

**REQUEST FOR PROPOSAL  
FOR COMPREHENSIVE SINGLE AUDIT FOR  
COMMUNITY ACTION SERVICES AND FOOD BANK  
FOR FY2019 THROUGH FY23**

Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Community Action Services and Food Bank will accept proposals for the comprehensive single audit of the organization. Proposals shall be electronically accepted at Community Action Services and Food Bank, 815 South Freedom Boulevard, Suite 100, Provo, Utah 84601 no later than Noon, Wednesday, August 21, 2019. Please send your response to this RFP to [lstanley@communityactionuc.org](mailto:lstanley@communityactionuc.org). The successful proposal shall be announced on or before August 29, 2019. The agency completes this audit request for proposal process once every five years. This RFP is accompanied by a copy of supplemental information, the previous year's audit and the 990. This audit RFP does NOT include the preparation and submission of the agency 990s.

The fiscal years covered by this RFP are FY 2019 through FY 2023. It is expected the FY2019 audit be completed by December 9, 2019 to be presented to the Board of Trustees on December 10, 2019.

Audits shall be performed in accordance to all of the most current required federal and state audit requirements. The agency's fiscal year is July 1 through June 30. Audits should be completed on or prior to 180 days following the end of the fiscal year. Community Action Services and Food Bank reserves the right to reject any or all bids, and to waive any informalities in the bidding process.

The Associate Director/Financial Director of the agency has been with the agency for more than 35 years. The Executive Director has been with the agency for nearly 7 years. A CPA is engaged to prepare the financial statements in preparation for the audit. The agency outsources payroll and HR to G & A Partners. The previous audit firm will provide all needed information including copies of work documents.

Community Action Services and Food Bank reserves the right to reject any or all bids, and to waive any informalities in the bidding process.

If you have any general questions about the RFP or process, please contact LeeAnne Stanley, Associate Director, at [lstanley@communityactionuc.org](mailto:lstanley@communityactionuc.org)

Please respond to each of the following in order to be considered for the Request for Proposal:

1. Describe your audit experience with similar organizations, entities and/or funding sources.
2. Describe/list all of the most recent applicable audit guides and regulations for Community Action Services and Food Bank based upon the information shared in the RFP.
3. Proposal (include as separate cost breakdowns -- audit, preparation of financial statements, preparation of 990 and other):
4. Anticipated time frame for the commencement and completion of the audit:
5. Other relevant information which you feel may be pertinent to your bid for services.
6. Please provide a minimum of two references with complete contact information.