REQUEST FOR PROPOSAL
ANNUAL FINANCIAL AUDIT
STEPHEN F. AUSTIN STATE UNIVERSITY ALUMNI ASSOCIATION
STEPHEN F. AUSTIN STATE UNIVERSITY ALUMNI FOUNDATION

The Stephen F. Austin State University Alumni Association and Foundation are requesting proposals from public accounting firms to perform the annual audits and the Federal Return of Organization Exempt from Income Tax for fiscal year June 30, 2017.

I. BACKGROUND INFORMATION

The Alumni Association exists to generate a positive attitude of support for the heritage and future of SFA buy developing donor opportunities and building relationships among former, current, and future students while providing scholarships, activities, networks, and communication interaction.

Our goal is to assist in promoting the welfare of SFA by enlisting alumni to become members of the Alumni Association by supporting university funds and scholarships which provide broader educational opportunities to the students and alumni of SFA, and by encouraging gifts from members for such proper means as may seem advisable.

Organized in 1928, the Alumni Association maintains an active office on campus to foster good fellowship and loyalty among former students and friends, to encourage the educational ideals for which the university stands for and to promote general interest in SFA.

In addition to maintaining addresses of ex-students, the Alumni Association sponsors a number of scholarships and awards, publishes a magazine and sponsors the annual Homecoming.

The audit will also include the accounts of the Stephen F. Austin Alumni Foundation, a separate entity. The Foundation receives and invests funds for scholarship endowments. Scholarships are awarded to students from income received from invested funds. Separate accounting records are maintained by the Foundation and it has a separate board.

A. Purpose of the Audit

The purpose of the Request for Proposal is to obtain the services of a public accounting firm for the annual audit and the Federal Return of Organization Exempt from Income Tax for fiscal year June 30, 2017. The audit is to determine whether (1) the financial statements present fairly the financial position, results of operations, and cash flows in accordance with accounting principles generally accepted in the United States of America, and (2) whether the Alumni Association and Foundation have complied with laws and regulations for those transactions and events that may have a material effect on the financial statements.

As a part of the audit of the financial statements, the annual audit will also include obtaining an understanding of the Alumni Association and Foundation's internal controls and reporting any reportable conditions relating to the internal control systems coming to the attention of the auditors. Any material weakness noted during the audit will be reported to the Alumni Association and Foundation Boards.

B. Independent Auditor

The firm shall demonstrate the capability to perform the annual audit in accordance with auditing standards generally accepted in the United States of America. Public accounting firms that have performed annual audits for similar entities are encouraged to file a proposal.

C. Term of the Audit Engagement

The contract for audit services based upon Board approval of the proposal will be for the fiscal year ending June 30, 2017. Stephen F. Austin State University Alumni Association and Foundation may request to extend this agreement for another two years through fiscal year June 30, 2019, following satisfactory delivery of the services specified in the proposal and engagement letter.

D. Dispute Resolution

Disputes concerning the terms of contracted services that cannot be resolved will be brought before an independent mediation center, whose decision will be binding upon both parties.

II. PROPOSAL CONTENT

A. Cover Letter

See conditions for submission of proposal in Section III.

B. Technical Component

To describe clearly the public accounting firms understanding of the work to be done, the firm shall:

1. Explain the firm's approaches to performing an annual audit, including the methodology, nature, timing and extent of audit procedures to be performed;

2. Describe how the approach to performing the audit would be affected if this were a multiyear contract; and

3. Make a statement concerning the independence of the firm, including direct and indirect financial interest, and the relationship of the proposed audit team to employees of the Alumni Association and Foundation and any of the board members.

REQUEST FOR PROPOSAL
ANNUAL FINANCIAL AUDIT
STEPHEN F. AUSTIN STATE UNIVERSITY ALUMNI ASSOCIATION
STEPHEN F. AUSTIN STATE UNIVERSITY ALUMNI FOUNDATION

II. PROPOSAL CONTENT – CONTINUED

C. Management Component

The firm providing the proposal shall furnish satisfactory evidence of capability to provide in a professional and timely manner the services stated in the Request for Proposal. To meet this requirement:

1. Provide the name of the external quality control review organization of which the firm providing the proposal is a member and the length of membership. Also, state the review organization's planned frequency of peer reviews;

2. State whether the firm has received a peer review and whether in the most recent review an unqualified report was issued;

3. State whether the firm providing the proposal is a national, regional or local public accounting firm;

4. Provide evidence that the firm has experience in performing nonprofit audits. List current and past clients along with the names and telephone numbers of three contact persons and number of years audit services were provided;

5. State whether the firm is currently under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and/or licensing boards of other states;

6. Describe the proposed audit team, in terms of job positions in the firm;

7. List names of staff member(s) who will direct the overall audit throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, and conducting substantial portions of the fieldwork or reporting on this audit engagement. Include the educational background of all staff members named and professional licenses held;

8. Describe continuing professional education in nonprofit accounting and auditing received by the proposed audit team during the last two years;

9. Describe the level of assistance that will be expected from the Alumni Association and Foundation personnel; and

10. Provide evidence of the ability to comply with the requirements in Sections II and VI of the Request for Proposal.

REQUEST FOR PROPOSAL
ANNUAL FINANCIAL AUDIT
STEPHEN F. AUSTIN STATE UNIVERSITY ALUMNI ASSOCIATION
STEPHEN F. AUSTIN STATE UNIVERSITY ALUMNI FOUNDATION

II. PROPOSAL CONTENT – CONTINUED

D. Task/Activity Plan

The firm providing the proposal shall specify budgeted hours, time lines and sequence for audit procedures, and names of staff to be assigned.

E. Estimated Fees

Below state the estimated fees for the annual audit for the fiscal year ending June 30, 2017. Also state estimated fees for the subsequent two years, under current existing conditions, if the Alumni Association and Foundation requests an extension of the contract.

	ASSOCIATION	FOUNDATION	TOTAL
1. 6-30-17 Fiscal Year	$_____	$_____	$_____
2. 6-30-18 Fiscal Year	$_____	$_____	$_____
3. 6-30-19 Fiscal Year	$_____	$_____	$_____

The Alumni Association and Foundation will pay audit fees agreed upon in the engagement letter.

Below state the estimated fees for the annual federal 990 return for the fiscal year ending June 30, 2017. Also state estimated fees for the subsequent two years, under current existing conditions, if the Alumni Association and Foundation requests an extension of the contract.

	ASSOCIATION	FOUNDATION	TOTAL
1. 6-30-17 Fiscal Year	$_____	$_____	$_____
2. 6-30-18 Fiscal Year	$_____	$_____	$_____
3. 6-30-19 Fiscal Year	$_____	$_____	$_____

REQUEST FOR PROPOSAL
ANNUAL FINANCIAL AUDIT
STEPHEN F. AUSTIN STATE UNIVERSITY ALUMNI ASSOCIATION
STEPHEN F. AUSTIN STATE UNIVERSITY ALUMNI FOUNDATION

III. CONDITIONS FOR SUBMISSIONS OF PROPOSAL

All proposals in response to this request must meet the following conditions to be considered:

A. Proposal must include a cover letter clearly stating the name of the firm and the name, address and telephone number of the firm's representative;

B. Proposal must address each of the audit requirements as stated in the Request for Proposal;

C. The Alumni Association and Foundation reserve the right to reject any and all proposals, and to negotiate proportions thereof. Proposals that address only part of the requirements contained in the Request for Proposal will not be considered;

D. The Alumni Association and Foundation reserve the right to select any proposal, considering the quoted estimated fee and other factors;

E. The proposal shall furnish such additional information that the Alumni Association and Foundation my reasonably require;

F. The Alumni Association and Foundation will not be liable for any cost incurred in the preparation of proposals.

IV. PROCEDURES FOR SUBMITTING PROPOSALS

A. Delivery

Mail Delivery

Response to the request for proposals should be addressed to:

Audit Proposal
Mr. Craig Turnage
Stephen F. Austin State University Alumni Association and Foundation
SFA Box 6096
Nacogdoches, Texas 75962
(936) 468-3407

Proposals must be received no later than May 12, 2017.

B. Number of Copies of Proposal

Submit four copies of the proposal. The proposals are to be bound and sealed.

REQUEST FOR PROPOSAL
ANNUAL FINANCIAL AUDIT
STEPHEN F. AUSTIN STATE UNIVERSITY ALUMNI ASSOCIATION
STEPHEN F. AUSTIN STATE UNIVERSITY ALUMNI FOUNDATION

V. ASSISTANCE TO PROPOSERS

Any person wishing to obtain additional information about the request for proposal or about the operations of the Alumni Association and Foundation may contact the individual mentioned above in Section IV. Additional information may also be obtained from Hannah Franks.