

Invitation

Delaware Humanities is seeking proposals from qualified CPA firms to provide audit services for our organization as of and for the fiscal years ending October 31, 2023, 2024 and 2025. Proposals are to be delivered via email to chfisher@dehumanities.org. Proposals must be received by October 30, 2023 at 9 AM EST to be considered.

Delaware Humanities Mission and Background

Founded in 1973, Delaware Humanities' mission is to strengthen our communities by connecting Delawareans through the diversity of human experiences. Our vision is of a Delaware where the respectful exchange of ideas empowers a flourishing democracy. Delaware Humanities is the state affiliate of the National Endowment for the Humanities (NEH). Our office is in Wilmington, Delaware, but our work takes us to locations throughout the state.

Delaware Humanities offers two services to organizations in Delaware: 1) programs, which are created by Delaware Humanities staff for the use of external organizations and 2) grants, which are projects and events created and managed by other nonprofits in the state of Delaware and are funded by Delaware Humanities through a competitive application process.

Financial Data

As a state affiliate of NEH, Delaware Humanities receives most of its funding through a federal grant. The grant is managed on a three-year cycle of spending with two years to then complete our financial reporting. Our current three-year cycle ends October 31, 2024. Our funding for the last two fiscal years is as follows:

Fiscal Year	Operating Revenue	NEH Funding
2021	\$820,933	\$736,846
2022	\$878,291	\$778,474

Services to Be Performed

Your proposal is expected to cover the following services:

- Annual audit to be completed in compliance with auditing standards generally accepted in the United States of America, including preparation of the financials; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of Subpart F of the Uniform Guidance to allow for an opinion on the financial statements and issuance of a management report if necessary.
- Preparation of the organization's 990s.

Key Personnel

During fiscal year 2022, Delaware Humanities outsourced its accounting to YPTC (Your Part-Time Controller). YPTC will reconcile accounts and prepare and provide to your firm audit workpapers in advance of the audit. YPTC has not performed the audits for Delaware Humanities in the past, but they are familiar with the organization and will work with you to ensure a smooth audit process. We do not anticipate that any audit adjusting journal entries will be necessary.

The following are the key personnel for any information that you would need in completing your proposal for audit services:

- Michele Anstine, Executive Director
- Ciera Fisher, Deputy Director
- Scott Kirkland, YPTC

Proposal Content

Please be sure your proposal includes:

- Name of principal contact, telephone number, and email address.
- Biographical information on each member of your proposed engagement team, including the name, position, and number of years' experience in public accounting.
- A description of your experience conducting single audits for organizations receiving federal funding.
- An overview of the audit plan for Delaware Humanities, including the scope, timing, and nature of audit work to be performed. Please identify recommended procedures to be performed in advance of year-end.
- Your proposed annual fee for the financial statement audit for each year ending on October 31 2023, 2024, and 2025. Include:
 - Total fees, including out-of-pocket expenses for the audit.
 - Estimated hours reflected in audit fee and tax work, segregated by partner, manager, and staff.
 - Indicate whether the proposed fees include responding to routine questions during the year.

Timeline and Budget

The following timeline outlines key events related to the RFP process and evaluation activities proposed. Note that all dates are subject to negotiation during the final contracting process.

Date	Event
9/18/2022	RFP Issued
10/30/2023 by 9 AM EST	Proposal Due
11/13-11/17/2023	Interviews with Final Candidates
11/22/2023	Final Selection Notified
11/27-12/1/2023	Contract Benchmarks and Targets Developed
12/1/2023	Work Begins
3/1/2024	Draft Audit Report presented to Finance Committee (date flexible)
5/31/2024	Final Audit Completed

Please submit a budget with your proposal. Pricing shall be inclusive of all costs. The anticipated budget is no more than \$15,000 per year.

Questions

Questions can be sent to Ciera Fisher at chfisher@dehumanities.org. Deadline for questions is Monday, October 16 at 9 AM.