



September 13, 2022

## REQUEST FOR PROPOSAL: Auditing Services

The Maryland Association of Counties (MACo) invites interested firms to submit a proposal for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with the 2022 fiscal year ending June 30, 2022. MACo does not require a federal single audit. The audit of MACo's financial statements must be performed in accordance with generally accepted auditing standards.

MACo is organized as an Instrumentality of Government, under Section 115 of the Internal Revenue Code. The mission of MACo is to represent and serve the member county governments across Maryland, provide education and service to their elected members, and support cost-saving and efficiency offerings to support government services. Programs include: two major conferences, extensive communications and media, and central staffing and facilities.

MACo serves 24 member jurisdictions each year with funding from member dues, event registrations, and sponsor/partner support. The Association receives government funding in the form of event registrations and dues. MACo has 11 employees with physical equipment located in one office in Annapolis, Maryland. Annual revenue has ranged between \$2.8 and \$3.3 million over the past five years.

MACo requires the following services:

1. Annual financial statement audit
2. Management letter

All of the above must be completed within 90 days of the end of each fiscal year, or in the initial year, within 90 days of engagement, in order for MACo's Board of Directors to review each document prior to its submission to the appropriate recipients. If requested by the Board, the auditor should be available to appear to discuss its audit findings or matters from the management letter.

**All proposals must include:**

- a. Evidence of the firm's qualifications to provide the above services;
- b. Background and experience in auditing nonprofit or pseudo-government clients;
- c. The size and organizational structure of the auditor's firm;
- d. Statement of the firm's understanding of work to be performed, including non-audit services;
- e. A proposed timeline for fieldwork and final reporting;
- f. Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- g. Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- h. Names of the partner, audit manager, and field staff who will be assigned to MACo's audit and provide biographies.
- i. A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments; and
- j. References and contact information from at least 3 comparable nonprofit or pseudo-government audit clients.

**Proposals must be received by September 28, 2022.** Please send proposals to MACo Deputy Director Virginia White via email at [vwhite@mdcounties.org](mailto:vwhite@mdcounties.org). A MACo committee will review all proposals at their October meeting and make a recommendation regarding the choice of auditors to the full board of directors soon thereafter.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at 410-269-0043. We look forward to receiving your proposal.

Sincerely,



Michael Sanderson  
Executive Director  
Maryland Association of Counties