<Date>

<Company Name>

<Street>

<City>, <State> <Zip>

Dear Sir or Madam:

The National Association of Insurance and Financial Advisors, <State/Local> Chapter (NAIFA-<State/Local>) is accepting proposals from CPA firms to provide audit and tax services for our organization beginning with calendar year <Year>. We invite your firm to submit a proposal to us by <Date>. The audit of NAIFA-<State/Local>’s financial statements must be performed in accordance with generally accepted auditing standards. A description of our organization, the services needed and other pertinent information follows, and a copy of NAIFA-<State/Local>’s most recent financial statements and Form 990 is enclosed.

**Background of NAIFA-<State/Local>**NAIFA-<State/Local> is a 501(c)(6) tax-exempt non-profit organization with <Include Related Organizations if Applicable>. The mission of NAIFA is to advocate for a positive legislative and regulatory environment, enhance business and professional skills, and promote the ethical conduct of our members. NAIFA-<State/Local> is part of a national association of insurance and financial professionals, with approximately <Number> individual members. NAIFA-<State/Local>’s annual revenues are between <Number> and <Number>, and the organization employs approximately <Number> people located in <City, State>. The organization has a December 31 year end.

**Services to be Performed**NAIFA-<State/Local> requires the following services:

1. Annual audit to be completed by <Date> of each year, and meetings with the <Committee> and/or Board of Trustees, as necessary.
2. Preparation of tax filings for NAIFA-<State/Local>.

**Relationship with Prior CPA Service Provider**  
NAIFA-<State/Local>’s audit services are currently provided by <Company>. This request for proposal is part of a periodic review of NAIFA-<State/Local>’s audit process.

**Your Response to this Request for Proposal**In responding to this proposal, we request the following information:

1. Detail your firm’s experience in providing auditing and tax services to associations of a comparable size and structure to NAIFA-<State/Local>.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss the firm’s independence with respect to NAIFA-<State/Local>.
4. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
5. Names and biographies of the partner and other staff who will be assigned to our audit. Indicate any complaints against them that have been brought by or before a state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these complaints.
6. Describe how your firm will approach the audit of the organization, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also, discuss the firm’s use of technology in the audit. Finally, describe the communication process used by the firm to discuss issues with management, the <Committee> and the board.
7. Set forth your fee proposal for the <Year> audit, and separately, for tax preparation, with whatever guarantees that can be given regarding fees in the next three years. Please also provide your proposed fee for tax preparation.
8. Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure.
9. Describe how your firm is different from other firms that may be considered, and why you recommend our selection of your firm.
10. Describe the firm’s processes for maintaining the confidentiality of audit material, background information and client communications.
11. References and contact information from at least three other comparable nonprofit audit clients.
12. 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.

Your proposal must be received by <Date>**.** Pleasesend your proposal to <Name> at <Email>. The <Committee> will review all proposals and make a recommendation regarding the choice of auditors to the NAIFA-<State/Local> Board. We would also appreciate a response if you decline to submit a proposal.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at <Phone> or <Email>. I look forward to receiving your proposal.  
  
Sincerely,

<Name>

<Title>  
<NAIFA-State/Local>

Encl: Most recent financial statements and Form 990.