



Request for Proposals for Non-Profit Audit Services

Madonna Place is a non-profit agency located at 240 Main Street in Norwich, CT. We have been strengthening families since 1987. The mission of Madonna Place is to provide services which strengthen families, promote health, and prevent child abuse and neglect.

Madonna Place is seeking proposals for non-profit audit services.

Proposals are due by 5:00 pm on April 7, 2022 and can be emailed with subject "Bid for audit services" to:

Claire Silva, Executive Director
Madonna Place, Inc.
240 Main Street
Norwich, CT 06360
CSilva@MadonnaPlace.org

Proposals to include:

- 1) A description of the auditing firm
- 2) A description of previous experience providing audits for nonprofit agencies
- 3) A description of how staff are assigned to give a fresh look at finances
- 4) A list of key personnel and their role and if there has been turnover in those positions
- 5) References (up to 3 if available)
- 6) Disclose any professional or personal relationships with current or past officials serving as Board members or employees for Madonna Place
- 7) A description of the proposed audit plan for Madonna Place
- 8) A description of the process that will be used for overseeing audit quality to ensure standards are met and methodologies are followed
- 9) A description of the communication that will take place between the lead auditor and the Madonna Place Executive Director
- 10) The proposed fee

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. Madonna Place reserves the right to reject any and all bids, to accept the lowest or best bid, and to waive any formalities.