# Western Maine Community Action, Inc.

Request for Proposal for Audit Services
For the Period, September 1, 2025
To August 31, 2026

**Inquiries and Proposals should be directed to:**

Rebecca Gage
Chief Financial Officer

Western Maine Community Action, Inc.
P.O. Box 200, 20 Church Street
East Wilton, ME  04234

207-860-4491

www.wmca.org

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## General Information

### A. Purpose

This Request for Proposal (RFP) is to contract for a financial and federal compliance audit for the year ending as shown. The proposal includes options for four additional years.

### B. Who May Respond

Only licensed certified public accountants may respond to this RFP.

### C. Questions and Clarifications

No bidder's conference will be held. Offerors may submit written questions by email to rgage@wmca.org no later than 5:00 p.m. Eastern Time on September 30, 2026. The email subject line should state "Audit Services RFP Questions — [Offeror Name]."
WMCA will issue written responses to material questions, together with any amendments to the RFP, to all known prospective Offerors and/or post them with the solicitation. Responses will not identify the source of a question. Only written responses or amendments issued by WMCA will be binding. Offerors are responsible for considering all issued amendments when preparing their proposals.

### D. Instructions on Proposal Submission

1. **Closing Submission Date**
   **Proposals must be submitted and received no later than 4:30pm EST on October 12, 2026.**

2. **Inquiries**
   Inquiries concerning this RFP shall be submitted in writing to Rebecca Gage at rgage@wmca.org by the deadline stated in Section I.C. To preserve fair and open competition, Offerors should not rely on oral explanations or information from sources other than written responses or amendments issued by WMCA.

3. **Conditions of Proposal**
   All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by WMCA

4. **Instructions to Prospective Contractors**
   Proposals shall be submitted electronically by email to rgage@wmca.org. The email subject line must state "Proposal for Audit Services — [Offeror Name]."

   Submission email: rgage@wmca.org
   The technical proposal and signed Certifications shall be attached in PDF format. Pricing shall be submitted as a separate PDF attachment clearly labeled "Pricing Proposal — [Offeror Name]." Attachments must be complete, readable, and free of password protection. If file-size limits prevent transmission in one email, the Offeror

may use sequential emails clearly identified as "Part 1 of [total]," "Part 2 of [total]," and so forth; all parts must be received by the deadline.

A proposal is considered received when it is delivered to WMCA's designated email system, as shown by WMCA's electronic date-and-time record. WMCA will acknowledge receipt by email. The Offeror is responsible for confirming receipt before the deadline. Delivery failures, rejected messages, corrupted files, or incomplete transmissions do not extend the deadline. Proposals received after the stated date and time will not be considered and will be retained in the procurement file as late submissions. Fax submissions will not be accepted.

5. **Right to Reject**

WMCA reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. **Small, Minority, Women's, Veteran-Owned, and Labor Surplus Area Businesses**

Consistent with 2 CFR 200.321 and WMCA's Purchasing Policy, WMCA will take affirmative steps, when possible, to provide contracting opportunities to small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms.

Offerors may identify applicable business classifications in their proposals. No preference or evaluation credit will be applied unless expressly stated in the evaluation criteria and permitted by applicable law and funding requirements.

7. **Federal Procurement and Contract Requirements.** This procurement will be conducted in a manner providing full and open competition and consistent with WMCA's documented Purchasing Policy and 2 CFR 200.318 through 200.327, as applicable. The Offeror must disclose any actual or potential organizational conflict of interest and must be eligible to participate in federally funded transactions. The resulting contract will include the applicable provisions required by 2 CFR 200.327 and Appendix II to 2 CFR part 200, including termination, access to records, and other provisions applicable to the contract amount and funding source. WMCA may verify responsibility, exclusions, suspension, and debarment status before award.

8. **Notification of Award**

It is expected that a decision selecting the successful audit firm will be made with three weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this RFP will be informed in writing of the name of the successful audit firm.

It is expected that the contract shall be a one-year fixed price contract with options for four additional one-year periods.

9. **Failure to Execute Contract**

Failure of the Offeror of the successful proposal to execute a final contract within two weeks after the award will result in the disqualification of the Offeror.

## E. Description of Entity and Records to be Audited

WMCA is a nonprofit organization which serves three counties in Maine. WMCA is a private, nonprofit corporation and has been determined to be exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. It is governed by a 15-member volunteer board of directors. Administrative offices and records are located at 20 Church Street, East Wilton. Other offices are located throughout the Franklin, Oxford and Androscoggin County areas.

All records to be audited are available for review by the Offeror prior to submission of the proposal. Prior year audits are available. Prior year audits include notes that state that WMCA has a retirement fund and former employees who draw from MSRS; that WMCA has a loan program; and that WMCA has a relationship with the Franklin County Community Action Council Property Trust.

A brief description of the accounting system is as follows:

"MIP" accounting system is currently used and has been used since 2005. Modules include Accounting/Budgeting, Payroll, Accounts Payable, Accounts Receivable and Cash Receipts. A four-member staff employed by WMCA maintains the computerized records. In addition to "MIP"-based reports, data is imported and stored using data base products and Excel spreadsheets. ADP is used for payroll processing and WMCA currently imports the data manually into MIP. Supplemental schedules are also prepared in this manner. Accrual basis of accounting is used.

Cash accounts include one primary operating checking account, which is also used for employee payroll and an escrow account for client loans that currently has no balance. WMCA also has a “Sweep” account.
Following is the estimated volume of activity in the operating account for FY26:

- Checks 393
- ACH 1,101
- Employee ACH 916
- Direct 278

Other in-house developed, purchased or funding source software modules are employed by the WIC (Spirit), HEAP (MSHA ECOS), Childcare Food Program (Minute Menu), Housing & Energy Services (ECOS).

The lead Agency is the Maine Department of Health and Human Services. WMCA has opted for MAAP Single Audit.

The Agency has been audited on an annual basis since its inception, and it plans to continue this practice.

Fiscal & Administration staff will be available to the audit staff to prepare schedules, reproduce documents and pull documents. It is preferable that the successful respondent provide a list of required statements, schedules, policies and documents as well as access to a "portal" for the purpose of submitting schedules and supporting documents.

Fiscal and Personnel Manuals have been written and updated. They are available to the audit team.

There are currently 35 employees - the count of 2025 W2s was 50 for employees. For 2026 WMCA expects 48 for employees.

Through the year, WMCA has 70 contracts with fiscal year activity. They are reported using 100+ computerized funding ledgers and cost centers. Preliminary audit work prior to closing the accounts is welcomed July in subsequent years.

The August 31, 2026 books will be closed as of October 31, 2026. Post-closing audit work may start after this date. State and Federal compliance testing may start prior to this date.

## F. Options

At the discretion of WMCA this audit contract can be extended for four additional one-year periods. The cost of the option periods will be agreed upon by WMCA and the Offeror. It is anticipated that the cost of the optional years will be based upon the same approximate cost per thousand dollars of audited expenditures as the contract for the initial year.

## II. Specification Schedule

### A. Scope of a Financial and Compliance Audit

The purpose of this 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 statement and compliance audit of WMCA in accordance with the 2024 Government Auditing Standards, 2 CFR part 200, including Subpart F, the Single Audit Act, the applicable OMB Compliance Supplement, and other applicable federal and State of Maine requirements.

As a separately priced non-audit service, the Offeror shall assist WMCA with maintaining ongoing compliance with FASB Accounting Standards Codification Topic 842, Leases (ASC 842), for each fiscal year covered by the contract. Services shall include reviewing WMCA’s lease population for new, modified, renewed, terminated, or reassessed arrangements; updating lease classifications, calculations, and amortization schedules; preparing proposed periodic and year-end journal entries and supporting reconciliations; and preparing proposed financial statement disclosures. The Offeror shall identify any information, assumptions, elections, or management judgments required from WMCA and communicate material compliance matters identified during the engagement. WMCA management will remain responsible for determining that the accounting treatment is appropriate, approving all calculations, entries, and disclosures, maintaining complete lease records and internal controls, posting approved entries, and accepting responsibility for the resulting financial statements.

The Offeror shall perform these services only to the extent permitted by applicable independence and professional standards and shall identify in its proposal any safeguards, limitations, assumptions, or WMCA responsibilities associated with the services.

Under Government Auditing Standards, financial statement audits determine whether:

1. The financial statements fairly present the entity's financial position, results of operations, and cash flows in accordance with generally accepted accounting principles (GAAP); and
2. The entity has complied with laws and regulations that could have a material effect on the financial statements.

### B. Description of Programs/Contracts/Grants

See attached documents for listing.

### C. Performance

The WMCA records shall be audited through August 31, 2026.

The Offeror shall prepare the audit reports in accordance with the 2024 Government Auditing Standards, 2 CFR part 200, including Subpart F, the Single Audit Act, the applicable OMB Compliance Supplement, MAAP requirements, and all other applicable professional and regulatory standards.

**D. Delivery Schedule**

Offeror is to transmit one copy of the draft audit report to WMCA's Chief Executive Officer. *This draft audit report may be in electronic format with a "Draft" watermark.*

The Offeror shall deliver the following final audit reports to WMCA's Finance Committee no later than April 30, 2027:

Federal Compliance Audit Report
State Compliance Audit Report
Audited Financial Statement

A principal of Offeror's firm is required to be present to present and review the audited financial statements with the WMCA Board of Directors on May 19, 2027 at a time and place to be assigned by the Board Chair.

Reports may be submitted earlier than the above schedule. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports which do not conform to all of the provisions of this contract, WMCA may extend this schedule upon request of the Offeror with sufficient justification.

Failure to meet the May 19, 2027 deadline will result in a $500 penalty for each 15 calendar days, or part thereof, that the audit is late.

**E. Price**

The Offeror's proposed price shall be submitted separately. Include information indicating how the price was determined. For example, the Offeror shall indicate the estimated number of hours by staff level, hourly rates and total cost by staff level. Any out-of-pocket expenses should also be indicated.
The Offeror shall separately state the proposed annual fee to assist WMCA with maintaining ongoing compliance with FASB Accounting Standards Codification Topic 842, Leases (ASC 842), for the initial contract year and each option year. The fee shall include review of new, modified, renewed, terminated, or reassessed lease arrangements; updates to lease classifications, calculations, and amortization schedules; preparation of proposed periodic and year-end journal entries and supporting reconciliations; and preparation of proposed financial statement disclosures. The proposal shall clearly describe the pricing basis, scope, assumptions, information required from WMCA, expected timing, and any services not included in the quoted fee.
**Pricing information must be submitted as a separate PDF attachment clearly labeled "Pricing Proposal — [Offeror Name]."**

**Please note: *The actual cost of all activities associated with completion of this audit will not exceed 10% of the quoted price.* The contract between WMCA and the successful firm will include a statement to this effect.**

**Anticipated year-end revenue is estimated to be approximately $6,500,000. Responses to questions submitted regarding this RFP will be issued to all known prospective Offerors through a written amendment, ensuring that all Offerors receive the same information for purposes of preparing their cost proposals.**

## F. Payment

Payment will be made when WMCA has determined that the total work effort has been satisfactorily completed. Should WMCA reject a report, WMCA's authorized representative will notify the Offeror in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Offeror submits the final invoice for payment.

Progress payments will be allowed to the extent that WMCA can determine that satisfactory progress is being made.

Upon delivery of the copies of the final reports to WMCA and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the audit.

## G. Audit Review

All audit reports prepared under this contract will be reviewed by WMCA and its funding sources for compliance with the 2024 Government Auditing Standards, 2 CFR part 200, including Subpart F, the applicable OMB Compliance Supplement, the State of Maine MAAP requirements, and other applicable audit guidance.

## H. Exit Conference

An exit conference with WMCA's representatives and the Offeror's representatives will be held at the conclusion of the fieldwork. Observations and recommendations must be summarized in writing and discussed with WMCA. It should include control and program compliance observations and recommendations.

## I. Work Papers

1. Upon request, the Offeror will provide a copy of the work papers pertaining to any questioned costs determined in the audit. The work papers must be concise and provide the basis for the questioned costs, as well as the analysis of the problem.

2. The work papers will be retained for at least three (3) years from the end of the audit period.

3. The work papers will be available for examination by authorized representatives of the cognizant federal or state audit agency, General Accounting Office and WMCA.

## J. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to WMCA, the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information while in the Offeror's possession to those employees on the Offeror's staff who must have the information on a "need-to-know" basis. The Offeror agrees to immediately notify, in writing, WMCA's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

**K. AICPA Professional Standards**

The AICPA Professional Standards state the following:

"Ethics Interpretation 501-3-Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits.

> Engagement for audits of government grants, governmental units or other recipients of government monies typically require that such audits be in compliance with government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards. If a member has accepted such an engagement and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, she/he is obligated to follow such requirements. Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his/her report the fact that such requirements were not followed and the reasons therefor."

**L.** **I.R.S. Forms 990 and 990T, 5500 and 5500c/r**, **electronic Single File Submission to the Federal Clearing House** will be completed and delivered on time by the Offeror. Cost of completions and submissions of all IRS forms are to be included in the price.

**M. If deemed necessary by the Offeror, a separate report of comments and recommendations which shall contain management recommendations will be provided.**

## III. **Offeror's Technical Qualifications**

The Offeror, in its proposal, shall, as a minimum, include the following:

### A. Prior Auditing Experience

The Offeror shall describe its prior auditing experience including the names, addresses, contact person, and telephone numbers of prior organizations audited. Experience should include the following categories:

1. Prior experience auditing Community Action Programs.
2. Prior experience auditing programs financed by the federal government.
3. Prior experience auditing similar programs funded by the State of Maine.
4. Prior experience auditing nonprofit organizations.
5. Prior experience auditing similar county or local government activities.

### B. Organization, Size and Structure

The Offeror should describe its organization, size (in relation to audits to be performed) and structure. Indicate, if appropriate, that the firm is a small or minority-owned business. Offeror should include a copy of the most recent Peer Review report, if the Offeror has had a Peer Review.

### C. Staff Qualifications

The Offeror should describe the qualifications of staff to be assigned to the audits. Descriptions should include the following:

1. Audit team makeup.
2. Number of staff employed by the Offerors' firm and position held, types of activities performed.
3. Overall supervision to be exercised.
4. Prior experience of the individual audit team members.

Only include resumes of staff to be assigned to the audits. Education, position in firm, years and types of experience, continuing professional education, and state(s) in which licensed as a CPA will be considered.

### D. Understanding of Work to be Performed

The Offeror should describe its understanding of work to be performed, including audit procedures, estimated hours, dates to begin and end specific portions of the audit work, and other pertinent information.

## E. References

The Offeror must provide a business name, address, phone number and contact name for no less than three (3) professional references.

## F. Certifications

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. The publications listed in the Certifications will not be provided to potential Offerors by WMCA, because WMCA desires to contract only with an Offeror who is already familiar with these publications.

## IV. Proposal Evaluation

### A. Submission of Proposals

Each emailed proposal shall include: the Offeror's technical qualifications; a separate pricing proposal; and the signed Certifications. Documents shall be submitted as readable PDF attachments in accordance with Section I.D.4. Electronic signatures are acceptable. Submitted materials will become part of the resulting contract. WMCA will preserve the proposal emails and attachments in the procurement file in accordance with its record-retention requirements.

### B. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received or is not received in a timely manner in accordance with the terms of the RFP.

2. The proposal does not follow the specified format.

3. The proposal does not include the Certifications.

4. The proposal does not include references.

5. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the 2024 Government Auditing Standards.

**C. Evaluation**

Evaluation of each proposal will be based on the following criteria:

| Factors | Point Range |
|---|---|
| **1. Prior Experience** | |
| A. Prior experience auditing Community Action Agencies | 0-15 |
| B. Prior experience in auditing non profit organizations | 0- 5 |
| C. Prior experience auditing programs financed by the federal government | 0-5 |
| D. Prior experience auditing similar programs funded by the State of Maine. | 0- 5 |
| **2. Size and structure of Offerors' firm. (Considering size in relation to audits to be performed).** | |
| A. Appropriate size of the firm. | 0- 10 |
| B. Minority/small business. | 0 - 5 |
| **3. Qualifications of staff to be assigned to the audits to be performed. This will be determined from resumes submitted. Education, position in firm, years and types of experience, continuing professional education and state(s) in which licensed as a CPA, etc. will be considered.** | |
| A. Audit team makeup. | 0 - 10 |
| B. Overall supervision to be exercised. | 0 - 5 |
| C. Prior experience of the individual audit team members. | 0 - 10 |
| **4. Offeror's understanding of work to be performed.** | |
| A. Adequate coverage. | 0 - 10 |
| B. Realistic expectations and timeframes of work to be performed by offeror's staff | 0 - 10 |
| C. Realistic expectations and timeframes of work to be performed by WMCA Staff | 0 - 10 |
| **5. Price** | 0 - 20 |
| **Maximum Points: 120** | |

## D. Review Process

WMCA may, at its discretion, request presentations by, or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, WMCA reserves the right to make an award without further discussion of proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

WMCA contemplates award of the contract to the responsible Offeror with the highest total points.

## V. Certifications

On behalf of the Offeror:

A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.

B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.

C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.

D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.

E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.

F. The individual signing certifies that the Offeror is a properly licensed certified public accountant, or a public accountant licensed on or before *August 31, 2026.*

G. The individual signing certifies that the Offeror meets the independence standards of the *Government Auditing Standards*.

H. The individual signing certifies that he/she is aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing education every two years; and that 24 hours of the 80 hours education will be in subjects directly related to the government environment and to government auditing for individuals.

I. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.

J. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits:

1. *Government Auditing Standards* (Yellow Book)
2. 2 CFR part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, including Subpart F.
3. The OMB Compliance Supplement applicable to the audit period.
4. The Single Audit Act, as amended, and applicable federal agency implementing regulations.
5. *Not-for-Profit Organizations* (AICPA Audit Guide)
6. All federal regulations pertaining to the *CFR* numbers and funding requirements of the attached revenue sheet.

K. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.

L. The individual signing certifies that the Offeror, and any individuals to be assigned to the audits, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state or local government. (If the Offeror or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this _______ day of ____________, 20_____.

______________________________________
(Offeror's Firm Name)

______________________________________
(Signature of Offeror's Representative)

______________________________________
(Printed Name and Title of Individual Signing)