**AUDIT RFP TEMPLATE**

Thank you for taking the time to download our template! You’re about to create a request for proposal (RFP) that gets right to the heart of what matters to your organization and makes sense to the auditing firms who will receive it.

How to Use This Template

Let’s walk through using this template as if you were working from scratch. The first thing you’ll want to do is save a copy of the template so if you accidentally delete something important, you’ll have a backup. Next, discard this cover page on the template you’re going to use as your RFP.

Some people like to include their RFP as an attachment in an email or as a mailed letter. If you’re mailing it, keep your page count in mind, as too many pages may make your envelope heavier than 1 ounce, and therefore require more than one stamp.

When you start to create your RFP with this template, you’ll see different formats and text markers. They are used as follows:

|  |  |
| --- | --- |
| What you see | What it means |
| [bracketed words] | Terms meant to be replaced according to your specific needs. |
| *[italicized text]* | Instructions for preparing the template that should be replaced with your own words. Unless otherwise noted, these sections can be in paragraph form. |
| Plain text | Standard language — feel free to edit or leave as-is. |

Once you’ve filled in all your information, you can change the colors of the headings to match your organization’s logo. To do this, right-click on each heading (Heading 1, 2, and 3 are used in this document) in the Styles panel above and select “Modify.”

We want this template to work for you! If you think we’re missing something, or the template doesn’t function the way you think it should, [let us know](mailto:slemler@lemlergroup.com?subject=RFP%20Template%20Question). Also, don’t hesitate to contact us with any questions. We’re here to serve!

*(555) 555-5555*

Your logo here

*email@yourorganization.com*

*STREET ADDRESS*

*CITY, STATE ZIP*

Dear [Firm Name]:

*[Begin the RFP by introducing your organization and providing a brief overview of the services being requested. Include the year-end date, the specific services requested, and the due date of proposals, at minimum.]*

# Background

*[Describe your organization: what kind of entity, who you serve, why you exist, and why you have requested proposals. Feel free to also include the structure of your organization: mention the type of bookkeeping services you employ, whether internal or external, and consider adding your organization’s approximate annual revenue.]*

# Scope of Service

*[Provide firms with as much information as possible up front: this can reduce the workload of the person responsible for responding to requests and questions about the RFP process. Consider including information such as:]*

* Year-end date and deadline for proposed work to be completed
* Confirmation of the types of services requested, including tax preparation or consultation services
* Number of years to be covered by the proposal
* Dates and locations of board or governance meetings the auditor will need to attend or present at
* Known issues or complications that will affect the execution of services

*[At the end of this section, state your willingness to provide additional information — such as prior audited financial statements and tax returns — to help firms prepare their proposals accurately and efficiently. You can list contact information for the personnel responsible for fielding questions about this RFP here or at the end of the RFP.]*

# Proposal Requirements

*[Instruct what to include in response to this RFP, preferably in list form. Though your organization’s requirements may vary, think about including these key criteria:]*

## Audit Experience

* Size, structure, and location of the firm
* Number of clients and work experience in your organization’s industry
* Latest peer review report (with comments and firm’s response, if applicable)
* References from similar organizations
* Disclosure of any auditors who may be subject to litigation, debarment, or other disciplinary actions or complaints
* Unique qualities of the firm
* How the auditor’s expertise in financial reporting will help your organization achieve its goals

## Personnel

* Managing partner of this engagement
* Expected levels of staffing and review for this engagement
* Relevant training obtained by engagement staff in the last 3 years specific to your organization’s industry
* Bios and/or CVs of engagement staff members

## Service Execution

* Proposed timeline and completion dates of each major section of the engagement
* Work space requirements, if in-office work is required, or a statement that the engagement will be completed remotely

## Fee Calculation

* Detailed fee schedule according to the firm’s billing structure
* How the firm charges (if at all) for consultation during the year, and at what rate

*[This will be the most extensive section of the RFP, so be detailed, clear, and concise. Keep in mind that the longer your RFP is, the longer the proposals will be, and the longer it will take your organization to review and select an auditor.]*

# RFP Logistics

*[At the end of your RFP, make sure to list the next steps for the firm to take in the proposal process. Specifically mention the due date for proposals, the names and contact information for recipients, as well as the process for receiving submissions — whether electronic or hard-copy — and the address of the organization.*

*Describe how proposals will be evaluated and provide any applicable criteria or scoring guidelines. If possible, suggest a timeline for the decision-making process, and when firms can expect to be notified of the final choice.]*

Thank you in advance for your time and careful attention. If you have any further questions, please don’t hesitate to contact [primary contact name].

Sincerely,

[Your Name]  
[Your title/organization]  
[Your contact information]