

## Request for Proposal (RFP) for CPA Services - Audit



February 4, 2025

Plenty Doors Community Development Corporation (Plenty Doors) invites you to submit a proposal for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with the 2023 fiscal year ending December 31<sup>st</sup>. The audit of Plenty Doors' financial statements must be performed in accordance with generally accepted auditing standards.

Plenty Doors is a nonprofit organization. The mission of Plenty Doors is to improve our communities through economic development, individual and community capacity building, business development, promotion and preservation of culture, environment and food sovereignty.

### **Programs include:**

- Business Support
  - o Develop wrap around support services for emerging small businesses and incentivize the development of small businesses the community needs.
- Community Development Financial Institution
  - o Establish a Community Development Financial Institutions Fund with related programs that support small business development through financing of businesses, jobs, homes and agriculture.
- Workforce Development
  - o Strengthen workforce development programs and opportunities through a strong partnership with Little Big Horn College and other stakeholders.
- Water, Sanitation and Hygiene
  - o The Water, Sanitation, and Hygiene (WASH) Taskforce was established in August 2020 in response to the great needs our communities are facing due to aging systems of living with unsafe water, poor sanitation, and difficulties meeting basic hygiene.
- Affordable Energy Efficient Housing
  - o Accessible homeownership by facilitating affordable, quality, energy efficient homes on the Crow Reservation that people want to own and secure a mortgage on.

- In addition, Plenty Doors is in the process of building the Crow Innovation Center to house Plenty Doors programs and incubated businesses. Plenty Doors intends to establish a small business incubation center.

Plenty Doors was established as a 501 (c)3 in May 2018 and is located on the Crow Reservation in southeast Montana. Plenty Doors conducted their first audit for 2021. There were four findings that Plenty Doors immediately corrected. A second financial audit was conducted for 2022 with one finding. Plenty Doors has an in-house trained bookkeeper who works with two CPAs. Federal expenditures for 2024 have exceeded the \$750,000 threshold requiring a single program audit.

**Plenty Doors requires the following services:**

1. Annual financial statement audit
2. Federal single audit
3. Preparation of IRS form 990
4. Management letter

All of the above must be completed within the federal requirements for a single program audit for the 2024 financials by September 2025. The previous auditor is willing to work with the new auditor by providing past audit information.

**All proposals must include:**

1. Evidence of the firm's qualifications to provide the above services;
2. Background and experience in services;
3. The size and organizational structure of the firm/business;
4. A proposed timeline for fieldwork and final reporting;
5. Proposed billing rates and fee structure for the services;
6. Names of staff who will be assigned to services;
7. References and contact information from at least 3 clients Letter of interest

**EVALUATION CRITERIA**

The factors below will be used when evaluating the proposals.

1. Responsiveness to Request for Proposal specifications
2. Project cost
3. Qualifications of firm/CPA and supporting staff, if any
4. References
5. Demonstrated capability to perform the type of work requested

**Your proposal must be received by noon on Friday, February 28, 2025. Send your proposal to:**

Plenty Doors CDC  
P.O. Box 1061  
Crow Agency, Montana 59022

Or email them to [Jonathan@plentydoorscdc.org](mailto:Jonathan@plentydoorscdc.org)

**We will review all proposals by March 7, 2025.**

Please direct requests, questions or would like further clarification of any aspect of this request for bid to Joen White at [Joen@plentydoorscdc.org](mailto:Joen@plentydoorscdc.org) or 406-638-2074. Plenty Doors' audit report and Form 990 for the last fiscal year is available upon request.

Sincerely,

*/s/ Jacquie Johnson*

Charlene Johnson