

## Request for Proposal (RFP) for Audit Services

The Southeastern Association of Educational Opportunity Program Personnel, Inc. (SAEOPP) is seeking proposals from qualified firms to conduct an audit of its financial statements for the fiscal year ending September 30, 2024.

SAEOPP is a 501(c)(3) nonprofit organization serving eight states, with a mission to promote equal educational opportunities for disadvantaged individuals and to advance student access, persistence, and completion of postsecondary education. SAEOPP's annual revenue is \$950,000, of which \$349,000 is derived from a U.S. Department of Education Federal Training Grant. The organization employs one full-time staff member and engages approximately 25 independent contractors annually.

We require an annual financial statement audit, conducted in accordance with generally accepted auditing standards. A Federal Single Audit is **\*\*not required\*\***. Additionally, we request a Management Letter summarizing findings and recommendations to be included in the audit

### Proposal Requirements

Your proposal should include the following:

1. Evidence of your firm's qualifications for the requested services.
2. Background and experience in nonprofit audits.
3. Organizational size and structure.
4. A statement of understanding regarding the scope of work.
5. Proposed timeline for fieldwork and final reporting.
6. Fee structure for FY 2024, with details on future year guarantees and maximum fees.
7. Billing rates and procedures for technical questions.
8. Names and biographies of the partner, audit manager, and field staff assigned to the engagement.
9. A copy of your most recent peer review report and related documentation.
10. References and contact information for at least three comparable nonprofit clients.

### Submission Details

Proposals must be submitted by **\*\*December 20, 2024\*\*** to the following email address: [mmaxwell@saeopp.org](mailto:mmaxwell@saeopp.org) If you have any questions or require clarification, please feel free to contact me at [mmaxwell@saeopp.org](mailto:mmaxwell@saeopp.org) / 4045851867. Thank you for your interest. We look forward to reviewing your proposal.