



Dear Potential Bidder:

Northeast Energy Efficiency Partnerships, Inc. (NEEP) is accepting proposals from accounting firms to provide audit and tax services. We invite your firm to submit a proposal to us by 12:00 p.m. EDT on Monday, August 2, 2021, for consideration. A description of our organization, the services needed, and other pertinent information follows.

Background of NEEP

NEEP was founded in 1996 as a nonprofit serving the Northeast and Mid-Atlantic states to accelerate energy efficiency. Today, it is one of six Regional Energy Efficiency Organizations (REEOs) funded, in part, by U.S. Department of Energy to support state efficiency policies and programs. NEEP currently has a budget of about \$4 million and is growing. It is also funded by other federal, state, foundation, and private entities. More detailed information can be found at www.neep.org.

During the past 25 years, NEEP has successfully positioned the territory as a leader in energy efficiency, heading regional and national efforts to create lasting change in the market for energy efficient products, services, and best practices. 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 and building decarbonization from across the region.

NEEP has a December 31st fiscal year-end, with a requirement for an audited financial statement. Although NEEP does not anticipate a Single Audit for 2021, there may be a requirement dependent on increased federal project funding. NEEP has 24 full- and part-time employees, with 21 located in NEEP's main office in Lexington, MA, and three working from remote locations in different states. NEEP is in the process of implementing NetSuite as its new ERP business system, replacing Sage.

Services to Be Performed

Your proposal is expected to cover the following services:

1. Annual audit to be completed in compliance with generally accepted practices
2. Federal and state tax filings for the organization
3. Meetings with the Audit Committee, Finance Committee, Board of Directors, and management as needed
4. Guidance regarding accounting, organizational, and nonprofit issues



Key Personnel

Following are key contacts for information you may seek in preparing your proposal:

Arah Schuur	Executive Director	aschuur@neep.org
Bob McTighe	Dir. of Finance & Administration	bmctighe@neep.org
Sue Stocker	Sr. Accounting Manager	sstocker@neep.org

Requests for additional information, review of prior financial statements or tax returns, and appointments with other personnel should be coordinated through Laura De Angelo, E: ldeangelo@neep.org or C: 617-610-3061. Please return your completed proposal to Laura’s attention by 12:00 p.m. EDT on Monday, August 2, 2021.

Relationship with Prior Accounting Firm

Prior audit and tax services have been provided by AAFCPAs. Due to a policy to rotate the audit firm after five years of service, with the provision that the term of an audit firm can be extended with a rotation of the audit engagement partner, NEEP is now soliciting proposals. NEEP’s current firm has expressed an interest in bidding on our services and will be one of the firms solicited.

Milestone Schedule

To allow adequate time to submit your proposal and for them to be evaluated, the general schedule below will be followed:

<u>Item</u>	<u>Date</u>
RFP Issued and Posted by NEEP	July 8, 2021
Questions Due from Bidders	July 16, 2021
Response to Questions Sent and Posted by NEEP	July 21, 2021
Proposals Due from Bidders	August 2, 2021
Audit Committee Virtual Meetings with Selected Bidders	August & early September 2021
Audit Committee Meeting to Determine Recommended Bidder	September 2021
Successful Bidder Notified after September Board of Directors Meeting	September or early October 2021
Initial Audit and Tax Meeting	January 2022
Audit Fieldwork	January – March 2022 as scheduled



Your Response to This Request for Proposal

Excessive length is discouraged, please limit your response to five pages, plus supplemental documents if needed, and provide the following:

1. Detail your firm's size (headcount and/or revenue) and percentage of business in providing auditing, including Single Audits, and tax services to nonprofits of comparable and larger size to NEEP and include information on whether you provide these services to any firms or associations in the energy or public advocacy related fields.
2. Discuss your firm's independence with respect to NEEP.
3. Discuss commitments you make to staff continuity, including your staff turnover experience in the last three years, and your firm's diversity, equity, inclusion, and justice initiatives.
4. Identify the partner, manager, and in-charge accountant who will be assigned to NEEP if you are successful in your bid, and provide resumes. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. State their experience with or knowledge of NetSuite as a business ERP system.
5. Describe how your firm and this team will approach the audit of NEEP.
6. Set forth a three-year fee proposal for the 2021-2023 audit, tax preparation, and services with whatever guarantees can be given regarding increases in future years beyond three years.
7. Although not anticipated for 2021-2023, set forth a three-year fee proposal for a Single Audit, tax preparation, and services with whatever guarantees can be given regarding increases in future years.
8. Describe typical items outside of your specified scope for either audit or tax and how you will bill for them with your current standard and discounted billing rates for classes of professional personnel.
9. Provide the names and contact information for three other similarly sized clients of the partner and manager that will be assigned to NEEP for reference purposes.
10. Describe how and why your firm is different from other accounting firms for nonprofits and why NEEP's selection of your firm as our external accountants is the best decision we could make.
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.

Evaluation of Proposals

NEEP's Board of Directors' Audit Committee 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 organization, results of discussions with other clients, and the firm's completeness and timeliness in its response.

We look forward to your proposal and our discussions with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert M. McTighe', written over a white background.

Robert M. McTighe
Director of Finance and Administration

Attachments: 2020 financial statements and IRS Form 990