



Request for Proposal: Independent Audit

ABOUT GSI:

Guardianship Services, Inc. is a 501(c)3 corporation providing guardianship or less-restrictive alternatives to guardianship for vulnerable adults in Tarrant County.

GSI requires the following services:

- Annual financial statement audit
- Preparation of financial statements
- Preparation/filing of IRS form 990
- Audit of custodial accounts
- Management letter

In addition, GSI will require a meeting with auditors and selected GSI board and staff members be held to discuss a draft version of the financial statements. Auditors should also be willing to meet with other relevant trustees, as requested.

GENERAL INFORMATION:

Please provide a brief overview of your firm, including background and experience in auditing nonprofit clients, qualification to provide requested services, and your general understanding of services to be performed. Include names of the partner, audit manager, and field staff who will be assigned to our audit and provide professional biographies.

AUDIT SERVICES:

- Names of the partner, audit manager, and field staff who will be assigned to our audit and provide professional biographies.
- A proposed timeline for fieldwork and final reporting
- General understanding of services to be performed.

FEES:

- Proposed fee structure, including the maximum fee anticipated
- Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure.

QUESTIONS/REFERENCES/OTHER:

- Please provide references for at least three other comparable audit clients. Include name, address, phone number and length of time associated with your organization. Include at least one that is a previous client.
- Please submit questions and completed proposals via e-mail to: godonnell@guardianshipservices.org
- Deadline for RFP submission is **COB 10/31/2017**.