

**Request for Proposals
for
Accountant for Annual Audit and Indirect Cost Rate Schedule Development**

Citizens for Modern Transit (CMT) is the region's transit advocacy organization, a 501(c)(3) public charity organized as a Missouri nonprofit corporation. CMT was established in 1985 to help bring light rail to St. Louis. Since then, it has been working to ensure the St. Louis region has access to a safe, convenient and affordable public transportation system. The organization does not own or operate the transit system, but they work to champion it, challenge it, encourage it and advocate for it. CMT secures state and federal funding for transit projects; plays an active role in addressing safety and security issues; increases ridership and raises awareness about the benefits of public transit; spearheads feasibility studies to examine the benefits of adding new light-rail stations, and furthering sustainability efforts. CMT also ensures the value of public transit is understood by elected officials, civic leaders, key stakeholders and the community at large – so the opportunity to fund, improve and expand public transit isn't missed. The organization's fiscal year runs September 1 through August 31.

Proposals are now being solicited from certified public accounting firms to perform an audit in accordance with generally accepting auditing standards on our financial statements prepared in accordance with generally accepted accounting principles for the year ended August 31, 2024 and provide your opinion. Since CMT participates in federally funded grant programs, if federal expenditures exceed \$750,000 please include in the proposal the fees for a Single Audit, if needed, in compliance with OMB circular A-133 (beginning with the fiscal year ending August 31, 2024). The initial audit will also need to include development of an indirect cost rate schedule (ICR) in accordance with 2CFR220 (A122). The accountant must be knowledgeable with the Federal Acquisition Regulation, Part 31 (FAR). We would also like to have the preparation of the related tax returns for Citizens for Modern Transit (CMT), a 501(c)(3) public charity, included in the proposal.

Proposals should be submitted in writing. All responses should describe in adequate detail:

- 1.) the process and work plan to be employed by the firm in the conduct of the audits,
- 2.) the qualifications of the personnel to be assigned for the conduct, management, and review of the audit,
- 3.) an annual fixed fee (for each of the two years) for the services to be rendered, and
- 4.) an annual fixed fee for each of two years for the ICR development; and
- 5.) relevant references from similar work.

In addition, firms should include in the proposal a copy of their most recent peer review letter.

CMT seeks to obtain and purchase all services at the lowest possible total end-use cost, considering the primary factors of price, compliance with specifications, service, quality and timely delivery. The examination of the financial condition of the vendor, its ability to perform, its principals or owners and facilities may also be part of the criteria used to select an acceptable vendor. CMT would also like to know specifically the firm's experience and the

experience of persons who would be assigned in auditing organizations exempt from tax under section 501(c)(3), knowledge of Part 31 (FAR), and in preparation of form 990.

The successful proposer must begin field work on the fiscal year ending Aug. 31, 2024 by October 15, 2024 with delivery of the audited financial statements and tax returns no later than January 30, 2025. One or more of the proposers may be interviewed by a group of representatives from CMT before a contract is offered.

CMT can share prior filings if interested via email. CMT reserves the right to accept or reject any and all proposals deemed to be in the best interest of the entities separately and/or collectively. Additionally, CMT reserves the right to delay making an award in order to permit additional or needed study and analysis of all proposals received.

CMT is an equal opportunity employer and does not discriminate based upon race, sex, age, religion, national origin, disability, sexual preference or ethnicity. CMT encourages disadvantaged, small, women-owned, and/or minority business participation.

Any questions regarding this request for proposal should be directed to Kimberly Cella at kcella@cmt-stl.org.

An electronic copy of the proposal is due on December 1, 2023, at 4:00 p.m. local time to kcella@cmt-stl.org. Late proposals will not be considered.

Kimberly Cella
Executive Director
Citizens for Modern Transit
701 Market, Ste. 275
St. Louis, MO 63101
314.231.7272