

SAMPLE REQUEST FOR PROPOSAL LETTER FOR CPA SERVICES

[*Organization's Letterhead*]

[*Current Date*]

[*Managing Partner or Contact Name*]

[*CPA Firm*]

[*Street Address*]

[*City, State, Zip*]

Dear Sir or Madam:

The [**Organization**] has begun the selection process for independent audit and tax services for the fiscal year(s) ending June 30, 20XX. We invite your firm to participate and submit a proposal to us by June 30, 20XX for consideration.

We have listed below a description of our Organization, the services we would like to receive, information we would like included, and instructions on how to obtain a copy of our financial statements and tax returns. (if you want them to respond with a letter of intent before submitting a formal proposal)

Background of [Fire District or Fire Company]

Founded in XXX, our fire district has [***include services provided to the community or mission statement here***]. Annual revenues are between \$XX and \$XX million per year, and our [**Organization**] has XX of volunteer firemen and XX of office (or support) staff. [***Include the amount of hours office staff work and what kind of accounting system you use – whether it is a manual ledger format or housed in an accounting software package such as Quickbooks, Peachtree, or other software***]

Term of the Engagement

A XX year engagement for audit and related advisory services is proposed, renewable for XX years, assuming satisfactory performance.

NOTE: Examples of services to be requested are listed on the following page along with information your organization can ask the auditing firm to include in their proposal.

Scope of Services

1. Audit and report in accordance with GAAP or GAAP for Governments of [***Fire District/ Nonprofit Organization name***] for the fiscal year (s) ending June 30, 20XX. Please note that the audit must be completed by [***insert expected date of completion after fiscal year end, which is usually 3 months after***].
2. Management letter citing areas of improvement in internal controls or other matters that came to the attention of the audit firm during the audit.
3. Preparation of IRS 990 and NYS CHAR497 and CHAR003 (for fire companies or other nonprofit organizations).
4. Meetings with management and governing board to discuss planning of the audit, draft financial statements and management letter, and to discuss other required communications that present themselves during the audit.
5. Availability throughout the year to meet and discuss issues such as accounting, tax and other fiscal areas.

Information Auditors Should Include in Proposal

1. A brief history of your firm including the partners and the number of staff in the not-for-profit sector.
2. A biography of the engagement partner(s) assigned to our engagement.
3. Relevant experience with similar 501(c) 3 organizations.
4. Scope of services to be provided and a description of your firms' audit and tax process.
5. The fees for audit services and advisory services enumerated above noting expected hours by staffing levels and costs for the fiscal year (s) ending June 30, 20XX.
6. Please discuss how your firm will handle the audit transition period or first year audit fieldwork. Also include how your firm handles cost overruns due to unexpected circumstances that occur during the audit fieldwork.
7. Explain to us why we should choose your firm. What would be the advantages of choosing your firm over another?
8. A copy of your most recent peer review letter (optional)
9. A partial listing of current clients with contact information.

NOTE: This section is optional. Use only if you want a Letter of Intent before the proposal and if you will release financial and tax records to interested CPA firms.

Confidentiality Agreement

By agreeing to take part in this proposal process you agree to keep in confidence all information inported to you in this process, not to disclose it to third parties and not to use it for any other purpose than for this proposal. Upon receipt of your Notification of Interest letter we will forward a copy of the following documents either by mail or electronically:

- Financial Statement for the year ended June 30, 20XX prior year
- Management letter findings and our response to such for the year ended June 30, 20XX
- IRS 990 Form and CHAR407 and CHAR003 for the fiscal year ended June 30, 20XX prior year

Key Personnel

Following are key contacts for information you may seek in preparing your proposal:

Mr. Robert Green	Commissioner	1-123-456-7891
Mr. Bob Brown	Commissioner	1-123-456-7892
Mr. Joe White	Commissioner	1-123-456-7893
Ms. Janice Blue	Commissioner	1-123-456-7894
Mr. Chris Pembroke	Commissioner	1-123-456-7895
Ms. Nancy Smith	Treasurer	1-123-456-7896
Mr. Tom Ford	Secretary	1-123-456-7897

Requests for additional information, visits to our site, review of prior financial statements and tax returns, and/or appointments with the Treasurer, Secretary or Board of Trustees should be coordinated through Ms. Smith, our Treasurer. You can reach her at the number listed above.

Other Information

Use this space to discuss other information that a CPA firm may need to make an informed proposal on the accounting and/or auditing work that you require. As mentioned above, you should only disclose information here that you are comfortable disclosing; additional information may be available to the CPA firms interested in making a serious proposal only after signing a nondisclosure agreement

Evaluation of Proposals

[Fire District/Company or person(s) in charge of reviewing proposals] will evaluate proposals on a qualitative basis. This includes our review of the firm's proposal and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

As previously mentioned, if you choose to respond to this request, please do so by June 30, 20XX.

Sincerely,

Ms. Nancy Smith
Treasurer

For further information, please contact:



Craig, Fitzsimmons & Michaels, LLP
631-360-1400 or 877-NPO-CPAS
Use our [Contact Us](#) form on our website
www.npoadvisors.com