## **A1402**

## **Sample Request for Proposals for Audit Services**

The (Grant Recipient) is seeking to enter into an agreement for audit services with a Certified Public Accountant. The following outlines this request for proposals.

I. Scope of Work - The contract will encompass all work necessary to prepare a system-wide audit of the organization to determine:

A. Whether the financial statements present fairly the financial position and the results of financial operations in accordance with generally accepted accounting principles; and

B. Whether the entity has complied with laws and regulations that may have a material effect upon the financial statements.

II. Audit Due Date - The CPA Firm understands the federal and / or state audit due date requirements of nine months after the Fiscal Year End. The CPA Firm will start and complete the audit to submit the completed single audit report package by: \_\_\_\_\_\_\_\_\_\_.

III. Statement of Qualifications - The governmental entity is seeking to contract with a competent CPA firm, licensed to practice in Texas, that has experience in the following areas:

1. Government Auditing Standards;
2. AICPA Professional Standards;
3. AICPA Audit and Accounting Guide, "Audits of State and Local Governmental Units with Conforming Changes as of May 1, 1999”;
4. AICPA Audit and Accounting Guide, "Not-for Profit Organizations with Conforming Changes as of May 1, 1999”;
5. 2 CFR Part 200 (formerly OMB Circular A-102, Grant and Cooperative Agreements with State and Local Governments; OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations);
6. State of Texas "Uniform Grant Management Standards”;
7. The TxCDBG contract;
8. The Single Audit Act of 1984 and the Single Audit Act Amendments of 1996 and 2003.

As evidence of such, please provide with your proposal a list of past clients, as well as resumes of all auditors who will be or may be assigned to this audit, if awarded.

IV. Cost Estimate - Please include with this proposal an estimate of costs to provide all services mentioned previously. Please note that the lowest/best bid will not be used as the sole criteria for entering into such a contract, as this is prohibited by the Texas Professional Services Procurement Act.

V. Evaluation Criteria - The proposals received will be evaluated and ranked according to the following criteria:

Criteria Maximum Points

Experience 30

Work Performance 20

Capacity to Perform 20

Proposed Cost 30

TOTAL 100

VI. Deadline for Submission - Month, day, year