



## LEGAL ADVERTISEMENT

### **REQUEST FOR QUALIFICATIONS**

**Purpose:** This Request for Proposal (RFP) is to contract for a single audit and tax preparation of the Hancock Resource Center (herein referred to as HRC) for the year ended December 31, 2019. The Financial Audit report must be completed by 6/30/2020. The proposal includes options for two additional years. Only licensed Certified Public Accountants may respond to this RFP.

#### **Requirements:**

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

- The proposal should describe its prior auditing experience including the names, addresses, contact persons, and telephone numbers of prior organizations audited including specific experience auditing non-profits. A description of its organization, size and structure should be included. Respondents should describe the qualifications of staff to be assigned to the audits and/or tax preparation.
- Respondents should describe its understanding of the work to be performed, including audit procedures, tax preparation procedures, estimated hours, cost, timeline for completion of audit and 990, and other pertinent information as applies to the proposal.
- Questions may be directed to Bryan Taylor, 228/463-8887 Ext. 101 or btaylor@hancockhrc.org.

**Selection:** Hancock Resource Center Audit Committee will recommend award based on the following selection criteria:

- Prior experience ( 30 points)
- Understanding of the work to be performed and attestation that the audit can be completed in a timely manner( 35 points)
- Price (35 points)
- The total maximum points = 100 points.

Contract will be awarded to the qualified firm or individual whose proposal is determined to be most advantageous to Hancock Resource Center. HRC reserves the rights to reject any or all submissions, to waive any informalities or irregularities in the qualification process, and to select more than one firm to obtain the full range of accounting and tax services needed.

Respondents must submit one (1) copy of its proposal labeled: "Proposal for Audit and Tax Services" to the address below. It may be emailed to rrhodes@hancockhrc.org, hand-delivered, delivered by U.S. Postal Service or an overnight service on or before **Wednesday, March 4, 2020 at 4:00 pm CST.** Proposal for Audit Services, Hancock Resource Center, 454 Highway 90, Suite B Waveland, MS 39576