



www.msphi.org PH 301-398-4406 Toll Free 1-877-740-9889 5 Olympic Way, Suite A / Madison, MS 39110

Audit and Tax Services Request for Proposal (RFP)

I. Introduction

Mississippi Public Health Institute (MSPHI) is seeking proposals from qualified audit and tax firms to provide external audit and tax services for the fiscal year ending December 31, 2023. We invite your firm to submit a proposal in response to this Request for Proposal (RFP).

II. Objective

The objective of this RFP is to select an independent audit and tax firm that will provide comprehensive financial statement audit services, including a Single Audit in accordance with Uniform Guidance, for our organization, in accordance with Generally Accepted Auditing Standards (GAAS), Generally Accepted Government Auditing Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), and other applicable regulations.

III. Scope of Work

The selected audit and tax firm will be responsible for:

Audit Services:

1. Conducting an audit of MSPHI 's financial statements for the fiscal year ending December 31, 2023.
2. Providing an opinion on the fairness of the presentation of the financial statements in accordance with GAAP.
3. Reviewing compliance with laws and regulations applicable to our not-for-profit status.
4. Conducting a risk assessment and addressing internal control issues, making recommendations for improvement if necessary.
5. Preparing an audit report for inclusion in our annual report and tax filings.
6. Meeting with the Audit Committee and Management to discuss findings and recommendations.

Tax Services:

1. Preparing and filing the annual Form 990, Return of Organization Exempt from Income Tax.
2. Providing guidance and support for any state and local tax compliance requirements.

Single Audit:

1. Conducting a Single Audit in accordance with the Uniform Guidance (2 CFR 200) to ensure compliance with federal grant programs, if applicable.

IV. Proposal Submission

Interested firms are requested to submit their proposals no later than March 16, 2024, via email to jdavis@msphi.org. Please include the subject line: "Audit and Tax Services Proposal – Mississippi Public Health Institute - [Insert Your Firm's Name]".

V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience and expertise in providing audit, tax, and Single Audit services to not-for-profit organizations.
2. Qualifications and experience of key personnel assigned to the engagement.
3. Understanding of MSPHI and its specific audit and tax requirements.
4. Proposed audit, tax, and Single Audit approach and methodology.
5. Cost and fee structure.
6. References from not-for-profit clients.

VI. Timeline

- Release of RFP: February 14, 2024
- Proposal Submission Deadline: March 16, 2024
- Evaluation and Selection of Audit and Tax Firm: March 23, 2024
- Contract Negotiations: March 27, 2024
- Commencement of Audit: May 15, 2024
- Completion of Audit: July 31, 2024

VII. Questions and Clarifications

If you have any questions or need clarifications regarding this RFP, please contact John Davis at jdavis@msphi.org or 601-398-4406. Please have all questions in by February 23, 2024.

VIII. Terms and Conditions

All costs associated with proposal preparation and presentation shall be borne by the responding firms. MSPHI reserves the right to accept or reject any or all proposals submitted.

IX. Confidentiality

All information provided in response to this RFP will be treated as confidential by MSPHI.

X. Governing Law

This RFP and any resulting contract shall be governed by the laws of Mississippi.

Thank you for your interest in providing audit and tax services to MSPHI. We look forward to receiving your proposal.

Sincerely,

A handwritten signature in black ink that reads "John Davis". The signature is fluid and cursive, with the first name "John" and last name "Davis" clearly distinguishable.

John Davis
Chief Financial Officer
MSPHI
5 Olympic Way, Suite A
Madison, MS 39110
601-398-4406