

## **Independent Auditor Request for Proposal (RFP)**

*Iowa River Hospice Inc* has used its present accounting firm, *Roland & Dieleman CPA*, for 7 years. While we are pleased with their services, we have decided to review which accounting firms will service our accounting needs over the next 3 year period. *Roland & Dieleman CPA* will also be presenting a proposal to retain this account.

Iowa River Hospice invites any CPA firm to submit a proposal for the preparation of its yearly audited financial statements and related findings for a three-year-period beginning with the 2021 fiscal year ending March 31. Our organization does not require a federal single audit. The audit of Iowa River Hospice's financial statements must be performed in accordance with generally accepted auditing standards.

Iowa River Hospice is a 501(c)(3) organization. The mission of Iowa River Hospice is to Provide Hospice Care and Bereavement Support Services.

Iowa River Hospice serves 325 clients each year with funding from grants, contracts, and fees. We receive government funding from Medicare and Medicaid. We have approximately 50 employees located in one office. Our annual revenue has ranged between 2,128,921 and 2,610,349 over the past 5 years.

Iowa River Hospice requires the following services:

- Annual financial statement audit.
- Management letter.
- Preparation of IRS form 990.

The primary users of the financial statements are the Board of Directors and grant applications

Your Firm has been selected as a candidate for review of your qualifications to provide these services, and is hereby invited to submit a written proposal. Specific questions to which we ask your response are listed below. Please note that your proposal fees should be for a 3 year period, beginning March 31, 2021, and should be based on a single, annual fee for the routine and consultative services outlined above.

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 organization structure of the auditor's firm;
- d) Statement of the firm's understanding of work to be performed;

- e) A proposed timeline for fieldwork and final reporting;
- f) 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;
- g) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies;
- h) References and contact information from at least 2 comparable nonprofit audit clients

Your proposal must be received by 12/31/2020. Send your proposal to Danielle Plaehn at Iowa River Hospice 502 Plaza Heights Rd, Marshalltown, IA 50158. The Board members will review all proposals at their Jan meeting and make a recommendation regarding the choice of auditors.

The Board of Directors of Iowa River Hospice Inc. reserves the right to reject any or all proposals submitted and to also make award where it appears it will be to the best interest of Iowa River Hospice.

Thank you in advance for your interest in our account. Please do not hesitate to call Danielle Plaehn at 641-753-7704 if there are any questions in regard to this request.