Date

Address Block

Dear

**OUR NONPROFIT** invites **COMPANY** to submit a proposal for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with the 20XX fiscal year ending XXX XX. Our organization [does / does not] require a federal single audit. The audit of OUR NONPROFIT’s financial statements must be performed in accordance with generally accepted auditing standards.

OUR NONPROFIT is a 501(c)(?) organization. [Include any related organizations and a description of the relationship.] The mission of OUR NONPROFIT is XXXXXXXXXXX. Programs include:

OUR NONPROFIT serves XXX clients each year with funding from grants, contracts, and fees. We receive government funding from XXX agency – *if applicable*. We have XX employees located in XX office(s). Our annual revenue has ranged between $\_\_\_\_\_\_\_ and $\_\_\_\_\_\_\_\_\_\_ over the past \_\_\_ years.

OUR NONPROFIT requires the following services:

1. Annual financial statement audit.

2. Federal Single Audit (*if applicable*).

3. Preparation of IRS form 990

4. Preparation of Charitable Organization Annual Report for the Minnesota Attorney General

5. Management letter

All of the above must be completed within XX days of the end of each fiscal year, in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, OUR NONPROFIT requires that a meeting of the auditors and selected OUR NONPROFIT board and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors’ [finance/audit] committee.

All proposals must include:

a) Evidence of the firm’s qualifications to provide the above services;

b) Background and experience in auditing nonprofit clients;

c) The size and organizational structure of the auditor’s firm;

d) Statement of the firm’s understanding of work to be performed, including tax and non-audit services;

f) A proposed timeline for fieldwork and final reporting;

g) Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;

h) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;

i) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.

j) A copy of your firm’s most recent peer review report, the related letter of comments, and the firm’s response to the letter of comments; and

k) References and contact information from at least XX comparable nonprofit audit clients.

Your proposal must be received by XXXXX**.** Send your proposal to me at OUR NONPROFIT, address. The [finance/audit] committee will review all proposals at their XXmeeting and make a recommendation regarding the choice of auditors to the full board of directors in XX.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at XXX-XXX-XXXX. I look forward to receiving your proposal.

Sincerely,

XXX

Encl: OUR NONPROFIT audit report and Form 990 for last fiscal year