

REQUEST FOR PROPOSALS FOR PROFESSIONAL AUDITING & 990 TAX PREPARATION SERVICES

**Northern Tier Regional Planning & Development Commission
312 Main Street Towanda, PA 18848**

Northern Tier Regional Planning & Development Commission, Northern Tier Foundation and Northern Tier Regional Planning & Development Commission, Inc. are requesting audit services for the three one-year periods beginning July 1, 2023, July 1, 2024, July 1, 2025 and ending June 30, 2026.

The audit will be conducted in compliance with relevant OMB Uniform Guidance, Government Auditing standards, and all AICPA standards.

Northern Tier conducts workforce training programs, economic development, community development, transportation planning, revolving loan programs, as well as the foundation activities. The assignment includes Federal Income Tax return preparation for Northern Tier Foundation, a 501 (c) 3 corporation and Northern Tier Regional Planning and Development Commission, Inc., a 501 (c) 4 corporation. As you are aware, the completion date for filing the audit with the Federal Audit Clearinghouse (FAC) is March 31st of each year following the fiscal year end.

The response to this RFP will be evaluated on factors including approach and timeline of completion, professional qualifications and technical abilities of staff, relevant experience, the availability of staff during the year, and price.

Completed responses are requested by **Monday, June 3rd at 4:00pm.**

Your response to this RFP should address the following guidelines:

FIRM BACKGROUND

1. Describe your firm's organization, size and structure. Please provide a copy of your firm's latest report as well as the related letter of comments. If no letter of comments was received, please specifically indicate.
2. Describe your firm's expertise with governmental organizations similar in size and complexity and the firm's experience with audits performed in accordance with OMB Uniform Guidance.
3. Describe the unique value that your firm's approach to auditing brings to clients.
4. Describe the scope of services your firm offers that would be available to Northern Tier Regional Planning & Development Commission (NTRPDC).
5. Provide affirmative statements regarding compliance with Yellow Book continuing education requirements for all personnel assigned to work on the engagement.
6. Provide a list of clients currently served that are similar in size, funding, and complexity to NTRPDC.
 - a. Provide three references at current similar clients, including contact names, e-mail addresses and telephone numbers.

AUDIT TEAM

1. Provide the names and relevant experience of the partners and managers who will be assigned to the engagement, explain their roles and why they were chosen to participate on this engagement.

2. Identify and describe the qualifications of all professional staff assigned to this audit including (a) audit team make up; (b) the overall supervision structure for the engagement; and (c) prior experience of the audit team members including education, position in the firm, years of experience, etc.
3. Describe practices you have in place to ensure continuity of your staff on your client engagements.
4. Please indicate whether any proposed engagement firm members have been subject to any professional ethics or related disciplinary action.

TRANSITION

1. Please specify the anticipated impact of a transition should we select your firm in terms of both costs and time requirements on our part.
2. How long do you anticipate that a transition would take?
3. Please provide a timeline listing all relevant transition steps, showing when these steps will begin and be completed.

PROPOSED FEES

1. Please provide fee quotes for each of the services requested above for the three-year period ending June 30, 2026. Your fee quotes should include details of estimated hours for all staff assigned to the engagement at each staff level, the hourly rate for each staff level and should provide both total anticipated hours to deliver the services and total fees for each service. Please also let us know under what conditions, if any, the ultimate price of the audit could go above your stated quote.
2. Please describe the process that you follow should you require additional hours to perform any of these services on the engagement.

AUDIT PHILOSOPHY

1. What is your approach to auditing organizations like ours? How do you determine where to focus your time and in which areas you do believe you will concentrate your time should you be selected to serve as our independent auditor?
2. Explain your communications process as it pertains to your audit activities, covering both internal communications among your staff and external communications between your audit team and our company.
3. Explain your decision-making process for questions regarding technical accounting issues. Please describe the individuals in your national office or technical accounting group who will be involved in our audit.
4. Please describe any process and/or technological innovations that enable you to drive efficiencies in the audit process.
5. Please describe your expectations for support and involvement of NTRPDC's accounting staff in conducting the audit. Provide a draft PBC list that you would expect to deliver to NTRPDC prior to the audit.
6. Describe how your firm manages and coordinates its audit engagements during the year. We are specifically interested in the levels of review needed in order to produce the final audit report.
7. Please describe your firm's policy regarding drafting the financial statements. Does your firm manage the

drafting of the financial statements or will this be the client's responsibility?

8. Please verify your availability throughout the year to respond to questions and provide additional information on new accounting pronouncements, etc.
9. We ask that fieldwork be completed by the end of October and a draft of the audit is to be presented to the Executive Board during the December meeting. It is anticipated that the audit would be ratified for approval at the February Executive Board meeting.
10. It is highly encouraged for the firm to complete a majority of fieldwork on site versus conducting services via remote means.

The Northern Tier Regional Planning & Development Commission provides equal opportunity for all businesses and does not discriminate against any vendors regardless of race, color, religion, age, sex, national origin, or disability.

All proposals shall be clearly marked, "**Auditing and 990 Tax Preparation Proposal 2024-26**," and must be received by 4:00pm Monday, June 3rd, 2024.

Proposals shall be submitted by U.S. mail, drop-off or by email to:

Amy Benjamin, Finance Director
Northern Tier Regional Planning & Development Commission
312 Main Street
Towanda, PA 18848
Email: benjamin@northerntier.org

Questions regarding this proposal should be directed to:

Amy Benjamin, Finance Director
Email: benjamin@northerntier.org
Phone: 570-265-1526