offeror prior to proposal submission.)

F. Options

At the discretion of *(entity name)*,this audit contract can be extended for four additional one-year periods. The cost for the option periods will be agreed on by *(entity name)* and the Offeror.

Specification schedule

A. Scope of a financial and compliance audit

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Offeror," to perform a financial and compliance audit of *(entity name).*

OPTIONAL:

In addition to our financial audit, (entity name) is also requesting additional services to support our organization. These services include (name and description of additional services).

B. Performance

*(Entity name)’*s records should be audited through *(date).*

(Note: If the entity has any specific requirements, this should be indicated in the performance section; for example, if information is to be presented in more than one report.)

C. Delivery schedule

The Offeror is to transmit one copy of the draft audit report to *(entity name)*’s CFO. The draft audit report is due on *(date).*

The Offeror shall deliver *(#)* final audit reports to *(entity name)*’s Board of Directors no later than *(date)*.

Reports may be submitted earlier than the schedule above. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports that do not conform to all of the provisions of this contract, *(entity name)* may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances, the contracting agent may extend this schedule upon written request of the Offeror with sufficient justification.

D. Pricing

The Offeror’s proposed price for services should include a not-to-exceed total fee and a fee per service (audit services, tax services and additional services as requested in this RFP). Any out-of-pocket expenses should also be indicated.

E. Payment

Payment will be made when *(entity name)* has determined that the total work effort has been satisfactorily completed. Should *(entity name)* reject a report, *(entity name)*’s authorized representative will notify the Offeror in writing of such rejection, giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for 90 days after the Offeror submits the final invoice for payment.

Progress payments will be allowed to the extent that *(entity name)* can determine satisfactory progress is being made.

Upon delivery of the *(#)* copies of the final reports to *(entity name)* and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the audit.

F. Audit review

All audit reports prepared under this contract will be reviewed by the board of directors.

G. Exit conference

An exit conference with *(entity name)*’s representatives and the Offeror’s representatives will be held at the conclusion of the fieldwork. Observations and recommendations must be summarized in writing and discussed with *(entity name).* It should include internal control and program compliance observations and recommendations.

H. Workpapers

1. Upon request, the Offeror will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
2. The workpapers will be retained for at least three years from the end of the audit period.

I. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to *(entity name)*, the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror’s possession, to those employees on the Offeror’s staff who must have the information on a "need to know" basis.

The Offeror agrees to immediately notify, in writing, *(entity name)*’s authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

Technical qualifications

The Offeror, in its proposal, shall, as a minimum, include the following:

A. Understanding our needs

The Offeror should describe the current challenges and opportunities specific to our organization. Describe how your firm is best suited to assist our organization in facing those challenges and opportunities moving forward.

B. Understanding the scope of work

The Offeror should clearly describe the scope of work to be performed in alignment with this RFP.

C. Understanding our industry

The Offeror should describe its understanding of our industry by providing specific industry knowledge and expertise as well as prior auditing experience.

1. Prior experience working with nonprofit organizations
2. Prior experience auditing organizations similar to *(entity name)*
3. Prior experience providing additional services to organizations similar to *(entity name)*

D. Engagement team

The Offeror should briefly describe the qualifications of staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup
2. Overall supervision to be exercised
3. Prior experience of the individual audit team members; audit team bios should include education, position in firm and years with the firm, and industry-specific experience

E. Organization, size, and structure

The Offeror should describe its organization, size (in relation to audits to be performed, and structure. Description should include:

1. Size of the Offeror, including number of employees and physical site locations
2. Explanation of independence
3. Any conflicts of interest that exist
4. Results of peer review

F. Audit approach to the engagement

The Offeror should describe its approach of the work to be performed.

Proposal evaluation

A. Submission of proposals

If submitted by hard copy, all proposals shall include *(#)* copies of the Offeror’s technical qualifications, *(#)* copies of the pricing information. These documents will become part of the contract.

(Note: If accepting electronic submission, indicate here how it needs to be received.)

B. Nonresponsive proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received in a timely manner in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the requirements necessary to perform the work.

C. Proposal evaluation

Evaluation of each proposal will be scored on the following six factors.

Point range

1. Understanding our industry 0 – 10
   1. Understanding our current challenges and opportunities
   2. Firm’s approach to addressing our challenges
2. Understanding our industry 0 – 30
   1. Prior experience working with nonprofit organizations
   2. Prior experience auditing organizations similar to *(entity name)*
   3. Prior experience providing additional services to organizations similar to *(entity name)*
3. Organization, size, and structure of Offeror’s firm 0 – 5  
   (consider size in relation to audits to be performed)
   1. Adequate size of the firm
4. Qualifications of staff to be assigned to the audits to be performed. 0 – 20  
   This will be determined from résumés submitted. Include education,  
   position in firm, and years and types of experience.
   1. Prior experience of the individual audit team members
   2. Overall supervision to be exercised
5. Offeror’s audit approach to the engagement 0 – 15
   1. Adequate coverage
   2. Realistic engagement timetable
6. Price 0 – 20

Maximum points 100

D. Review process

The *(entity name)* may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors’ proposals.

However, *(entity name)* reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Offeror can propose.

*(Entity name)* contemplates award of the contract to the responsible Offeror with the highest total points.

Appendix

A. Sample proposal evaluation

|  |
| --- |
| Using the attached form, board/audit committee members who are part of the proposal evaluation process should score proposals individually. Evaluation of each proposal will be scored on the below six factors. |

Total points will be calculated from each board/audit committee member, providing a total point value for each responding Offeror. The Offeror, meeting all of the outlined criteria, that also accumulates the highest total point value will be awarded the contract.

|  |  |  |  |
| --- | --- | --- | --- |
| Proposal evaluation | |  |  |
|  | | Point range | Points earned |
| Understanding our needs | | **0 – 10** |  |
|  | Understanding our current challenges and opportunities |  |  |
|  | Firm’s approach to addressing our challenges |  |  |
|  | |  |  |
| Understanding our industry | | **0 – 30** |  |
|  | Prior experience working with nonprofit organizations |  |  |
|  | Prior experience auditing organization similar to *(entity name)* |  |  |
|  | Prior experience providing additional services to organizations similar to *(entity name)* |  |  |
|  | |  |  |
| Organization, size and structure of Offeror's firm | | **0 – 5** |  |
|  | Adequate size of the firm |  |  |
|  | |  |  |
| Qualifications of staff to be assigned to the audits to be performed | | **0 – 20** |  |
|  | Prior experience of the individual audit team members |  |  |
|  | Overall supervision to be exercised |  |  |
|  | |  |  |
| Offeror’s audit approach to the engagement | | **0 – 15** |  |
|  | Adequate coverage |  |  |
|  | Realistic time estimates of each audit step |  |  |
|  | |  |  |
| Price |  | **0 – 20** |  |
|  | |  |  |
| Total points | | ***0 – 100*** |  |

THANK YOU for your RFP!

Do you know Wipfli offers more than just financial services? Wipfli provides products and services specifically for nonprofit organizations. Our specialists are ready to help your organization with:

Audit and tax

Keep your budget and finances balanced

Online subscription services

Stay up to date on important compliance changes and get access to our specialists

Consulting

Professional consulting in HR, IT, leadership and operations

Tools to keep you compliant

Policy and procedure manuals you can customize for your organization

Training

More than 120 topics available through on-site, webinar and on-demand training

Visit us online at [**wipfli.com/ngp**](http://wipfli.com/ngp) or call **888 876 4992**

****

wipfli.com/ngp

888 876 4992