



River Valley Resources, Inc.
Request for Proposals
for Audit and Tax Services
One Year Contract with option to renew
For program years ending

6/30/2026

6/30/2027

6/30/2028

River Valley Resources, Inc.
c/o Jenny Brown
100 East Second Street, Madison, IN 47250
Phone 812-599-1053
jenny@rivervalleyresources.com

River Valley Resources, Inc. (RVR) is seeking proposals for **independent audit and tax services** for the fiscal year ending **June 30, 2026**, with the possibility of **two one-year extensions** for fiscal years ending **June 30, 2027 and June 30, 2028**, contingent upon satisfactory performance and mutual agreement of the parties.

Section I. Background and Overview Information

River Valley Resources, Inc. (RVR) is a registered **501(c)(3) nonprofit corporation** governed by a volunteer Board of Directors.

RVR serves as a **service provider for programs funded through the Region 9 Workforce Development Board**, including programs authorized under the **Workforce Innovation and Opportunity Act (WIOA)** and the **Senior Community Service Employment Program (SCSEP)**.

The Workforce Development Board provides policy oversight and guidance for workforce programs within the region. RVR administers program services under agreements with the Board and other funding entities.

In addition, RVR administers other federally funded programs including:

- **Child Care Development Fund (CCDF)** administered through the Indiana Family and Social Services Administration
- **Adult Education programs under Title II of WIOA**

These programs operate across multiple counties in southeastern and southern Indiana.

Because RVR expends federal funds, the organization may be subject to the **Single Audit requirements under Uniform Guidance (2 CFR Part 200) Subpart F**.

RVR is requesting proposals from qualified **Certified Public Accounting firms with experience auditing nonprofit organizations administering federal and state workforce development and social service programs**.

Section II. General Instructions

A. Submission Requirements

Organizations responding to this RFP must submit **one electronic copy** of their proposal.

Proposals must:

- Be clear and concise

- Be **no longer than 20 pages**, excluding required attachments
- Address all proposal requirements listed in this RFP

B. Submission Deadline

All proposals must be received by **5:00 PM on May 29,2026**

Proposals must be submitted electronically with the subject line:

“Audit RFP Response – River Valley Resources”

and sent to:

Jenny Brown
jenny@rivervalleyresources.com

It is the responsibility of the submitting organization to ensure timely delivery.

Late submissions may not be considered.

C. Rejection of Proposals

RVR reserves the right to:

- Reject any or all proposals
- Waive minor informalities in proposals received
- Request additional information from any proposer
- Cancel or modify this solicitation if deemed necessary

All submitted proposals become the property of RVR and will be retained as part of official organizational records. RVR will **not reimburse costs associated with proposal preparation.**

D. Questions Regarding this RFP

All questions must be submitted via email to:

Jenny
jenny@rivervalleyresources.com

By May 13, 2026

Copies of RVR’s **most recent audited financial statements and IRS Form 990 filings** are available upon request.

Section III. Statement of Work

A. Scope of Financial and Compliance Audit

The selected firm will conduct an **independent financial and compliance audit** of River Valley Resources, Inc.

The audit must be performed in accordance with:

- Generally Accepted Auditing Standards (GAAS)
- **Government Auditing Standards (Yellow Book)**
- **Uniform Guidance (2 CFR Part 200)**, when applicable

If RVR meets the federal expenditure threshold, the auditor must conduct a **Single Audit** including:

- Schedule of Expenditures of Federal Awards (SEFA)
- Internal control over financial reporting
- Internal control over major federal programs
- Compliance testing for major programs

The auditor will also prepare and submit the **Data Collection Form (SF-SAC)** and reporting package to the **Federal Audit Clearinghouse** as required.

The selected firm will also prepare and file **IRS Form 990** for River Valley Resources, Inc.

Cybersecurity and Electronic Records

The selected firm must ensure that all **audit documentation, work papers, and related electronic files** are stored, transmitted, and maintained in accordance with **current federal cybersecurity standards** applicable to audit and financial reporting data.

Electronic records must be:

- Securely encrypted during transmission and storage
- Retained for the required period of **three years or longer as mandated by federal regulations**
- Accessible to authorized representatives of federal awarding agencies, the **Indiana Department of Workforce Development**, and the **Indiana State Board of Accounts** upon request

This requirement is to safeguard sensitive participant, financial, and program data during the audit process.

B. Performance and Delivery Schedule

The audit will cover the fiscal period:

July 1, 2025 through June 30, 2026

Anticipated schedule:

Audit planning and preparation – Fall 2026

Fieldwork completed – **November 1, 2026**

Draft audit report – **December 31, 2026**

Final audit report – **January 31, 2027**

IRS Form 990 and Federal Data Collection Form – **February 28, 2027**

C. Exit Conference

At the conclusion of fieldwork, the auditor will conduct an **exit conference** with RVR leadership to review findings and recommendations.

Written summaries of findings must be provided prior to the exit conference.

D. Work Papers and Retention

Audit work papers must be retained for a **minimum of three years after the audit report date**, or longer if required by federal regulation.

Work papers must be made available upon request to:

- Federal awarding agencies
- Pass-through entities
- The **Indiana State Board of Accounts**
- The **U.S. Government Accountability Office**

Section IV. Proposal Requirements

A. Prior Audit Experience

Proposals must describe relevant experience including:

- Audits of WIOA or workforce development programs
- Audits involving federal grant funding
- Audits of nonprofit organizations administering federally funded programs

References must include organization name, contact person, and phone number.

B. Organizational and Staff Qualifications

Provide:

- Description of the firm
- Organizational structure
- Identification of audit team members
- Quality control and supervision procedures

Include resumes describing:

- Education
- Professional certifications
- Years of experience
- State CPA licensure
- Experience with nonprofit and federal program audits

Firms must provide a copy of their **most recent external peer review report**.

C. Audit Plan

Proposals must describe the firm's audit methodology including:

- Risk assessment procedures
- Internal control review
- Compliance testing
- Estimated hours and timeline

The firm must confirm its ability to meet the schedule described in this RFP.

D. Fees

Provide a detailed fee proposal including:

- Total audit fee
- Estimated hours by staff level
- Hourly rates
- Estimated out-of-pocket expenses

Fees must be presented as a **not-to-exceed amount**.

E. Experience with Federally Funded Workforce Programs

Firms must demonstrate familiarity with federally funded workforce programs administered under the **Workforce Innovation and Opportunity Act (WIOA)**.

The selected firm should have experience auditing organizations receiving funds through state pass-through agencies such as the **Indiana Department of Workforce Development**.

F. Certifications and Assurances

Respondents must complete and sign the certifications included in Attachment A.

Section V. Proposal Evaluation and Contract Awards

A. Proposal Evaluation

Proposals will be evaluated according to the following criteria:

Evaluation Criteria	Points
Organizational Experience	30
Staff Qualifications	25
Audit Plan / Methodology	25
Cost Proposal	20
Total Possible Points	100

RVR may request additional information or presentations from proposers.

Cost proposals will be scored using a proportional formula in which the lowest responsive and responsible bidder receives the maximum available points. Other proposals will receive points based on the ratio of the lowest proposed cost to their proposed cost multiplied by the total points available for cost.

B. Contract Award

RVR anticipates selecting a firm no later than June 19, 2026.

Following selection, RVR will negotiate a contract with the successful proposer.

The contract may include:

- One-year fixed-price agreement
- Up to two optional one-year renewals

Attachment A

Certifications and Assurances

The undersigned certifies the following:

1. The individual signing this proposal is authorized to contract on behalf of the organization.
2. The proposal was developed independently without collusion or actions that would restrict competition.
3. The firm and assigned staff meet the independence requirements of **Government Auditing Standards** and are properly licensed Certified Public Accountants.
4. The firm has read and is familiar with:
 - Government Auditing Standards
 - Uniform Guidance (2 CFR Part 200)
 - Applicable provisions of the Workforce Innovation and Opportunity Act
5. The firm and its personnel have not been suspended or debarred from participation in federally funded programs.
6. The firm will comply with all applicable federal, state, and local laws governing the performance of the audit engagement.
7. The firm will follow all **cybersecurity and electronic records protocols** required for secure storage, transmission, and retention of audit and financial data.