

Request for Proposal (RFP)
Annual Independent Auditing Services

Organization: Tri-County Community Action Agency

Contact Person: Joseph DeSantis

Email: jdesantis@tricountyri.org

Proposal Due Date: Friday, August 7, 2026 by 2:00 pm.

Purpose

Tri-County Community Action Agency is seeking proposals from qualified independent Certified Public Accounting (CPA) firms to conduct the annual audit of its financial statements for the fiscal year ending September 30, 2026, with the option to renew the engagement for additional years.

Scope of Services

The selected firm will:

- Perform the annual financial statement audit in accordance with applicable auditing standards.
- Evaluate internal controls and report significant findings.
- Prepare the Independent Auditor's Report and any required management letter.
- Perform a Single Audit, if required.
- Present audit results to management and the Board of Directors.

Proposal Requirements

Please include:

- Firm qualifications and relevant experience
- Experience with organizations similar to ours
- Proposed audit team
- Audit approach and timeline
- Three client references
- Fee proposal, including any additional costs

Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience
- Qualifications
- Audit approach
- Cost
- References

Submission

Please submit your proposal electronically by Friday, August 7, 2026. Bids may be mailed, or hand-delivered in a sealed envelope to:

Attn: Annual Independent Auditing Services Bid Committee
1126 Hartford Avenue, Suite 201
Johnston, RI 02919

Alternatively, bids may be emailed to:
Joseph DeSantis, jdesantis@tricountyri.org

Bids received after 2:00 pm on Friday, August 7, 2026 will not be accepted.

The organization reserves the right to reject any or all proposals and to negotiate with the selected firm.

Thank you for your interest in providing auditing services.