

**Request for Proposal**

**Audit Services**

**July 21, 2022**

**Homeless Alliance of Western New York, Inc.**

**960 Main Street**

**Buffalo, NY 14202**

**(716) 853-1101**

1. **GENERAL INFORMATION**
2. **Purpose**

This request for proposal (RFP) is to contract for auditing services for the three (3) year period beginning with the year ending 12/31/2021 through 12/31/2023.

1. **Instructions on Proposal Submission**
2. Proposals must be submitted no later than the end of business on August 31, 2022. Proposals should be emailed to: [kexima@wnyhomeless.or](mailto:kexima@wnyhomeless.or)g.
3. All inquiries concerning this RFP should be directed to: Kexin Ma, Executive Director ([kexinma@wnyhomeless.org](mailto:kexinma@wnyhomeless.org)) -or- Van Jorgali, Board Treasurer ([vjorgali@szycpa.com](mailto:vjorgali@szycpa.com)).
4. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Respondent and will not be reimbursed by the Homeless Alliance of WNY, Inc.
5. It is expected that a decision selecting the successful Respondent will be made within two weeks of the closing date for the receipt of proposals.
6. **Description of the Entity**

The Homeless Alliance of Western New York (HAWNY) is a non-for-profit organization that coordinate homeless services among Erie, Niagara, Orleans, Genesee and Wyoming County. HAWNY is the Continuum of Care Lead and Homeless Management Information System (HMIS) Lead for these communities. HAWNY receives federal fund to support the coordination of services provide to people experiencing homelessness as well as to track and use data to analyze system needs.

1. **SPECIFICATION SCHEDULE**
2. **Services Required**

The purpose of this RFP is to select an organization with which to contract for auditing services for a three (3) year period, beginning with the year ending 12/31/2021. Completion of the audit and required tax filings should be completed in accordance with necessary filing deadlines. It is our expectation that for the period ending 12/31/2021 audit we will not qualify for a Single Audit, but we will most likely qualify for a Single Audit for the period ending 12/31/2022 and 12/31/2023 audits.

1. **Payment Terms**

Payment terms for the contract should be stated in the proposal along with the cost submission. Progress payment plans are encouraged and will be allowed to the extent that the Homeless Alliance of WNY can determine that satisfactory progress is being made.

1. **Transition and Audit Approach**

Briefly outline your plan for the transition from our current firm to your firm, including an estimate of the hours needed by our fiscal staff above and beyond audit preparation to assist in the transition.

Describe your approach to the initial and continuing audits, including the specific benefits in using your firm and the differences in your approach from that of other firms:

1. An overview of the audit plan including the nature, timing, and extent of audit procedures
2. Which areas you believe will require special attention
3. Use of interim audit procedures, if deemed appropriate
4. Approach to auditing internal controls and information technology
5. Approach to compliance-based issues