



Middle Tennessee Chapter
of
Association of Certified Fraud Examiners

Request for Proposal

Attestation Review of Chapter Financials

Issue date: June 18, 2018

Due date: July 20, 2018

Purpose

The Board of Directors for the Middle Tennessee Chapter of the Association of Certified Fraud Examiners (MTACFE) is soliciting proposals for an independent Attestation Review of the Chapter financials with a qualified accounting firm as outlined by this Request for Proposal (RFP).

MTACFE reserves the right to **REJECT ANY AND ALL** submittals and to waive irregularities and informalities in the submittal and evaluation process. The RFP does not obligate MTACFE to pay any costs incurred by the respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate MTACFE to accept or contract for any expressed or implied services.

Questions, objections, or comments concerning this RFP must be in writing through e-mail inquiry to:

Barry S. Pruitt, CFE, CFI, CCTA
Finance & Budget Committee Chairman
MTACFE
bpruitt@houchens.com

It is the responsibility of the respondent to inquire about and clarify any aspect of the RFP. All questions and inquiries regarding this RFP are due by **4:30 pm CST, June 29, 2018**. All responses by MTACFE shall be in writing on or before **July 9, 2018** through e-mail addressed to the RFP designated contact.

Activity

Release of RFP	June 18, 2018
Questions due to MTACFE	June 29, 2018
Responses to questions	July 9, 2018
Proposal due date	July 20, 2018
Evaluation of Proposals	July 23 – 31, 2018
Notification	August 1, 2018
Implementation	Immediately upon notification

Proposal Submission

Proposals should be prepared in a simple straightforward manner with a concise description of capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

All proposals must be emailed in .pdf to bpruitt@houchens.com

No faxed or telephone proposals or submissions after the due date will be accepted. It is the responsibility of the proposing institution to ensure that the proposal and acknowledgement is at the above location as indicated in the table above.

At any time prior to the scheduled closing time for receipt of proposals, an institution may withdraw their proposal by written request.

Proposal modification may only be effective by withdrawal of the original proposal and submission of the revised proposal prior to the scheduled closing time for receipt of proposals.

The proposal shall indicate an individual who is the primary contact and their contact information.

Information presented by MTACFE in this RFP is proprietary and for the exclusive use of the firm. It should remain confidential and be destroyed as soon as administratively possible. Information imparted to you in relation to the proposal process is to be kept in confidence, not to disclose it to third parties, and not for use any other purpose other than for a proposal submission.

Introduction

The Middle Tennessee Chapter of Certified Fraud Examiners (501C3) was founded in the spring of 1992. It is one of more than 130 worldwide chapters sponsored by the internationally-renowned Association of Certified Fraud Examiners (ACFE). The primary mission of the ACFE is to reduce the incidence of fraud and white-collar crime and to assist its membership with detection and deterrence. Serving the entire Middle Tennessee region as the representative of the ACFE, the chapter and its members support the mission through educational programs and seminars, networking opportunities and college scholarships.

Since its formation in 1992, the Middle Tennessee Chapter has grown to more than 150 members and has awarded more than \$30,000 in scholarships to area college students and chapter Associate Members preparing to take the Uniform CFE examination. The Chapter also donated \$10,000 to Middle Tennessee Habitat for Humanity Chapters. The ACFE named the Chapter the 2004 Chapter of the Year at the 15th annual conference in Las Vegas in recognition of the members' wide range of professional activities and extensive community involvement. Today, the Chapter is home to nationally-recognized fraud speakers and educators as well as leading anti-fraud professionals.

Scope of Review

The scope of the review includes: (1) a determination whether the Chapter statements specified below are free of material misstatements and fairly represent the financial transactions of the Chapter for the year ended June 30, 2018, and (2) providing recommendations to improve any internal control weaknesses observed during the course of the Review.

An attestation is an engagement in which the practitioner obtains limited assurance by obtaining sufficient appropriate review evidence about the measurement or evaluation of subject matter against criteria in order to express a conclusion about whether any material modification should

be made to the subject matter in order for it be in accordance with (or based on) the criteria or to the assertion in order for it to be fairly stated.

The Chapter financials include the statements listed below. As of May 11, 2018, Chapter Revenues were \$101,914 and Expenditures totaled \$80,773 for the period August 1, 2017 through May 11, 2018. The Chapter Money Market Account balance was \$114,830 as of May 11, 2018.

Statement of Cash Flows

Statement of Activity

Statement of Activity Comparison

Transaction Detail by Account

Reconciliation Report

Money Market Account

PayPal Report

Selection Criteria

The selection of an audit/accounting firm will be based on the following criteria:

- Substantial experience of the audit/review team in performance and compliance auditing, of non-profit entities;
- Audit/Review team members' audit skills and expertise;
- Cost of providing the services;
- Methodology proposed for the Review, which shall include a proposed program for the services demonstrating the auditor's ability to complete the services and provide the reports by the stipulated date;
- Compliance with the standard audit guidelines for performance of Attestation Reviews.

Conditions of Engagement

The auditor must not be currently undertaking, or has recently completed employment or contractual tasks for the Chapter which would create, or could be seen to create a conflict of interest with its duty to the Chapter;

The auditor must not have any other interest, obligation or duty whether owed to the Chapter or any other person employed or holding office with the Chapter as a result of which the auditor's obligations are, or could reasonably be seen to be, influenced or in conflict with the auditor's independence in fulfilling this engagement.