

REQUEST FOR PROPOSALS

Auditing Firms

Issued by



UNITED WAY
West Tennessee

Introduction

United Way of West Tennessee (UWWT) is requesting proposals from qualified firms of independent certified public accountants to provide audit and tax services for the fiscal year ending March 31, 2026 and the two years thereafter, annually.

About the Organization

UWWT is a 501(c)(3) organization established in 1942, serving as the bridge between people and resources and helping people connect their passion to purpose. UWWT ignites social change through a powerful network of partners, donors and volunteers who share a common passion: making our community a better place for all. UWWT is governed by our volunteer board of leaders from across our community.

UWWT has assets of over \$2.8 million, including an endowment valued at over \$1.8 million. Revenues are approximately \$4.7 million annually. During FY 2024-25 and for fiscal year 2025-26, we have exceeded state and federal funding levels which required opinions as to compliance with the government auditing standards and Uniform Guidance.

Scope of Services

The selected firm will provide marketing and communications services on a month-to-month or project-based basis, including but not limited to:

1. Independent auditor's report
2. Letters to management and the Audit Committee.
3. Independent auditor's report on internal control over financial reporting, compliance, and other matters.
4. Independent auditor's report on compliance for each major program and on internal control over compliance.
5. IRS Form 990 and Form 990-T

Work shall be performed in August or early September. The auditors will present the final draft deliverables to the Finance Committee no later than October 30 each year and then provide electronic final versions of each.

Proposal Requirements

Proposals should provide a straightforward, thoughtful and a concise description of the firm's competence, experience and capabilities to satisfy the requirements of the RFP and should specifically identify the audit approach that will be used to meet the RFP requirements.

Written questions must be submitted to Randall Brown via email to rbrown@unitedway.tn.org by **May 1, 2026**. Complete proposals must be submitted by **5:00pm May 15, 2026**, electronically to rbrown@unitedway.tn.org. UWWT reserves the right to reject any or all proposals submitted after the prescribed time.

During the evaluation process, firms selected as finalists will be required to be available for an onsite or virtual interview discussing the scope of their proposal. UWWT reserves the right, where it may serve UWWT's best interest, to request additional information or clarifications from proposers, or to allow correction of errors or omissions.

Proposals must include the following information, which represents the criteria against which the proposal will be evaluated:

1. Project Overview

Identify experience of the firm in working with non-profit entities and the number of engagements similar to the one described in this RFP which were performed in the last year. Please list the number of nonprofit audits performed by the West TN office of your firm for each of the following: assets over \$2 million, revenues over \$4 million, more than 1,000 donation transactions. Also list three engagements similar to the one described in this RFP led by the partner and manager proposed by the firm.

If applicable, please describe any prior experience working within the United Way network with regards to audit completion.

Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.

2. Firm Culture

Describe the policies and practices the firm has in place to support employees within the firm from various backgrounds.

3. Engagement Supervision & Staff

Identify the principal engagement partner and management staff who will be assigned to the engagement. The proposal should state the office location of the staff who would work on this engagement.

4. Independence

The firm should provide an affirmative statement that it is independent of UWWT. The firm should also list and describe the firm's professional relationships involving UWWT currently and for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

5. Engagement Methodology

Describe how your firm will approach the audit, including any areas that will receive primary emphasis as well as the audit approach employed for those areas. Also discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with management and the audit committee of the board of directors. Also describe your plan for transitioning from prior auditors, if applicable.

6. Proposed Fees & Structures

Provide proposed fee amounts and structure for each of the three years of the proposal period. Separately list the fees associated with the financial statement audit, single audit and 990. Describe procedures for technical questions that may come up during the year, and whether these occasional services are covered in the proposed fee structure. Although proposed fees will be taken into account, UWWT reserves the right to negotiate a lower or different fee structure during the offer process.

Conclusion

This RFP is not an offer to enter into an agreement with any party, but rather a request to receive proposals from firms interested in providing the described services. Such proposals shall be considered and treated by UWWT as offers to enter into an agreement. UWWT reserves the right to reject all proposals, in whole or in part, and/or enter into negotiations with any party. UWWT evaluation criteria will include capabilities of the firm, professional team experience, service offering and audit approach, quality of the proposal and proposal process, ability to meet UWWT's needs, proposed fees, and references from current clients. UWWT reserves the right to award a contract to a firm who may not necessarily be the lowest bidder based upon cost comparisons.

For more information and copies of our most recent audited financial statements and 990s, please reach out to Randall Brown at rbrown@unitedway.tn.org.

John Tucker
Board President

Randall Brown
Finance Director