

August 3, 2017

To Whom It May Concern,

The United States Academic Decathlon® (USAD) requests proposals for the preparation of its yearly audited financial statements and related filings. The proposal is for the period beginning fiscal year 2017 and 2018 with two, one-year extension options. The audit of USAD's financial statements must be performed in accordance with generally accepted auditing standards. The audit must also include an expression of opinion by the auditor on the fairness of the financial statements in accordance with generally accepted accounting principles.

USAD is a 501(c)(3) organization. Our mission is to promote learning and academic excellence among students of varying achievement levels by developing and providing multidisciplinary academic competitions using Academic Decathlon® curricula.

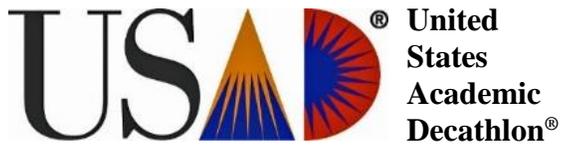
USAD requires the following services:

1. Yearly financial audit, including
  - a. Statement of financial position (assets, liabilities, and net assets)
  - b. Statement of activities (revenue, support, and expenses)
  - c. Statement of functional expenses
  - d. Statement of cash flows
  - e. Schedule of investments, temporarily restricted assets, fixed assets, and contributions receivable
2. Federal Single Audit (*if applicable*)
3. Preparation of IRS form 990
4. Preparation of Charitable Organization Annual Report for the Minnesota and California Attorney General
5. Management letter

All of the above must be completed and in draft form within 90 days of the end of each fiscal year. This will allow our Board to review each document prior to its submission to the appropriate recipients.

All proposals must include:

1. Evidence of the firm's qualifications to provide the above services;
2. Background and experience in auditing, particularly of non-profit;
3. The size and organizational structure of the auditor's firm;
4. Statement of the firm's understanding of work to be performed, including tax and non-audit services;
5. A proposed timeline for fieldwork and final reporting;
6. Proposed fee structure for the proposal period;
7. Names and biographies of the partner, audit manager, and those assigned to our audit;
8. 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; and



Telephone: (712) 326-9589

Email: [info@usad.org](mailto:info@usad.org)

PO Box 4351

Mankato, MN 56002

9. References and contact information from at least 5 comparable audit clients.

In addition the selected auditing firm will be responsible for:

1. 10 bound Audit Reports
2. One Electronic Audit Copy
3. California Registration/Renewal Fee form RRF-1
4. California Exempt Organization Annual Information Report Form 199
5. California Statement of Information Form S1-100 when applicable
6. Travel and other out-of-pocket expenses
7. Limited interim consulting and bookkeeping assistance
8. Executive Summary

Your proposal must be received by August 21, 2017. Send your proposal to Amy Magnuson, PO Box 4351, Mankato, MN 56002. The audit/finance committee will review all proposals at its August meeting and make a recommendation regarding the choice of auditors to the full board of directors in September, 2017.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact Amy Magnuson at 651-249-5878. I look forward to receiving your proposal.

Sincerely,  
Pam Lloyd,  
USAD Audit Committee