

Request for Proposal (RFP) for Auditing Services
Great Plains Veterans Service Center
Fiscal Year 2024
Issued: March 22, 2025
Proposal Due Date: April 30, 2025

I. Introduction

The Great Plains Veterans Service Center (GPVSC) is seeking proposals from qualified and experienced auditing firms to perform an independent audit of its financial statements for the fiscal year 2024. This audit will help ensure compliance with all applicable laws and regulations, assess the financial condition of the organization, and enhance the transparency and integrity of our financial operations.

The selected firm will be responsible for conducting an audit of the GPVSC's financial records, providing recommendations for improvement, and issuing an audit report that meets all required standards.

II. Background

The Great Plains Veterans Service Center is a nonprofit organization dedicated to providing services and support to veterans and their families within the Great Plains region. We rely on various funding sources, including federal grants, state funds, private donations, and other forms of financial support. We are committed to managing these funds in a transparent and accountable manner.

The GPVSC operates on a fiscal year from **January 01, 2024 to December 31, 2024**.

III. Scope of Work. The selected firm will be required to:

1. Conduct an Independent Audit:

The firm will conduct an audit of the GPVSC's financial statements for the fiscal year 2024. This will include, but is not limited to:

- Reviewing the balance sheet, income statement, statement of cash flows, and related notes.
- Verifying the accuracy of financial records and compliance with Generally Accepted Accounting Principles (GAAP).
- Assessing internal controls and recommending improvements where necessary.

2. Compliance with Applicable Standards:

The audit must comply with:

- Generally Accepted Auditing Standards (GAAS).
- The Single Audit Act, if applicable.
- The Uniform Guidance (2 CFR Part 200) for federal grants and contracts.
- State and local laws or regulations as applicable.

3. Issuance of an Audit Report:

The firm will provide an audit report with:

- An opinion on the fairness of the financial statements.
- Recommendations for any financial management or operational improvements.

- A management letter identifying any weaknesses in internal controls or other areas of concern.
4. **Timeline:**
The audit process should begin no later than May 12, 2025, with the final audit report due by August 31, 2025.
5. **Additional Services (Optional):**
- Provide consultation on improving financial processes, internal controls, or related areas based on the audit findings.

IV. Proposal Requirements. Proposals must include the following:

1. **Firm Information:**
 - Name, address, and contact information of the firm.
 - A brief history of the firm and its qualifications.
 - A list of partners, managers, and key personnel who will be assigned to this audit.
2. **Experience and Qualifications:**
 - Description of the firm's experience with nonprofit organizations, specifically in auditing financial statements for similar entities.
 - Overview of the firm's experience with federal and state regulations, especially in relation to government funding.
3. **Approach and Methodology:**
 - A description of the auditing approach, including audit planning, fieldwork, and reporting.
 - Proposed timeline with key milestones and deliverables.
4. **Cost Proposal:**
 - A detailed fee structure for the audit, including hourly rates for staff and estimated total cost.
 - Any additional costs or services that may be incurred during the audit process.
5. **References:**
 - Contact information for at least three clients, preferably nonprofits or organizations with similar scope, for whom the firm has performed similar audits.
6. **Independence and Conflict of Interest:**
 - A statement confirming the firm's independence and any potential conflicts of interest related to the audit of the GPVSC.

V. Evaluation Criteria. Proposals will be evaluated based on the following criteria:

1. **Experience and Qualifications:**
Relevant experience in auditing nonprofit organizations and familiarity with federal and state regulations.
2. **Approach and Methodology:**
The proposed methodology, attention to detail, and understanding of the GPVSC's needs.
3. **Cost Proposal:**
The overall value for the cost, ensuring it is competitive and reasonable.
4. **References:**
Positive feedback from references that demonstrate successful audits in similar environments.

5. Independence and Compliance:

The firm's commitment to maintaining independence and following all applicable auditing standards.

VI. Submission Guidelines

- **Proposal Deadline:** Proposals must be submitted by April 30, 2025.
- **Submission Format:** Proposals must be submitted in PDF format via email to **rwood@gpvsc.org**.
- **Questions:** All questions regarding the RFP should be submitted in writing to **Robert Wood** at **rwood@gpvsc.org** no later than April 30, 2025. Responses to questions will be distributed to all interested parties.

VII. Terms and Conditions

- GPVSC reserves the right to reject any or all proposals.
- All proposals and related materials become the property of GPVSC.
- The selected firm will be required to sign a contract outlining the terms of the audit engagement.

VIII. Contact Information

For questions or further information, please contact:

Robert Wood

Finance Manager
Great Plains Veterans Service Center
PO Box 194
Dupuyer, MT 59432
Phone : (406) 402-4792
Email : rwood@gpvsc.org

We look forward to receiving your proposal and thank you for your interest in working with the Great Plains Veterans Service Center.