

Request for Proposal: Annual Audit Services

Open Doors Homeless Coalition, a nonprofit organization, is seeking proposals from qualified Certified Public Accounting (CPA) firms to perform our annual financial audit for the fiscal year ending December 31, 2024. We invite your firm to submit a proposal for consideration.

The audit must be conducted in accordance with Generally Accepted Auditing Standards (GAAS) and, if applicable, OMB Circular A-133 (or 2 CFR Part 200 Subpart F), for organizations expending \$750,000 or more in federal funds. This request is being issued in accordance with our financial and accounting policies, which require an open bid every five years.

Scope of Services Includes:

- Conducting the annual audit of financial statements
- Preparing audited financial statements
- Submitting final reports within nine months of fiscal year-end
- Supporting audit findings review and corrective actions as needed

Proposal Requirements:

Please include the following in your response:

- Firm background and relevant experience with nonprofits and government-funded audits
- Qualifications of staff assigned to the engagement
- Audit approach and timeline
- Peer review results and quality control documentation
- Fee structure and estimated hours

Evaluation Criteria:

Proposals will be evaluated based on experience, staff qualifications, audit approach, responsiveness, and cost.

Proposal Submission:

Please send your proposal via email to:

Patti Guider, Director of Operations

pattiguider@opendoorshc.org

228-424-3947

Deadline for submission: June 6, 2025

If you have any questions or require additional information, please feel free to reach out. We appreciate your interest and look forward to reviewing your proposal.

Warm regards,

Dena Wittmann, Ph.D.

Executive Director

Open Doors Homeless Coalition

[dwittmann@opendoorshc.org](mailto:dewittmann@opendoorshc.org)

228-205-7047