



Request for Proposal: Audit Services (RFP 2024-FIN-01)
Deadline: October 4, 2024

US Water Alliance
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September 2024

Request for Proposals

Annual Independent and Single-Audit Services

Date of Request: September 4, 2024
Submissions Due: October 4, 2024, 8:00 pm ET
Questions Due: September 27, 2024, 3:00 pm ET

About the US Water Alliance

The US Water Alliance (Alliance) is a member-supported national nonprofit that aligns diverse stakeholders to develop common-ground and transformational solutions to our nation's most pressing water challenges. Our nearly 200 members and partners include utilities, public agencies, community organizations, engineering and technology firms, environmental groups, agricultural interests, labor unions, researchers, artists and culture bearers, and many others. We:

Educate the nation on the true value of water and engage an expanding base of One Water champions through mutual discovery, learning, and communications.

Initiate new approaches and solutions to our most pressing water challenges, leveraging powerful partnerships, authentic engagement, and cultural strategies to advance One Water solutions.

Accelerate the adoption and scaling of the mindset, practices, and policies behind the One Water approach to advance a better quality of life for all.

Celebrate what works to advance the One Water movement and solutions to inspire and spread innovation in water system transformation.

For more information, please visit our website at: www.uswateralliance.org.

Objective

The Alliance is seeking consulting services from a Certified Public Accountant or Audit Firm with experience providing audits for nonprofit organizations to perform auditing services on an annual basis beginning with fiscal year end (FYE) 2024. As a non-federal entity (501(c)(3)) expending more than \$1,000,000 in federal funding in a fiscal year (FY), we require both an independent and single audit annually in accordance with Generally Accepted Government Auditing Standards (GAGAS) and Uniform Guidance for Federal Awards - 2 CFR Part 200.

Scope of Work

The Alliance operates on an FY beginning October 1 and ending September 30 with annual revenues ranging from \$9 - \$13 million. The planned engagement will involve auditing the financial statements of the Alliance, which comprises the statement of financial position as of September 30, 2024, the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the disclosures (collectively, the "financial statements"). The audit should encompass testing the accounting records of the

Alliance and other necessary procedures to present an unqualified opinion. The selected firm is expected to provide written reports upon timely completion of the audits.

Proposal Specifications

All proposals must be **emailed to admin@uswateralliance.org by Friday, October 4, 2024, no later than 8:00 pm ET**. Proposals should be submitted as a single, multi-page electronic PDF. Prospective consultants may submit questions about this RFQ to admin@uswateralliance.org. The deadline for questions is Friday, September 27, 2024, at 3:00 pm ET.

Submission Requirements

Prospective consultants must present satisfactory evidence to the Alliance indicating their ability to meet the scope of services. To ensure consistency, responses should not exceed 10 pages and must include:

1. **Cover Letter:** Each consultant must include a cover letter that identifies the consultant, their place of business, the name, email address, and telephone number of the primary contact person, and a summary of interest in this RFP. Please describe your current engagement in the nonprofit sector, your basic approach to performing an audit, and how you will educate our staff on how to prepare for the audit.
2. **Engagement Staffing and Scheduling:** Identify relevant team members (if applicable) who will perform our audits and include a statement of qualifications that contains a summary of experience, skills, certificates, and accreditations. Please also provide relevant firm accreditations and registrations. Indicate the specific assistance required by our staff and the expected response time.
3. **Timeline:** Provide the expected timeline for the audit including completion and delivery of the financial statement and management letter.
4. **Work Samples:** Summarize a minimum of two (2) recent examples of work (short paragraph descriptions).
5. **Fees:** Provide detailed information regarding your audit fee including the estimated weekly hours each person will spend and the expected rate per hour. Please state whether out-of-pocket expenses are included in your fee structure.
 - a. Describe how you bill for overruns, if applicable.
 - b. Explain your firm's availability and billing for advice.
 - c. If you have a fixed rate for services, please state the fee per service. If you can, please be sure to provide all fees in your proposal.
 - i. If you submit a multiple-year proposal, please do so with an adjustment of fees for the following consecutive years as deemed appropriate (not to exceed five (5) years).
 - ii. If a multi-year proposal is submitted, the Alliance is only obligated for the initial year, with years two and beyond subject to further negotiation and dependent upon the audit provider's performance in the initial year.

6. **References and Peer Review Report:** Please provide a list of clients of similar size and nature to the Alliance that we may contact as well as a recent peer review.

Other Proposal Information

Please provide any additional information not specifically requested previously that is considered essential to the proposal.

Evaluation

The Alliance will review all submissions and select the most qualified proposals. Successful consultant(s) will be invited to meet with Alliance leadership before entering a written contract for the scope of services provided.

Additional Requirements

All consultants will be subject to compliance requirements under federal law.

The Alliance reserves the right to reject any proposal and to waive any and all formalities, irregularities, or technicalities. The Alliance reserves the right to select the consultant or firm that best meets its needs and negotiate a final contract. The Alliance is not responsible for any costs or expenses incurred by any firm in submitting a response to this RFP.

If you have questions, please contact us at (415) 921-9010 or admin@uswateralliance.org. We appreciate your consideration and participation in this process.