



July 8, 2022

Request For Proposals - Auditor

PA Wilds Center for Entrepreneurship invites firms to submit a proposal for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with the fiscal year ending December 31, 2022. Our organization requires a federal single audit. The audit of the PA Wilds Center financial statements must be performed in accordance with generally accepted auditing standards.

Pa Wilds Center is a 501(c)(3) organization. We are a growing nonprofit doing important revitalization work for rural PA. Our Annual Report and Strategic Plan can be found here:

www.pawildscenter.org/about-us/. See a short video about us here: [Life Above Route 80](#).

PA Wilds Center receives funding from grants, contracts, fees and mission-related social enterprises. We receive local, state and federal government funding. We also receive funds from other nonprofits, local and national foundations, and corporate donations. We have 22 employees located throughout the PA Wilds region with several remote offices. Our annual revenue has ranged between \$1 million and \$2 million over the past 3 years.

OUR NONPROFIT requires the following services:

1. Annual financial statement audit.
2. Federal Single Audit
3. Preparation of IRS form 990
4. Preparation of Charitable Organization Annual Report for the Pennsylvania Attorney General
5. Management letter

All of the above must be completed in a timely manner after the end of each fiscal year (Dec. 31), in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, PA Wilds Center requires that a meeting of the auditors and selected PA Wilds Center board and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least once a year with the Board of Directors' and/or the Boards 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, including if it has staff located in the PA Wilds region.
- 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 3 comparable nonprofit audit clients.

TIMELINE & SUBMISSION

Proposal must be received by Aug. 1. Proposals can be mailed to: PA Wilds Center, 739 Big Moores Runs Rd. Coudersport, PA 16915 or emailed to PA Wilds Center CFO, Julie Iaquinto, at jiaquinto@pawildscenter.org. PA Wilds Center will follow up to schedule interviews for the top candidates. The Finance Committee will review all proposals at their August meeting and make a recommendation regarding the choice of auditor to the full board of directors in September. Our goal is to have a firm in place to conduct a single audit for the year 2022.

QUESTIONS

If you have any questions or would like further clarification of any aspect of this request for bid, please contact PA Wilds Center CFO Julie Iaquinto at 814-449-8941 or jiaquinto@pawildscenter.org.