



Protecting our bays and estuaries

PHYSICAL: 1305 N Shoreline Blvd, Suite 205, Corpus Christi, TX 78401
MAILING: P.O. Box 23025, Corpus Christi, TX 78403-3025

PHONE: 361-336-0304
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REQUEST FOR PROPOSAL FOR AUDIT SERVICES

**FOR THE PERIOD
SEPTEMBER 1, 2025 THROUGH AUGUST 31, 2026**

Deliver Electronic Copy of Proposal by April 30, 2026 to:

Alice Sanchez

asanchez@cbbep.org

Subject Line: "Audit FY26 RFP"

Additional information may be obtained by contacting Alice Sanchez, Director of Business Affairs, at 361-336-0307 or via email asanchez@cbbep.org, Subject line "Audit FY26 RFP Questions".

Prior year audit, management letter and tax return will be provided upon request.

Proposals that are incomplete, unclear, or fail to comply with the requirements of the CBBEP's RFP instructions may be rejected.

Coastal Bend Bays & Estuaries Program, Inc.

Request for Proposal for Audit Services

I. GENERAL INFORMATION

A. Purpose

Coastal Bend Bays & Estuaries Program, Inc. (CBBEP) is soliciting proposals from qualified Certified Public Accounting firms to perform:

1. A financial statement preparation and audit for the fiscal year ending August 31, 2026
2. A Single Audit in accordance with 2 CFR Part 200 Subpart F for the first major program and up to one additional major program as identified in the audit procedures.
3. Preparation of Form 990 and applicable extensions

The initial contract term shall cover FY2026, with four (4) optional one-year renewal periods.

B. Who May Respond

Only licensed Certified Public Accountants may respond to this RFP.

C. Instructions on Proposal Submission

1. Closing Submission Date

Proposals must be submitted no later than 4:30 p.m. on April 30, 2026.

2. Inquiries

Inquiries concerning this RFP should be directed to Alice Sanchez, Director of Business Affairs, 361-336-0307, or by e-mail to asanchez@cbbep.org. If inquiring by e-mail enter "Audit FY26 RFP Questions" in subject line. Inquiries to other persons may disqualify the bidder from consideration.

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Coastal Bend Bays & Estuaries Program, Inc. (CBBEP).

4. Instructions to Prospective Contractors

Mailed versions: One original bound copy and one original unbound copy of your proposal should be addressed as follows (postal and hand delivery):

CBBEP FY2026 Audit Proposal
Coastal Bend Bays & Estuaries Program, Inc.
1305 N Shoreline Blvd, Suite 205
Corpus Christi, TX 78401

Electronic versions will be accepted. Email to: asanchez@cbbep.org. Subject line should read "Audit FY26 RFP"

It is the responsibility of the Offeror to ensure that the proposal is received by CBBEP by the date and time specified above.

Consideration of late proposals is at the option of CBBEP.

5. Right to Reject

CBBEP reserves the right to reject any and all proposals received in response to this RFP. It is understood that submitted proposals will become part of CBBEP's official files without further obligation. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. Small and/or Minority-Owned Businesses

Efforts will be made by CBBEP to utilize small businesses and minority-owned businesses.

An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts for the last three fiscal years of less than six million dollars.

7. Notification of Award

It is expected that a decision selecting the successful audit firm will be made within one month of the closing date for the receipt of proposals, or successful negotiation of contract terms, whichever is later. Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful audit firm.

It is expected that the initial contract shall be for (1) year commencing September 1, 2026 and terminating on August 31, 2027.

Based on satisfactory performance and continuation of need, the contract may be renewable in one (1) year increments for up to an additional four years.

D. Description of Entity and Records to be Audited

CBBEP is a nonprofit environmental organization which serves 12 counties in Texas. CBBEP is a private, nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a eight-member volunteer Board of Directors. Administrative offices and all records are located at 1305 N Shoreline Blvd, #205, Corpus Christi, TX.

For FY26, CBBEP operated a \$12 million dollar budget, with funding from multiple local, state and federal agencies (no memberships). There were approximately twenty-six employees with an annual payroll of \$1,729,492. All employees are paid electronically on a monthly basis through a local payroll service firm. The financial records are maintained on an accrual basis. The accounting system (Abila MIP Fund Accounting) is cloud-based and utilized mostly at the CBBEP offices, with some usage from home.

A staff accountant performs all accounting functions, including data entry, check processing, end of period reporting, and bank reconciliation. Multiple checking/savings accounts are maintained by CBBEP for general and restricted funds respectively. The general bank account has about 250 disbursements a month. Invoice payments are made via ACH (40%) and check (60%). About 80% of the deposits are made electronically by state and federal funding agencies and paper deposits by local municipalities (20%). The restricted bank accounts may have approximately one to two disbursement checks monthly and no regular deposits.

E. Options

At the discretion of CBBEP, this audit contract can be extended for four additional one-year periods. The cost for the option periods will be agreed upon by CBBEP and the Offeror. It is anticipated that the cost for the optional years will be based upon the same approximate cost per thousand dollars of audited expenditures as the contract for the initial year.

II. SCOPE OF WORK

A. Financial Statement Audit

Audit of financial statements for year ending August 31, 2026 including:

- Statement of Financial Position
- Statement of Activities
- Statement of Functional Expenses
- Statement of Cash Flows
- Preparation of Financial Statements
- Notes to Financial Statements

B. Single Audit

The engagement shall include:

- Audit of Schedule of Expenditures of State and Federal Awards
- Testing of internal control over compliance
- Testing of compliance for major programs
- Schedule of Findings and Questioned Costs
- Assistance with Data Collection Form (SF-SAC)
- Submission guidance for Federal Audit Clearinghouse

C. Description of Programs/Contracts/Grants

The following list provides information on the grants that were administered by CBBEP during the period ending August 31, 2025:

<u>Award</u>	<u>Funds Under Management</u>
State	\$ 3,849,014
Federal	\$ 7,863,239
Local Funds & Foundation Grants	\$ 1,272,296
Investments	\$22,856,841
Real Property Values	\$31,207,670

D. Performance

CBBEP's records should be audited through August 31, 2026.

E. Required Audit Deliverables

- Draft audit report: March 31, 2027
- Final audit report: April 15, 2027
- Management letter
- Extension for Form 990 (if needed)
- Required communications to those charged with governance
- Presentation to Board of Directors
- Completion of Form 990 by July 15, 2027 (with extension)

F. Audit Review

All audit reports prepared under this contract will be reviewed by CBBEP administrative staff, CBBEP Finance Committee, CBBEP's Board of Directors, and, upon request, its funding sources to ensure compliance with General Accounting Office's (GAO) *Government Audit Standards* and other appropriate audit guides.

G. Exit Conference

An exit conference with CBBEP's representatives and the Offeror's representatives will be held at the conclusion of the fieldwork at CBBEP's offices. Observations and recommendations must be summarized in writing and discussed with CBBEP to the extent allowed. It should include internal control and program compliance observations and recommendations.

After the exit conference, CBBEP requests the Offeror present the completed financial audit at the next CBBEP Board of Directors meeting, with the opportunity of Board members to ask questions and provide feedback.

H. Workpaper Retention

- The workpapers will be retained for at least three years from the end of the audit period in accordance with 2 CFR 200.334.
- The workpapers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the General Accounting Office and CBBEP.

III. OFFEROR'S RESPONSE TO THIS REQUEST FOR PROPOSAL

Offeror's response must include a reply to each of the itemized requirements below.

- A.** Provide an Executive Summary of the reasons why CBBEP should engage Offeror's firm to provide audit services. Please include total fee in the Executive Summary, as well as multi-year pricing.
- B.** Provide a background of the firm, including years in business, number of employees, and nonprofit experience.
- C.** A copy of the most recent Peer Review report, the related letter of comments, and the firm's response to the letter of comments.
- D.** Describe the firm's basic approach to performing an audit, including the preliminary risk assessment, reliance on substantive testing, tests of controls, and interim fieldwork.
- E.** Describe the firm's use of technology in the audit process and the resulting advantages to CBBEP.
- F.** Provide a timeline for planning, fieldwork, and expected completion of the audit, delivery of the financial statements, management letter, and 990 tax return.
- G.** Identify the engagement team that will be performing CBBEP's audit and provide biographies detailing their experience serving nonprofits.
- H.** Provide references for three clients similar to CBBEP.
- I.** Offeror's fee proposal (a separate attachment) for the above Scope of Work, itemized by financial statement audit, financial statement preparation, single audit – first major program, single audit – per additional major program, and Form 990 preparation
- J.** Proof of Insurance
- K.** Independence certification
- L.** Provide billing rates for any work that falls outside of the above Scope of Work for potential additional services

IV. PROPOSAL EVALUATION

A. Submission of Proposals

See Item C. Instructions for Proposal Submission under I. GENERAL INFORMATION.

B. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the *Government Audit Standards* of the U.S. Comptroller General (Current Revision).
- The proposal does not include the Certifications.

C. Evaluation Criteria

CBBEP will evaluate proposals based on assessment of qualifications, industry knowledge, reputation, service record, and fees.

Criteria	Weight
Qualifications & Nonprofit Experience	30%
Single Audit Experience	25%
Technical Approach	15%
Engagement Team	10%
Fee Proposal	15%
References	5%

CBBEP reserves the right to request presentations and negotiate final terms.

D. Review Process

Proposals will be reviewed in-house as they are received. The CBBEP Finance Committee will meet to rank the proposals. Two or three firms may be contacted to present their proposal to CBBEP's Finance Committee. The Finance Committee will make a recommendation to the CBBEP Board of Directors.

CBBEP reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose. The final approval of the selected contractor is subject to the review and approval by CBBEP's Board of Directors at the regular Board of Director's meeting June 25, 2026.

E. Insurance Requirements

Minimum coverage:

- Professional Liability (E&O): \$1,000,000 per claim
- General Liability: \$1,000,000
- Cyber Liability: \$1,000,000

Certificates required prior to contract execution.

The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.

The individual signing certifies that the Offeror, and any individuals to be assigned to the audits, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state or local government. (If the Offeror or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this _____ day of _____, 20____.

(Offeror's Firm Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)