



United Way of Southern West Virginia, Inc.

Serving Raleigh, Fayette, Nicholas, Summers,  
Mercer, McDowell, Wyoming Counties  
and the City of Bluefield, VA

**GIVE. ADVOCATE. VOLUNTEER. LIVE UNITED™**

January 12<sup>th</sup>, 2021

Re: Request for Proposal (RFP)

Dear Firm,

Our not-for-profit, social services organization, *The United Way of Southern West Virginia (UWSWV)*, is requesting an annual audit service proposal from CPA firms that have extensive experience in providing auditing services to not-for-profit associations. If you feel that you and your firm fit that description, we invite you to submit a proposal.

The following information regarding the UWSWV and its financial status should help you prepare a proposal.

## **I. OUR ORGANIZATION**

The United Way of Southern West Virginia is 501(c)(3) that strives to improve lives in Southern West Virginia by focusing on the building blocks for a good quality of life: health, education and financial stability. We work to mobilize the caring power of people and organizations that have the passion, expertise and resources needed to make change.

We are a community of donors, volunteers and partners who advocate for the health, education and financial stability of our communities. We create opportunities and platforms for our partners to make an impact in these areas. We provide experiences for individual involvement and support for the causes that concern our community.

Annual revenues are normally between \$600k and \$900k per year.

## **II. TIMING**

The United Way of Southern West Virginia operates a calendar fiscal year ending December 31<sup>st</sup>. Quarterly Executive Committee and Board of Directors meetings require quarterly statement preparation. Modified financial reports will be acceptable for board meetings, while year-end and 990 will be full GAAP. Preparation and submission of 990 will be filed by normal deadlines by another CPA firm. The financials will be provided to the Auditor by the CPA in a well-prepared, timely manner, as well as be available for any assistance auditor may need.

United Way Worldwide requires UWSWV to preform annual audits of our financial statements. The audit must be complete by UWSWV's last yearly board meeting (2nd week of October). However, auditors may begin work and return audit as soon as yearly taxes are filed.

### **III. SERVICES TO BE PROVIDED**

Your proposal should to cover the following services:

1. Conduct audit in accordance with auditing standards generally accepted in the United States of America
2. Perform procedures to obtain audit evidence about the amounts and disclosures in the financial statements.
3. Consider internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design appropriate audit procedures.
4. Present bound copy of audit to each board member (30 copies) at the last board meeting of the year (2nd week Oct), give a brief over
5. Work with CPA and/or comptroller to get any information needed to conduct audit.

If you decide to submit a proposal, we will make available to you:

1. The current financial statements
2. Latest 990 and Audit
3. Access to the incumbent CPA and Auditor

### **IV. PROPOSAL SPECIFICATIONS**

Please provide the following information in your proposal.

1. Provide a brief description of your firm including background and experience in preparing audits for nonprofits.
2. Provide the size and organizational structure of your CPA firm along with evidence of your and your firm's qualifications to provide the above services.
3. Describe what engagements your firm currently has in the nonprofit ecosystem.
4. Identify the firm contact/accountant who will directly perform the work.
5. A proposed timeline for fieldwork and final reporting
6. Indicate assistance required of our Comptroller to provide information to you and your team
7. Proposed fee structure for 1 year, 3 years, and 5 years of service. Including if any guarantees can be made regarding future-year increases, and the maximum fee that would be charged.
8. Describe your billing rates and procedures for questions/consultations that may occur during the year, and/or whether these occasional services are covered in the proposed fee structure.
9. A copy of your firm's most recent peer review report, along with any related letter of comments and the firm's response.

### **V. PROPOSAL DEADLINE**

Time is of the essences and the deadline for submission is Monday, February 15<sup>th</sup>, 2021.

**KEY PERSONNEL**

The following are key contact for information you may seek in preparing your proposal:

Trena Decal – Executive Director (304) 253-2111

Lori Cuthbert – Comptroller (304) 253-2111

Angela Ramsey – Madam Chairwoman - aramsey@ramseylawofc.com

Jesse L Baker – Vice President of Finance – jesse.baker@nm.com

If you have any questions, or need further information clarifying any aspect of this RFP, please contact me at (304) 252-1736. Thank you for your consideration. We look forward to receiving your proposal.

Sincerely

*Jesse L Baker*

*Vice President of Finance*

**United Way of Southern West Virginia**