MONTANA NONPROFIT ASSOCIATION

Request for Proposal For Audit Services

Inquiries and proposals should be directed to:

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I Nature of Services Requested:

A. Purpose

This Request for Proposal (RFP) is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Offeror" to perform a financial audit of Montana Nonprofit Association, Inc., hereinafter referred to as Montana Nonprofit Association or MNA.

Montana Nonprofit Association requests an engagement letter which includes this RFP by reference.

The engagement letter should segment pricing for the audit; financial statement, footnote and supplemental schedule preparation; and Form 990 tax preparation.

B. Scope of Audit

The Offeror will be expected to conduct an audit of Montana Nonprofit Association for the year ending December 31, 2026 (and subsequent years as negotiated) according to Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS). It is expected that this audit will be contracted for three years.

The Offeror will be expected to complete and file the IRS Form 990, including any required extension requests.

The successful firm must retain the workpapers for each year audited for at least three years after the completion of the field work and these work papers must be made available for examination by any funding source representatives approved by Montana Nonprofit Association.

C. Proposal Submission

Proposals must be submitted via e-mail with the subject line Audit Services Request for Proposal by 5:00 p.m. on November 27, 2026. Late proposals will not be considered.

D. Description of Entity and Records to be Audited

Montana Nonprofit Association (MNA) is a Helena based 501(c)(3) non-profit organization whose mission is to promote a strong nonprofit sector in Montana. The organization is membership-based and has approximately 810 member nonprofits and another 110 affiliate members from across Montana. MNA carries out its mission through five program areas: public policy, group buying and cost-saving products, professional and organizational development, research and information, and nonprofit networks. MNA hosts an annual conference which is one of the largest nonprofit gatherings in the northwest each year. The organization employs nine people in one office location and is served by a statewide board of directors that meets quarterly.

Annual revenues are between $1,400,000 and $1,500,000, with approximately 50% being earned income and 50% contributed. Earned income primarily includes membership dues, discount product fees and training and conference registration fees. Contributed revenue primarily comes from foundations. MNA has a December 31 fiscal year end, with a requirement to file IRS Form 990 by May 15th of each year. Additional agency information – including previous audits, 990s and Annual Reports – can be found at www.mtnonprofit.org.

E. Exit Conference

An exit conference with Montana Nonprofit Association's representatives, including members of the Finance Committee of the MNA board of directors and the Offeror's representatives will be held at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with Montana Nonprofit Association.

F. Delivery Schedule

Offeror is to transmit an electronic copy of the draft audit to Montana Nonprofit Association's Executive Director. The draft audit report is due on April 15, 2027 for the year ending 2026.

The Offeror shall deliver the final audit report to Montana Nonprofit Association's Board of Directors no later than May 1, 2027. A presentation to the Finance Committee shall be done in April and the auditor shall meet with the full board at their spring or fall meeting.

MNA may request the auditor to provide 4 bound copies and one unbound master copy of the report.

The IRS Form 990 Form for year ending December 31, 2026 must be submitted in a timely manner to meet IRS filing requirements. The auditor will provide an electronic version of the Public Inspection copy of the 990, as well as the Non Public Inspection copy of the 990.

Reports may be submitted earlier than the above schedule.

II. Format of Proposal

The Offeror must submit a proposal via e-mail and organized as described below. The Offeror, in its proposal, shall, as a minimum, include the following:

A. Title Page

The title page should identify the RFP subject, name of the Offeror, address, telephone number, name and title of the Offeror contact person, and submission date.

B. Table of Contents

The table of contents will include a clear and complete identification of the materials submitted by page and each section will clearly reference the sections of the RFP to which the response is made.

C. Transmittal Letter

A signed letter of transmittal briefly stating the Offeror's understanding of the work to be done, the commitment to perform the work within the time period, and a statement that the proposal is a firm and irrevocable offer for the period covered.

D. Profile of the Audit Firm

1) Detail your firm's experience in providing auditing and tax services to companies in the nonprofit sector, as well as associations of a comparable size to MNA, including those with memberships.

2) Discuss the firm's independence with respect to MNA.

3) Identify the five largest clients your firm (or office) has lost in the past three years and the reasons. Also discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).

4) Identify and include information on all staff who will work on the audit. Include a description of professional work experience in the area of nonprofit audits, and a listing of continuing education in the area of nonprofit accounting/auditing received within the last three years. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority. Indicate any corrective actions that have been taken by the firm with respect to these individuals.

5) Provide a list of other nonprofit organizations for which your firm provides similar services. Include reference contact information for clients of the partner and manager that will be assigned to our organization.

6) The firm of Certified Public Accountants must be of widely recognized ability and standing, and licensed to practice in the State of Montana. 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.

E. Audit Approach

1) Describe how your firm will approach the audit and areas that will receive primary emphasis. Also discuss the firm's use of technology in the audit. Discuss the communication process used by the firm to discuss issues with management and the Finance and Audit Committee of the board.

2) Describe how and why your firm is different from other firms, and why our selection of your firm as our external auditors is the best decision we could make.

3) State the number of hours estimated to complete the planning phase, the fieldwork phase, and the report writing phase of the audit.

F. Price

Offer a firm, all-inclusive price for each year of the three-year proposal. This all-inclusive price should be segmented into the audit and financial statement, footnote and supplemental schedule preparation, and the IRS Form 990 tax preparation. Offer a firm price per hour for contingencies, i.e. the necessity to expand the time frame of the audit relative to material findings. Furnish standard billing rates for classes of professional personnel for each of the last three years.

Please note the offer will be rejected if the firm does not provide a definitive, all inclusive price for the audit. Any offer that may be construed as an estimate will be rejected.

III. Proposal Evaluation and Scoring

A. Evaluation Criteria

The firm's reputation and experience, staff qualifications, understanding of and approach to the work, and cost will be considered.

In addition Montana Nonprofit Association will evaluate proposals on a qualitative basis. This includes our review of the firm's peer review report and related materials, possible interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

B. Other Information

Montana Nonprofit Association may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals. However, MNA reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted on the most favorable terms which the Offeror can propose.

Montana Nonprofit Association reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms, to waive minor inconsistencies with the request for proposal, and to waive formalities.

Requests for additional information should be coordinated through the Accounting & Grants Systems Manager, Barbara Krizek, at 406-449-3717 or bkrizek@mtnonprofit.org.

It is anticipated that a firm will be selected by December 11, 2026.

Most recent financial statements and Form 990 are included.