



Request for Proposal

Northern Rio Grande National Heritage Area -
Yearly Audit

August 2024

ISSUED BY

Northern Rio Grande National Heritage Area

REPRESENTATIVE

Conner Tharp

conner@riograndenha.org

575-520-2484



Introduction & Background

Northern Rio Grande National Heritage Area is a non-profit organization dedicated to preserving, promoting, and protecting the heritage of northern New Mexico. We are seeking proposals from qualified auditing firms to provide yearly auditing services for our organization, which has an operating budget of approximately \$1.1 million and receives both state and federal funding.

1. Perform an in-person annual audit of the financial statements of Northern Rio Grande National Heritage Area.
2. Ensure compliance with all federal, state, and local laws and regulations applicable to non-profit organizations and entities receiving federal funds.
3. Provide an audit report, including an opinion on the financial statements, management letters, and any recommendations for improvements in internal controls.
4. Prepare and file the form 990 and other required tax filings.

The objective of this Request for Proposal is to solicit proposals from qualified auditing firms to conduct an independent audit of our financial statements for the fiscal year ending June 30, 2024. The audit will be conducted the first two weeks of December 2024 in accordance with the Generally Accepted Auditing Standards (GAAS) and the requirements set forth by the Federal Audit Clearinghouse.



Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. Firm Background and Qualifications:

- a. A brief history of the firm.
 - b. Experience in auditing non-profit organizations, particularly those receiving federal funding.
 - c. Description of the firm's approach to auditing non-profit organizations.
2. Team Composition:
 - a. Names and qualifications of key personnel who will be assigned to this engagement.
 - b. Relevant experience and credentials of each team member who will be involved in the process.
3. Audit Approach and Methodology:
 - a. Detailed description of the audit approach and methodology.
 - b. Proposed timeline for completing the audit.
4. References:
 - a. Contact information for at least 2 non-profit clients who have received similar services.
5. Cost Proposal:
 - a. Detailed fee structure, including the estimated number of hours and hourly rates for each team member.
 - b. Any additional costs that may be incurred.
6. Additional Information:
 - a. Any additional information that the firm believes is relevant to the proposal.



Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience and Qualifications:
 - a. Relevant experience in auditing non-profit organizations.
 - b. Qualifications and experience of the team.
2. Audit Approach and Methodology:
 - a. The comprehensiveness of the audit approach.
 - b. Timeline and ability to meet timelines
3. Cost:
 - a. Reasonableness and transparency of the proposed fees.
4. References:

- a. Feedback from references

Submission Instructions:

Please submit your proposal electronically to conner@riograndenha.org and eric@riograndenha.org by September 30, 2024.



Budget

Northern Rio Grande National Heritage Areas budget for the project is \$10,000.