



## **Request for Proposals Audit**

### **A. Introduction**

Texas Homeless Network (THN) is a non-profit membership-based organization that has been helping communities strategically plan to prevent and end homelessness since 1991. THN serves as the host agency for the Texas Balance of State Continuum of Care where we assist 215 counties through technical assistance, training, and development of a coordinated response to end homelessness. Through our Statewide Initiatives, we coordinate local and national advocacy efforts, data collection, and research, and host an annual statewide conference. Texas Homeless Network is the only statewide organization in Texas dedicated to addressing homelessness.

### **B. Scope of Work and Objectives**

The audit firm will be required to accomplish the following objectives:

- The objective and scope of the audit will be to conduct a Single Audit in accordance with the requirements of the Single Audit Act and the provisions of the Uniform Guidance; which includes tests of accounting records, a determination of major programs in accordance with Uniform Guidance, and any other procedures deemed necessary to enable the auditor to express an opinion on major federal award program compliance and to prepare the required reports.
- The audit should be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
- The audit should involve performing procedures to obtain audit evidence to support the amounts and disclosures in the financial statements. This should include the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. The audit should also include evaluating the appropriateness of accounting policies used.

### **C. Qualifications**

- Experience of the firm, size, location, and area of expertise. Please outline your firm's experience and other relevant information with respect to audits, and single audits specifically.
- Engagement team assigned. Description of the engagement team members, including partners, managers, seniors, and staff, and related audit experience for each.
- Transition expertise. Description of plan for transitioning from prior auditors and what the auditors require your staff to do.
- Audit approach. Description of audit approach used in the audit to ensure that the auditors will cover all pertinent areas. Additionally, a description of where the engagement team will focus their attention, to ensure critical areas are appropriately covered.
- Timing of the services. Detailed timetable by phase, to ensure it meets your needs, and to document expected delivery of the financial statement and management letter. THN requires the financial statements to be issued no later than March 31, 202X.
- Fees. Please include your audit fees by staff and hours (i.e. hourly rate), including out of pocket expenses, if any.
- Client references. We require a minimum of three audit client references, and at least one of those from a single audit client.
- Peer review report. A copy of your firm's most recently issued peer review report.

#### **D. Submission Requirements**

To receive consideration, proposals must be submitted as follows:

- Proposals must include a brief cover letter.
- Proposals must include a brief narrative that addresses how the Scope of Work, as outlined above, will be accomplished.  
Proposals must speak to the qualifications of the contractor/consultant and include the resume of the principal contractor/consultant that will provide direct service for this project.
- Proposals must clearly outline the responsibilities of both THN and the selected individual or firm.
- The project budget as well as all costs payable by THN must be clearly defined. All billing expectations are also to be proposed.
- Proposals must be submitted by (Time and date).
- In accordance with 2 CFR 200.321 and 2 CFR 200.509, THN will take all necessary affirmative steps to ensure that small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms are utilized when possible. Therefore, THN shall give preference to small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms.

## **E. Selection Process**

THN will use a two-stage process for the final selection of a qualified consultant to perform stated work:

- Stage 1 will consist of a review of proposal packages submitted by audit firms. The selection committee, anticipates selecting up to three (3) audit firms to a short-list based on an evaluation of the written proposal submitted. All reasonable efforts will be made to utilize small businesses, minority-owned firms and women's business enterprises. Short-listed consultants may be asked to participate in an interview with the proposal review committee. The short-listed audit firms will be ranked after all information is reviewed and/or interviews are conducted.
- Stage 2 will consist of the selection of one finalist based on the selection criteria. THN will initiate contract negotiations with the highest-ranked audit firm. If contract negotiations are unsuccessful, THN will enter into a subsequent negotiation with the next highest short-listed audit firm. THN will not use the lowest bid as the sole basis for selecting the best bid for the contract.

Proposals may be mailed or emailed to Brian Goodner, CFO

3000 S. IH-35; Suite 100; Austin TX, 78704 [brian@thn.org](mailto:brian@thn.org)