



REQUEST FOR PROPOSALS: Qualified CPA firms to provide federal single audit and tax services

Issued by: Main Street Skowhegan

Date Issued: July 1, 2026

Proposal Due Date: July 31, 2026

1. INTRODUCTION & PURPOSE

Main Street Skowhegan (MSS), a nonprofit organization focused on revitalizing Skowhegan, Maine, is seeking proposals from qualified CPA firms to perform its annual financial statement audit, including a federal Single Audit conducted in accordance with the Uniform Guidance, and to prepare its annual tax filings. MSS requires a Single Audit for fiscal year 2025 and expects to expend \$1 million or more in federal awards in fiscal years 2026 and 2027. MSS intends to engage a single firm to provide these services for fiscal years 2025, 2026, and 2027. MSS operates on an annual budget of approximately \$1.2M and is funded through a combination of federal and state grants, foundation support, and private contributions.

2. SCOPE OF SERVICES & DELIVERABLES

Main Street Skowhegan seeks proposals to provide the following services for fiscal years 2025, 2026, and 2027:

- Annual audit of the organization's financial statements in accordance with Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards (Yellow Book), as applicable.
- Federal Single Audit in accordance with the Uniform Guidance (2 CFR Part 200, Subpart F), when required.
- Preparation and filing of IRS Form 990, including any required state filings.
- Management letter, if applicable, communicating any audit observations or recommendations.



Main Street Skowhegan has filed an extension for fiscal year 2025. All FY2025 audit and tax services must be completed in time to meet the November filing deadline.

For each fiscal year, the selected firm shall provide:

- Audited financial statements, including all required auditor reports.
- The complete federal Single Audit reporting package, when applicable, including the Schedule of Expenditures of Federal Awards (SEFA) and all required reports under the Uniform Guidance.
- Preparation of the Data Collection Form (Form SF-SAC).
- Electronic submission of the Form SF-SAC and Single Audit reporting package to the Federal Audit Clearinghouse (FAC).
- A management letter, if applicable, communicating any audit observations or recommendations.

3. PROPOSAL REQUIREMENTS

Interested firms should submit a proposal including the following:

1. **Firm Background & Qualifications:** Overview of the firm, including its licensure to practice in Maine, the key personnel who would be assigned to this engagement, and relevant experience auditing nonprofit organizations, including specific experience performing federal Single Audits under the Uniform Guidance and audits conducted in accordance with Government Auditing Standards (the Yellow Book). Please include the firm's most recent external peer review report and a statement of the firm's independence with respect to MSS.
2. **Fee for Requested Services:** Estimated costs and proposed fee structure, including annual fees for the services requested within this RFP. Separate annual fees should be shown for the fiscal years ending 2025, 2026, and 2027, with the federal Single Audit fee itemized separately from the Form 990 preparation fee.
3. **Proposed Timelines:** Outline your proposed timeline for completing the audit, including key milestones.
4. **Proposal Format:** Proposals should not exceed 10 pages (excluding required attachments, such as the firm's peer review report) and must be submitted as a single PDF.
5. **Conflict of Interest Disclosure:** Disclosure of any relationships or circumstances that may present an actual or perceived conflict of interest in providing services to MSS.



6. **References:** Contact information for at least three clients from similar projects.

4. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

- Relevant experience and expertise in working with the financial reporting of nonprofit organizations (50%)
- Proposed budget and fee structure (25%)
- Demonstrated ability to work within timeline constraints (15%)
- References, past client performance, and quality of prior engagements (10%)

Proposals will be evaluated by a selection committee in accordance with Main Street Skowhegan's Procurement Policy. Interviews may be conducted with one or more of the highest-ranked firms before final selection.

5. TIMELINE & SUBMISSION

- **RFP Issuance Date:** July 1, 2026
- **Deadline for Questions:** July 17, 2026 at 5 p.m. ET
- **Answers Posted:** July 21, 2026 at 5 p.m. ET
- **Proposal Submission Deadline:** July 31, 2026 at 5 p.m. ET
- **Firm Interviews:** August 3-7, 2026
- **Firm Selection & Notification:** August 14, 2026

Please submit proposals electronically in PDF format by 5 p.m. ET on Friday, July 31, 2026, to Kristina Cannon, President & CEO, kristina@mainstreetskowhegan.org

6. QUESTIONS & CONTACT INFORMATION

Questions regarding this RFP should be submitted to Kristina Cannon, President & CEO, at kristina@mainstreetskowhegan.org by 5 p.m. ET on Friday, July 17, 2026.

Answers to all submitted questions will be posted to <https://mainstreetskowhegan.org/bids/> by 5 p.m. ET on Tuesday, July 21, 2026.

7. ADDITIONAL INFORMATION



- Main Street Skowhegan reserves the right to accept or reject any proposal and to negotiate scope, fees, and contract terms with the selected firm prior to contract award.
- The following documents will be made available to interested firms upon request: MSS's most recent audited financial statements, MSS's IRS tax-exempt determination letter, and a list of federal awards expended.
- Site visits can be arranged upon request.
- Proposals will be evaluated in accordance with MSS's procurement policy.
- The selected firm will be required to enter into a formal contract with MSS and to maintain professional liability insurance and any other coverage required by Maine law.
- MSS is not liable for any costs incurred in the preparation of proposals.
- Proposals shall remain valid for 90 days following the proposal due date.

8. FEDERAL COMPLIANCE & REQUIRED CONTRACT PROVISIONS

This procurement is being conducted in accordance with the Uniform Guidance (2 CFR Part 200) and the auditor procurement requirements of 2 CFR §200.509. Selection will be based on qualifications, relevant nonprofit and federal Single Audit experience, responsiveness to this RFP, assigned personnel, peer review results, and proposed fees. Price will be considered but will not be the sole determining factor.

The selected firm must not be suspended or debarred from participating in federally funded programs, and Main Street Skowhegan will verify the firm's status in SAM.gov prior to contract award.

The resulting contract will incorporate all applicable federal requirements, including access to records and other provisions required by 2 CFR Part 200.