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 **Request for Proposals for Audit Services**

1. **Introduction**

The New York State Association for Rural Health (NYSARH) is seeking proposals for a contract to conduct the annual audit for financial and program compliance. Proposals should include a cost for each of the next three years. Only licensed Certified Public Accountants are invited to submit a proposal. The proposal will cover the audits for the year ending 2019, 2020, 2021.

Inquiries and proposals should be directed to New York State Association for Rural Health:

 Karin Blackburn
 Center Director
 New York State Association for Rural Health

1 Main Street
Suite 102
Canton, NY 13617
Phone: 315-379-7701
Fax: 315-379-7707

Proposals Must Be Received By: **XXXXXXX, XXXXXXX 1, 2020, at X:XX PM**.

1. **Description of New York State Association for Rural Health:**

NYSARH is a New York nonprofit corporation that is recognized by the Internal Revenue Service as a tax-exempt organization pursuant to section 501 c (3) of the Internal Revenue Code. NYSARH was founded in 2001 to improve the health and well-being of rural New Yorkers and their communities.

NYSARH functions as the “voice for rural health.” It is a statewide organization advocating for the health of rural New Yorkers. NYSARH advocates at the national and state levels on behalf of its membership.

The annual budget is approximately $x,xxx,xxx per year comprised of grant and funding opportunities.

NYSARH maintains all accounting records in-house and uses QuickBooks for the accounting system. We have a Finance Committee that will be responsible for the final selection of auditors.

**3. Specifications of Proposal:**

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 audit firm, to perform financial and compliance audit of the NYSARH.

NYSARH reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the audit firm preparing the proposal and will not be reimbursed by the NYSARH.

The audit firm will complete the Federal 990 and NYS Charities Registration report five working days before the established submission deadlines. In the event the auditor cannot meet the deadlines, extensions may be filed with approval from NYSARH’s Finance committee.

The auditor will deliver 5 bound final audit reports to the Accounting Manager by **XXXXXX, XX, 2020.** The auditor will review the final audit and management letter with the Finance Committee and the Board of Directors.

Reports may be submitted earlier than the above schedule. However, if the auditor fails to make delivery of the audit reports within the time schedule specified herein, or if the auditor delivers audit reports which do not conform to all of the provisions of this contract, NYSARH may, by written notice of default to the auditor, terminate the whole or any part of this contract and withhold payment. Under certain extenuating circumstances the contracting agency may extend this schedule upon written request of the auditor with sufficient justification.

The audit firm’s proposed price should be submitted on the form provided. Include information indicating how the price was determined. For example, the audit firm should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should also be indicated.

Payment will be made when NYSARH has determined that the total work effort has been satisfactorily completed. Should NYSARH reject a report, the auditor will be notified 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 ninety (90) days after the auditor submits the final invoice for payment.

Upon deliveries of the copies of the final reports to NYSARH and their acceptance and approval, the auditor may submit a bill for the audit service consistent with the contract.

The auditor agrees to keep the information related to all contracts in strict confidence. Other than the reports furnished to NYSARH, the auditor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form, or to authorize or permit another to do so. The auditor will take such reasonable measures as are necessary to restrict access to the information, while in the auditor’s possession, to those employees on the auditor’s staff who must have the information on a “need-to-know” basis. The auditor agrees to immediately notify NYSARH, in writing, in the event the auditor determines or has reason to suspect a breach of this requirement.

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

1. **Submission of Proposal:**

It is important that the proposal be submitted in a sealed envelope clearly marked with the following information:

**Request for Proposals**

**Proposal for Audit Services**

It is the responsibility of the audit firm to ensure that NYSARH receives the proposal by the date and time specified above.

The proposal should address when the auditor would be in the agency to conduct the audit. Please specify the audit firm staff to be used in the audit work and the expected duration of the on-site work. NYSARH prefers that work be done in a concentrated period of time in order to minimize long-term disruption of agency day to day operations. All preparatory work by NYSARH will be competed no later that thirty (30) days after the audit firm makes their requests. The audit firm should describe its understanding of work to be performed, including audit procedures, estimated hours and other pertinent information.

The proposal should address the audit process and time required of the NYSARH staff throughout the audit. Please list documents and records that you will need to have copies of for your records. Also address the relationship and interaction you expect of the Board of Directors, Executive and Finance Committee during the process. Please address how you would communicate the status of the audit throughout the audit process and to whom you would communicate. The audit firm will describe its prior auditing experience including the names, addresses, contact persons and telephone numbers of prior organizations audited. Experience should include the following categories:

* Prior experience auditing non-profit associations or organizations

The audit firm should describe its organization, size and structure. Indicate, if appropriate, if the firm is a small or minority-owned business. The audit firm should describe the qualifications of staff to be assigned to audits. Descriptions should include:

* Audit team makeup
* Overall supervision to be exercised
* Prior experience of the individual audit team members

Only include resumes of staff to be assigned to the audits. Education, position in firm, years and types of experience, continuing professional education, state(s) in which licensed as a CPA, etc. will be considered.

1. **Proposal Review and Selection:**

The Finance Committee of the Board of Directors will review all proposals. They will evaluate experience, compliance with requirements, narrative, references, and cost. Cost alone will not be the determining factor. The Committee will select the most favorable proposal for action by the Board of Directors. Firms submitting proposals may be invited to make a presentation to the Committee.

It is expected that the next scheduled Board meeting following the closing date for receipt of proposals will result in a decision selecting the successful audit firm. Upon conclusion of final negotiations with the successful audit firm, all auditors submitting proposals in response to this request for proposal will be informed, in writing, of the name of the successful audit firm.

NYSARH is accepting audit proposals to establish a three-year contract with the audit firm selected. NYSARH may terminate services at the conclusion of the contract period if the relationship with the audit firm has not been satisfactory. NYSARH reserves the right to reject any and all bids.

Proposals may be judged non-responsive and removed from consideration if any of the following occur:

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