
Request for Proposal (RFP) for Single Audit Services

1. Introduction

Meeting The Needs of Our Community, Inc., is requesting proposals from qualified independent certified public accounting firms to perform a Single Audit in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), as well as other applicable auditing standards and regulations.

2. Background

Meeting The Needs of Our Community, Inc., is a nonprofit 501(c)(3) organization that aims to create a wholesome community by providing support services to the homeless population, Homeless US Veterans and their families, and persons living with HIV/AIDS, by mending gaps and creating attainable goals through community partnerships in the US Virgin Islands. In the fiscal year ending December 31, 2025, we expended approximately \$1,305,114.09 in federal funds from multiple grant sources, thereby requiring a Single Audit.

3. Scope of Services

The selected auditor will be required to:

- Conduct the audit in accordance with:
 - Generally Accepted Government Auditing Standards (GAGAS)
 - Uniform Guidance (2 CFR Part 200, Subpart F)
- Prepare financial statements in accordance with GAAP
- Issue an audit report, including:
 - Report on the financial statements
 - Report on internal controls over financial reporting
 - Report on compliance for each major program
 - Schedule of findings and questioned costs
- Submit the final audit to the Federal Audit Clearinghouse (FAC)
- Present the audit to the Board or Audit Committee, if requested

4. Proposal Requirements

Interested firms should submit a proposal including:

- Firm profile and qualifications
- Experience with nonprofit and Single Audits
- Identification of the audit team and resumes of key personnel
- Proposed audit timeline
- Estimated total cost, including fees for additional services
- References from similar engagements
- Evidence of current CPA licensure and peer review

5. Timeline

Milestone	Date
RFP Issued	April 16, 2026
Questions Due	May 1, 2026
Proposals Due	May 15, 2026
Selection Notification	June 2, 2026
Audit Begins	June 16, 2026
Draft Report Due	August 18, 2026
Final Report Due	October 31, 2026

6. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications
- Understanding of the scope of work
- Cost
- Responsiveness and completeness
- References

7. Submission Instructions

Please submit your proposal electronically in PDF format to:

Dan A. Derima

Executive Director

dderima@mtocvi.org

(340)714-7782

Proposals must be received by May 1, 2026, at 5pm.

8. Questions

Questions about this RFP may be submitted in writing to Dan Derima at dderima@mtocvi.org by May 1, 2026. Answers will be distributed to all interested bidders.