



PO Box 3725, Bozeman MT 59772 | 406-518-5199 | wylie@nrmedd.org

The Northern Rocky Mountain Economic Development District (NRMEDD) invites you to submit a proposal for the preparation of its yearly audited financial statements and related filings for a one-year period beginning with the 2024 fiscal year. The audit of NRMEDD's financial statements must be performed in accordance with generally accepted auditing standards.

NRMEDD is a private non-profit 501(c)6 organization. We are the federally recognized Economic Development District for Park and Gallatin Counties, while also maintaining a presence in Madison County. **NRMEDD operates a Revolving Loan Fund (RLF) that was awarded through the Economic Development Administration, which is the purpose of this request.**

NRMEDD requires the following services:

1. Program Specific Audit for a Federal Grant - RLF
2. Management Letter

We have been unable to secure an auditor on time, and as such, have notified the Economic Development Administration of a potential delay in our reporting. We therefore **require a firm that can begin the engagement immediately** to meet our reporting obligations.

All proposals must include:

1. Firm Qualifications and Experience:
 - a. **Experience:** A description of the firm's experience with non-profit organizations
 - b. **Governmental Audits:** Specific experience with federal grant program audits, such as the Revolving Loan Fund (RLF) program, and a clear understanding of the requirements of a Program-Specific Audit for a Federal Grant.
 - c. **Key Personnel:** The names and biographies of the partner, manager, and other key team members who will be assigned to the engagement. Include their experience, qualifications, and relevant continuing professional education.
 - d. **Insurance:** A statement on the firm's professional liability and other insurance coverage.
2. Proposed Audit Timeline:
 - a. **Project Timeline:** A proposed timeline for the entire engagement, including dates for planning, fieldwork (on-site or remote), and the final delivery of the audited financial statements, the Program-Specific Audit report, and the management letter.
 - b. **Communication:** A description of how the firm will communicate with NRMEDD's management throughout the audit process

3. Fees and Billing:

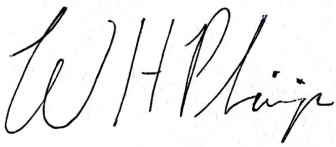
- a. **Fee Proposal:** A detailed breakdown of the proposed fees for the engagement

All proposals must be received by the end of day on October 3, 2025. Submissions may be made electronically via email to wylie@nrmedd.org or by mail to PO Box 3725, Bozeman, MT 59772-3725. To ensure a prompt selection process, proposals will be reviewed and a **decision is anticipated by October 12, 2025.**

If you have any questions or would like further clarification of any aspect of this request for bid, **please contact us at 406-518-1599 or wylie@nrmedd.org.** NRMEDD's audit report (2023) and Form 990 (2024) are available upon request.

I look forward to receiving your proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "W/H Phillips". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Wylie Phillips | Executive Director

Northern Rocky Mountain Economic Development District