

Request for Proposals

Northeast Iowa Area Agency on Aging, Inc. Seeks Proposals for Audit Services

Northeast Iowa Area Agency on Aging, Inc and Affiliate, are seeking Audit proposals for a three-year governmental auditing contract. Audits are to be completed by October 15th for each fiscal year ending June 30th. The audits shall be conducted in accordance with U.S. generally accepted auditing standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, Single Audit Act Amendments of 1996, and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

If you are interested in submitting a proposal, you may receive the specifications at <http://www.nei3a.org/about-nei3a/request-for-proposals.aspx>. Proposals must be emailed before 12 P.M. noon on May 11th, 2022 to gzars@nei3a.org. Northeast Iowa Area Agency on Aging, Inc. reserves the right to reject any and all proposals received.

Auditor Proposal Specifications

1. Organizational Background

- a. NEI3A is a 501(c)3 non-profit corporation
- b. NEI3A serves an eighteen-county area in Northeast Iowa
- c. Budget of \$8 million
- d. IPERS retirement plan
- e. Audit specifications are issued by the Iowa Department on Aging – see attached for last year's copy.

2. Profile and Qualifications of Auditing Firm

- a. Location of office
- b. Provide three references of recent auditing experiences in similar types of audits.
- c. Describe experience with governmental audits and qualifications of team members who will be assigned to this audit.

3. Requirements of Audit and Audit Proposal

- a. Proposals must be received by 12:00 P.M. on May 11, 2022 to be considered.
- b. Bids will be awarded at the February Board meeting.
- c. Proposals should include cost for audit of fiscal years ending June 30th 2022, 2023 and 2024 and provide a maximum audit fee and out of pocket expenses, which will not be exceeded. Fees are to be broken down by year showing audit fee and out of pocket expense charges.
- d. Include information regarding consultation rate if additional charges will be made for questions during the year.
- e. NEI3A reserves the right to reject any and all proposals received.
- f. Audit is to be completed by October 15 with a final report completed by November 30.
- g. Audit shall be completed in accordance with Governmental Auditing Standards, single Audit Act including amendments of 1996 and OMB Circular A-133.
- h. 5 copies of the report are to be provided
- i. A 990 form is to be completed for NEI3A and affiliate organization owned by NEI3A.

4. Scope of Services and Proposed Project Schedule

- a. Briefly describe your understanding of the scope of services to be provided
- b. Provide a proposed time schedule for completing the first year's work. Include approximate dates of the following activities:
 - i. Fieldwork
 - ii. Office Review
 - iii. Report Preparation
 - iv. Final Report Delivery