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www.nmfoodbanks.org

To whom it may concern:

The New Mexico Association of Food Banks, a 501(c)(3) non-profit organization, is accepting proposals from CPA firms to provide audit and tax services for our fiscal years ending June 30, 2015 - 2017. We invite your firm to submit a proposal by February 28, 2015, for consideration.

NEW MEXICO ASSOCIATION OF FOOD BANKS

The New Mexico Association of Food Banks (the Association) is a New Mexico nonprofit corporation founded in 2000. The Association is a five-member organization whose members collaborate to coordinate statewide food bank activities such as food solicitation and distribution, fundraising, education, advocacy, and research. During the year ended June 30, 2013, the member food banks began paying dues to the Association for serving as the purchasing and distribution agent for fresh produce and for serving as the distribution agent for The Emergency Food Assistance Program (TEFAP) commodities received from the USDA. The Association's main sources of support are governmental contracts, member dues, and contributions. The programs of the Association consist of the following:

- Fresh Produce Initiative – program focusing on the distribution of fresh produce and vegetables. During the years ended June 30, 2014, the Association distributed approximately 3.8M pounds of fresh produce and vegetables.
- TEFAP – Association member food banks partner with the New Mexico Food and Nutrition Services Bureau to administer the TEFAP program. As part of its Member Support Services, the Association provides transportation support to member food banks (delivering TEFAP product from Albuquerque to member food banks). During the years ended June 30, 2014, the Association's members distributed approximately 5.7M pounds of TEFAP commodities.

For an overview of the Association please visit our web site at www.nmfoodbanks.org to learn more about our programs.

SCOPE OF ENGAGEMENT

The scope of the prospective engagement will be to perform a financial audit of the financial statements of the Association for the twelve months ending June 30, 2015; June 30, 2016; and June 30, 2017.

1. Annual audit and preparation of financial statements for fiscal year ending June 30.
2. Preparation of independent auditors' report and related communications.
3. Presentation of the results of the audit at the general Board meeting in December of each year.
4. Preparation of the IRS Form 990 tax return.

The financial report as well as the 990 will be completed by the agreed upon deadline.

Please note that a separate request for proposal has been posted by Roadrunner Food Bank. Although based from the same location, the Association is a separate entity from Roadrunner. Separate bids should be prepared for each entity, and contracts may be awarded separately or together.



TIMELINE

A general audit timeline is presented below. The audit draft must be available for review at least two weeks prior to the January Board meeting, which is the third Friday of the month.

- August- Audit planning/provide PBC list
- October (third week)- Begin audit fieldwork
- November (second week) - Finalize audit fieldwork
- Note: An extension will need to be filed for the 990
- December (fourth week)- Draft of audit and 990 to Board of Directors
- January (third week)- Present financials to Board of Directors
- January (third week)- Finalize 990 tax returns

RELATIONSHIP WITH CURRENT CPA SERVICE PROVIDER

These services have been provided by McNulty Zahm, LLC. While we have been pleased with their work, due diligence prompts us to review other offers. There have been no disagreements on accounting matters with the current CPA firm.

YOUR RESPONSE TO THIS REQUEST FOR PROPOSAL

1. Detail your firm's experience in performing nonprofit audits, as well as organizations of a comparable size to the Association.
2. Please provide a description of your firm, including size, structure, areas of specialization, and major clients.
3. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last 3 years.
4. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the State Board of Accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these individuals.
5. Describe your audit planning and execution process, including review of internal controls. Also discuss the firm's use of technology in the audit. Finally, discuss the communication process used by the firm to discuss issues with the management and finance committees of the board.
6. Set forth your fee proposal for the 3 years of audits, with whatever guarantees can be given regarding increases in future years. Also please provide your proposed fee for the annual tax return services for the 3 years. Your fee proposal should also delineate hours by level of staff.
7. Describe how you will bill for questions on technical matters that may arise throughout the year.
8. Furnish current standard and discounted billing rates for classes of professional personnel.
9. Provide the names and contact information for other similarly sized clients of the partner and manager that will be assigned to our organization for reference purposes.
10. Describe how and why your firm is unique, and why our selection of your firm as our independent auditors is the best decision we could make.



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11. Include 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.

RESPONSE DUE DATE

Your firm's response is due by 4:00 p.m. on February 28, 2015.

- Please email your proposal to Jason Greving, CFO at jgreving@rrfb.org.
- If you prefer to mail your proposal via U.S. Mail, please send 6 copies, including all related correspondence, to the attention of Jason Greving, CFO, at the Association address.

EVALUATION CRITERIA

The Association will evaluate proposals on a qualitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our audits, results of discussions with your other clients, and the firm's completeness and timeliness in its response to us. We will select 2-3 firms as finalists and invite them for a presentation to the Board Representatives. It is our intention to notify the firms by March 31, 2015.

We would also appreciate a response if you decline to submit a proposal. Thank-you for your interest and thoughtful responses.

Sincerely,

Jason Greving, CPA, Chief Financial Officer
jgreving@rrfb.org | www.nmfoodbanks.org
505-349-8849