



Request For Proposal

403b Retirement Plan Audit Services

Proposal Due Date-June 15, 2026 by 4pm

REQUEST FOR PROPOSALS (RFP)

1. Introduction & Organizational Background

Action Pact, Inc. ("Action Pact") is a private, nonprofit community action agency seeking proposals from qualified, independent Certified Public Accounting (CPA) firms to provide annual retirement plan audit services.

Action Pact, Inc. is a community-based nonprofit organization serving individuals and families through a variety of federally and state-funded programs in several rural counties in South Georgia. Core programs include Head Start, Court Appointed Special Advocates (CASA), Community Services Block Grant (CSBG), TRIO programs, and the Weatherization Assistance Program.

3. Purpose of the RFP

The purpose of this RFP is to obtain independent audit services for Action Pact's employee retirement plan in compliance with ERISA and U.S. Department of Labor requirements.

4. Scope of Services

The selected firm will conduct an annual audit of Action Pact's defined contribution retirement plan and provide audited financial statements and related auditor reports required for Form 5500 filing.

- Audit in accordance with U.S. Generally Accepted Auditing Standards (GAAS)
- ERISA and Department of Labor compliance testing
- Preparation of audit reports and opinions
- Communication of findings to management and the Board of Directors, if applicable

5. Retirement Plan Information

Plan Type: Defined Contribution Plan (e.g., 403 b)

Plan Year End: December 31

Estimated Number of Participants: 250 active participants

Third-Party Administrator / Recordkeeper: Mutual of America

6. Proposer Qualifications

Proposing firms must be licensed CPAs with demonstrated experience auditing nonprofit retirement plans and familiarity with federally funded organizations.

7. Proposal Requirements

- What is your firm's profile, and what are the primary contact details for this proposal (including primary contact name, title, phone number, email, and mailing address)? Please include, as attachments, an overview of your firm (e.g., brochure or capability statement) and a list of office locations that would serve this engagement.

- What relevant experience does your firm have performing retirement plan audits (including ERISA and Department of Labor requirements), and can you provide examples of similar engagements? Please attach (a) a representative list of comparable retirement plan audit clients (or engagement summaries), (b) at least three client references with contact information, and (c) resumes/CVs for the engagement partner, manager, and other key personnel proposed for this audit, including relevant ERISA/employee benefit plan experience.
- What is your proposed audit approach, including key procedures, deliverables, and a detailed timeline from planning through issuance of the audit report? Please attach (a) a sample project plan or timeline, (b) a description of your audit methodology and use of technology (as applicable), and (c) a redacted sample retirement plan audit report/financial statements (or similar work product) for a defined contribution plan.
- What is your fee proposal for the audit services (including a breakdown of estimated hours/rates or fixed fees, any additional/optional costs, and any assumptions or exclusions)? Please attach a detailed fee schedule and identify any anticipated out-of-pocket expenses, proposed billing rates, and terms for multi-year pricing (if offered).
- Can your firm provide a signed statement of independence confirming there are no relationships or circumstances that would impair (or appear to impair) independence with respect to Action Pact, Inc. or the retirement plan? Please attach (a) your signed independence statement, and (b) your firm's most recent peer review letter/report and related findings (including any letter of comments and your response, if applicable).
- What evidence can your firm provide to demonstrate that it is properly licensed to perform audit services? Please attach proof of an active Certified Public Accountant (CPA) license for the firm and for the engagement partner(s), issued by the appropriate state board(s), and confirm that all licenses are current and in good standing.

Required Attachments Checklist

To be considered complete, proposals should include the following attachments (as applicable):

- Firm overview (brochure/capability statement)
- List of office locations that would serve this engagement
- Representative list of comparable retirement plan audit clients (or engagement summaries)
- At least three (3) client references with contact information
- Resumes/CVs for the proposed engagement partner, manager, and other key personnel
- Sample project plan and/or detailed timeline
- Description of audit methodology and use of technology (as applicable)
- Redacted sample retirement plan audit report/financial statements (or similar work product) for a defined contribution plan
- Detailed fee schedule (including assumptions/exclusions, anticipated out-of-pocket expenses, and multi-year pricing terms if offered)

- Signed statement of independence
- Most recent peer review letter/report (including any letter of comments and your response, if applicable)

8. Evaluation Criteria

Proposals will be evaluated based on firm experience, audit approach, cost, and demonstrated knowledge of nonprofit and ERISA requirements.

Attachments Scoring Grid

The scoring grid below will be used to assess the completeness and quality of the required attachments.

Attachment / Evaluation Item	Weight (Max Points)	Score	Comments
Firm overview (brochure/capability statement)	5		
Representative list of comparable retirement plan audit clients (or engagement summaries)	15		
At least three (3) client references with contact information	10		
Resumes/CVs for the proposed engagement partner, manager, and other key personnel	15		
Sample project plan and/or detailed timeline	10		
Description of audit methodology and use of technology (as applicable)	15		
Redacted sample retirement plan audit report/financial statements (or similar work product) for a defined contribution plan	10		
Detailed fee schedule (including assumptions/exclusions, anticipated out-	15		

of-pocket expenses, and multi-year pricing terms if offered)

Signed statement of independence	3
Most recent peer review letter/report (including any letter of comments and your response, if applicable)	2
Total	100

RFP Timeline

RFP Release: May 5, 2026

Proposal Submission: June 15, 2026

Finalist Interviews and/or presentations: Week of June 22, 2026

Selection Notification: July 6, 2026

Contract Start Date: January 2027

9. Submission Instructions

Proposals should be submitted electronically in PDF format to:

Sonja F. Eason
Human Resources Director
Email: season@myactionpact.org

10. Conditions

Action Pact reserves the right to reject any or all proposals and to select the firm that best meets the organization's needs.