



## NEEP Audit & Tax Services RFP Questions and Answers

- 1) **Q:** Were there any issues with the current auditor's services?  
**A:** There have not been any issues with the current auditor's services. NEEP's Audit Committee requested an RFP be issued in 2021 as a best practice in their oversight of the work.
- 2) **Q:** By what date are the books closed and ready to be audited?  
**A:** NEEP's fiscal year coincides with the calendar year and the books are closed by the end of January and are ready to be audited in late February or early March.
- 3) **Q:** By what date is the audit expected to be completed and issued?  
**A:** The audit should be complete by the end of March with an Audit Committee and Board of Directors meeting in April and May/June respectively.
- 4) **Q:** Who keeps the depreciation schedule?  
**A:** NEEP maintains its depreciation schedule.
- 5) **Q:** What are the most important factors in Organization's evaluation of the proposals it receives?  
**A:** NEEP's Audit Committee and staff will evaluate proposals on a qualitative basis with the most important factors being the thoroughness of the response and related materials, the results of an interview or presentation, the overall cost proposal, and the response to discussions with references.
- 6) **Q:** How did you hear about our firm?  
**A:** We heard of all solicited firms from recommendations of other professionals working with or knowledgeable of your firm and our need.