



## NEEP Request for Proposals (RFP): Audit & Tax Services

### Objective

Northeast Energy Efficiency Partnerships, Inc. (NEEP) is seeking proposals from qualified CPA firms to provide financial audit and tax preparation services for our organization. We invite your firm to submit a written proposal covering the next three to five fiscal years by June 12, 2026. This request for proposal outlines our organization, the services required, and additional relevant information.

### Timeline

Fiscal Year End: December 31, 2026

RFP Issue Date: May 15, 2026

Submission of Questions on the RFP: May 28, 2026

NEEP Responses to Questions: June 5, 2026

Proposal Submission Deadline: June 12, 2026

Finalist Interviews: July 1, 2026 – July 15, 2026

Vendor Selection and Notification Milestone: August 14, 2026

Kickoff Meeting Milestone: October 1, 2026

Contract Finalization: November 2026

Initial Audit & Tax Meeting: December 2026

Audit Fieldwork: February – April 2027

### Organizational Background

NEEP was founded in 1996 as a nonprofit serving the Northeast and Mid-Atlantic states to accelerate energy efficiency. NEEP achieves its mission through collaboration and partnerships with a wide range of stakeholders in the field. NEEP's Board of Directors includes committed leaders for energy efficiency from across the region.

Our fiscal year ends December 31, 2026, and we expect to report consolidated revenue of approximately \$5.1 million. NEEP currently maintains an annual budget of \$5 million, funded by various revenue sources, including federal and state contracts, foundations, events, and memberships. Our team includes 23 full-time and 2 part-time staff members, all of whom work remotely across the Northeast, Mid-Atlantic, and North Carolina.

### Systems, Records, and Procedures

NEEP utilizes Oracle/NetSuite for accounting and general ledger operations. We maintain two operating accounts, one money market account, and one investment account. NEEP has established policies and procedures for purchasing, payroll, cash management, accounts payable, and accounts receivable.

Our fiscal year runs from January 1 to December 31, with accrual basis accounting. Sample records and year-end financial statements for December 31, 2025 will be provided upon request during



the proposal process.

### Mandatory Qualifications of the Auditor

The auditor must be a certified public accountant, licensed, and in good standing with the Massachusetts State Board of Accountancy.

The auditor must meet the independence standards outlined in the GAO Standards for Audit of Government Organizations, Programs, Activities, and Functions, as well as the Single Audit Act of 1984.

The auditor must not have a record of substandard audit work, as verified by the most recent peer review.

### Scope of the Audit

The initial audit shall cover the entire operations of the organization for the fiscal year beginning January 1, 2026, and ending December 31, 2026. No physical inventory is required for the audit. The audit shall be conducted in accordance with generally accepted government auditing standards for financial and compliance audits.

### Reports Required

The audit report shall state that the audit was made in accordance with the applicable audit standards and, at a minimum, shall specifically state that:

- The agency's financial statements fairly present its financial position and results of operations in accordance with generally accepted accounting principles (GAAP) in the United States.

The audit report should include at least:

- The auditor's opinion on the financial statements and the schedule of funding sources, showing total expenditures for each source.
- The auditor's report on the study and evaluation of internal control systems must identify whether the organization's significant internal accounting controls are managed in compliance with laws and regulations. The report must also specify any controls not evaluated and material weaknesses identified during the evaluation.
- The auditor's report on compliance must include:
  - A statement of positive assurance with respect to those items tested for compliance including compliance with laws, rules, and regulations pertaining to financial reports and claims for advances and reimbursements.
  - A statement of negative assurance on those items not tested.
  - A summary of all instances of noncompliance.
  - An identification of total amounts of costs questioned, if any, for each funding source as a result of noncompliance.
- Management reports and letters.



### Other Audit and Tax Filing Requirements

The work papers shall be retained for at least five years after submission of the final audit report and shall be made available upon request to NEEP or its authorized representative.

Preparation and filing of all required federal and state returns, including Form 990, MASS CHAR 500, and any additional forms for tax credits or refunds for which NEEP qualifies.

Availability for periodic consultation and advice as needed. Timeliness in response times.

All collaborative work and deliverables must be submitted in Microsoft Office format for ease of use by NEEP staff. The audit must be completed remotely.

### Questions and Response Instructions

Please submit any questions on the RFP by May 28, 2026. NEEP will answer all questions to all potential bidders by Jun 5, 2026.

Please submit an electronic (PDF) copy of your response to this RFP via email no later than June 12, 2026 to LaNaria Barnes & Kristin Schilling. Responses should be limited to 10 pages maximum. See "Content" section below for guidance on your proposal.

### Contact Information

All questions and contacts by the firms are to be made only to:

LaNaria Barnes  
Senior Director, Business Administration  
Telephone: (781) 860-9177 ext. 130  
lbarnes@neep.org

Kristin Schilling  
Senior Manager, Business Administration (Finance)  
Telephone: (781) 860-9177 ext.138  
Kschilling@neep.org

### Content

The written proposal should include the following details:

- Your firm's profile and certifications.
- The services that you provide.
- Your size and years in business.
- Your firm's qualifications and experience, with specific emphasis on the non-profit sector, specifically working with nonprofits that operate 501(c)(3) organizations.
- List the partners, staff, and other services specifically dedicated to nonprofit organizations.
- List of partners and staff that would be assigned to NEEP's account with descriptions of



their knowledge and qualifications, with a specific comment on the depth of experience with non-profits.

- Discuss your commitment to staff continuity, and/or recommendations on partner rotation.
- Provide information on the non-audit services the firm offers to its clients.
- At least three client references, non-profit clients preferred, the most recent peer review, and a sample client list.
- A detailed breakdown of project costs (financial audit, tax preparation, and single audit (if applicable)) and requested payment schedule for this audit, Fiscal Year Ending December 31, 2026, and at least three additional years. Each cost estimate must include a not-to-exceed project cost.
- 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.

#### Firm Strength and Stability

- Describe any material litigation, regulatory, or legal proceedings in which your firm or any of the principals are or have been involved over the past five years. Specifically, highlight this information for the staff for our account.
- Describe the levels of insurance coverage, including the amounts of errors and omissions insurance and any other professional liability insurance your firm currently has in force.
- What do you believe sets your organization's services apart from the competition and allows your firm to generate superior performance and service levels?
- Describe your firm's experience and capability for providing education to NEEP staff, as it relates to finance and auditing best practices and security issues.
- Describe the continuing education your staff participates in on an ongoing basis, and how your organization stays on top of non-profit accounting and finance regulations and changes.

#### Service Structure & Accessibility

- Should project issues occur, what would escalation and resolution processes look like?
- How accessible and available would you be for the Senior Director regarding service, project status, results, and general inquiries?
- What is your standard of quality for communication, including returning telephone calls and/or emails?

#### Evaluation and Selection

An evaluation committee, composed of one or more members of the Board Audit Committee and additional NEEP staff, will review all submitted RFPs. Follow-up interviews may be conducted with a short list of finalists. Information and/or factors gathered during interviews, negotiations, and any reference checks, in addition to the evaluation criteria rankings, shall be the sole and exclusive property of NEEP. NEEP reserves the right to contact references other than, and/or in addition to, those furnished by your consulting firm.

NEEP shall not be responsible or liable in any manner for the risks, costs, or expenses incurred by any firm in the preparation of its response to this RFP.

Specific attention will be paid to:



- Organization and capabilities
- Credentials, experience, and reputation of the consulting team working with non-profit clients
- Competitiveness of fees for our non-profit organization
- Performance reporting capabilities
- Quality of existing client relationships and references
- Commitment to social responsibility and non-discrimination

### Finalist Presentations

Firms selected as finalists should be prepared to deliver a short presentation and participate in a Q&A session. Finalists should be prepared to answer detailed questions regarding their proposals.

### Confidentiality Terms and Conditions

All information presented in this RFP, including information disclosed by NEEP during the selection process, is to be considered strictly confidential. Information must not be released to external parties without the express written consent of NEEP.

**Right to Reject Proposals:** NEEP reserves the right to reject any or all proposals.

**No Obligations to Award Contract:** The issuance of this RFP does not obligate NEEP to award the contract or pay proposal preparation costs.

Thank you for taking the time to respond to NEEP's request for proposal for audit services. Your effort is greatly appreciated, and we will respond promptly.