



REQUEST FOR PROPOSAL (RFP): SINGLE AUDIT SERVICES

Issued by: Central Pennsylvania Community Action, Inc. (CPCA)

Website: www.cpcaa.net

Issue Date: March 31, 2025

I. Introduction

Central Pennsylvania Community Action, Inc. (CPCA) is soliciting proposals from qualified certified public accounting firms to perform the agency's annual Single Audit for the fiscal year ending June 30, 2025, with the option to renew annually for up to five additional years based on satisfactory performance and funding availability.

II. Background

CPCA is a private, non-profit Community Action Agency serving Centre and Clearfield Counties in Pennsylvania. Our agency administers multiple federal, state, and local grants aimed at reducing poverty and empowering low-income individuals and families. As a recipient of federal funds exceeding \$750,000, CPCA is subject to the Single Audit Act and the requirements outlined in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

III. Scope of Services

The selected auditor shall:

1. Conduct a Single Audit in accordance with:
 - Generally Accepted Government Auditing Standards (GAGAS)
 - Uniform Guidance (2 CFR Part 200, Subpart F)
 - Pennsylvania Department of Community and Economic Development (DCED) and other funding agency requirements
2. Prepare and submit the required reports including:
 - Independent Auditor's Report
 - Financial Statements and Notes
 - Schedule of Expenditures of Federal Awards (SEFA)
 - Report on Internal Control Over Financial Reporting and Compliance
 - Schedule of Findings and Questioned Costs
3. Present the audit report to CPCA's Board of Directors
4. Assist in the completion of the Data Collection Form (Form SF-SAC) for submission to the Federal Audit Clearinghouse
5. Provide management with any recommendations for improvement in accounting practices, internal controls, and compliance

IV. Proposal Requirements

Proposals should include:

- Firm background and experience conducting Single Audits
- Qualifications of the assigned audit team
- Understanding of nonprofit and federal grant-funded programs
- Description of audit approach and timeline
- Fee structure (including breakdown for base year and option years)
- Proof of CPA licensure and peer review results
- List of three nonprofit or governmental client references

V. Timeline

- RFP Release Date: March 31, 2025
- Deadline to Submit Questions: April 21, 2025
- Proposal Due Date: May 9, 2025
- Notification of Award: May 31, 2025
- Anticipated Audit Start Date: October 20, 2025
- Completion of Audit Fieldwork: December 19, 2025
- Final Report Due: January 16, 2026

VI. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications
- Understanding of scope and methodology
- Cost effectiveness
- References and reputation
- Responsiveness to the RFP

VII. Submission Instructions

Submit proposals electronically in PDF format by 5:00pm on April 30, 2025, to:

Michelle Stiner

Executive Director

Central Pennsylvania Community Action, Inc.

Email: mstiner@cpcaa.net

Phone: 814-765-1551 x1116

Hard copies may also be mailed to:

PO Box 792, Clearfield, PA 16830