Request for Proposals (RFP) for Independent Auditor and Tax Preparation Services

August 2026

Contact Information:

Kate McElligott
President & CEO
Pine Tree Society

ABOUT THE ORGANIZATION

Since 1936, Pine Tree Society has been proudly supporting Mainers with disabilities break down barriers and lead active, socially connected lives. We do this in different ways through our programs and services, but at the core of our successes is the dedication and hard work of our team.

Pine Tree Society consists of 86 staff members, 17 board members, and up to 100 seasonal staff at our summer camp. The fiscal year budget is $11 million. Pine Tree Society's fiscal year begins January 1 and ends December 31st.

PURPOSE

This Request for Proposal (RFP) is seeking a qualified and independent auditing and tax preparation company for Pine Tree Society. To provide appropriate fiduciary responsibility and due diligence to the organization and its supporters, Pine Tree Society periodically reviews our external audit relationship.

Pine Tree Society is seeking an audit and tax preparation company to perform the following services:

- Conduct an annual independent audit of Pine Tree Society's financial statements and issue an opinion as to whether they are fairly represented, in all material respects, in conformity with US Generally Accepted Accounting Principles (GAAP).
- Prepare and file necessary Uniform Guidance Single Audits, when applicable.
- Prepare and file the IRS Form 990 tax return document.

WHO MAY RESPOND

Any company with appropriate expertise in auditing, tax preparation and filing may respond. History with an extensive knowledge of non-profit organizations is required. Experience with social service organizations is a plus. Any company with conflicts of interest should not apply.

SELECTION AND SCHEDULE

Company selection will be based on the evaluation of the proposal and a potential interview. The schedule is as follows:

	Week of:
• RFP Distribution:	• Mid-August
• Optional Q&A	• Late August / Early September
• Proposals Due:	• September 11th
• Proposals Reviewed:	• September 18th
• Finalists Notified:	• September 21st

- Firm Selection: Late September
- Engagement Begins*: November 2026

**If your firm is selected, please be prepared to begin the engagement with Pine Tree Society with a suggested beginning in November 2026 for the fiscal year ending in December 2026.*

RESPONSE DUE DATE

Proposals are due to Kate McElligott, kmcelligott@pinetreesociety.org by September 11, 2026 by 4:00 PM. An electronic PDF should be delivered to Pine Tree Society and mark in the subject line the name of your firm followed by "Auditor RFP".

INQUIRES

Please contact Kate McElligott 207.386.5901 if you wish to discuss this RFP or if you need any additional information to help you prepare a response.

PROPOSAL FORMAT

To be considered, please address the following in your proposal in the order listed below.

1. **Cover Letter:** Introduce your company, state your understanding of the goals for this engagement and your approach to meeting those goals.
2. **Firm Profile, Experience, and Qualifications:** Provide an overview of your qualifications including your experience performing independent audits and tax preparation for non-profit organizations. Please highlight the work you have performed on social service organizations and provide examples of client satisfaction.
3. **Audit Process:** Describe what your typical non-profit audit process looks like including prep and post audit meetings, a description of work to be performed, timeline, audit presentations to committees/boards and what management's responsibilities are for document preparation.
    a. Plan for information gathering using effective, efficient, and clear data systems.
4. **Quality Assurance and Independence:** Please provide the following to ensure independence and quality assurance:
    a. 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.
    b. Description of the internal processes used for quality assurance.
    c. If necessary, description of AI to support processes and proactive controls for privacy and security.
    d. Description of the firm's approach to resolving accounting and financial reporting issues.
    e. Internal practices to ensure compliance with independence requirements and freedom from conflicts of interest.

5. **Engagement Team:** Identify audit and tax preparation team members, indicate the role each will play, and the relevant experience qualifying each partner and manager who will be assigned to the engagement.
    a. Partner level engagement preferred (manager with at least 5 years experience)
    b. Locality-Maine-specific, open to larger New England area
    c. Average tenure within firm
6. **Professional Fees:** Provide your proposed fee for the engagement, including fees and hours by level and function, and anticipated out-of-pocket costs. Also, summarize your policies regarding fees for special services and on billing for travel and other out-of-pocket expenses.