May 21, 2024

Re: Request for Proposals for Independent Audit Services

Dear Managing Partner:

**Introduction**
In accordance with best practices to periodically review ongoing business relationships, including those with independent auditors, Griffiss Institute Inc. (GI) is accepting proposals from qualified firms of certified public accountants for audit services for the fiscal years ending December 31, 2024 – 2026.

**About the Organization**
Griffiss Institute and its wholly owned subsidiary, Cyber Research Inc ("CRI"), are 501(c)(3) organizations based in Rome, NY providing contract services to Federal and State agencies with an emphasis in STEM Talent and Technology acceleration for the Department of Defense.

- See also https://www.griffissinstitute.org/ for more about the organization.
- Publicly available 990 returns can be obtained at https://apps.irs.gov/app/eos/details/
- Copies of previously issued audited financial statements may be made available upon request and submission of a non-disclosure agreement.

Any inquiries concerning this request for proposal can be directed to:

David Semadeni, CFO

dsemadeni@griffissinstitute.org

**Scope of Services**
Griffiss Institute is seeking proposals for the following services:

- Audit of financial statements prepared in conformity with GAAP (including audit opinion, consents, and management letters)
- Audit of Federal Funds in accordance with Uniform Guidance, as applicable

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- Preparation of IRS Form 990 & NYS Char 500 (Separate Returns for GI and CRI)

**RFP Requirements**

Proposal submissions should include:

- Firm background and experience with not-for-profit and federally funded contractors.
- 2 most recent peer review reports.
- 2 client references from the non-profit and/or government contracting industry.
- Audit approach and expected timelines for completion.
- Partner / Staff Qualifications and experience. The firm should identify the principal supervisory and management staff including engagement partners, managers and other supervisory staff or specialists. Please include biographies with related audit experience in government contractor accounting, professional memberships and any specialized training or education applicable to the engagement.
- Fee structure for services noted above for each of the fiscal years ending 12/31/24 – 12/31/26.

**RFP Timeline**

Written proposals will be accepted until 5:00pm June 28th, 2024. Submissions should be submitted via our online proposal submission portal.

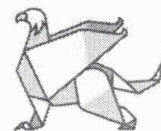https://www.griffissinstitute.org/open-procurement/

GI executive management will present all submitted proposals to its Audit and Finance Committee for review during their July 2024 committee meeting. At least three firm finalists will be selected by the committee who will be invited to present at a virtual Q&A with the Audit & Finance Committee in August 2024 for final section.

**Evaluation Criteria**

GI will evaluate each proposal on the basis of the professional qualifications of the firm and assigned personnel as well as the relevant experience in nonprofit

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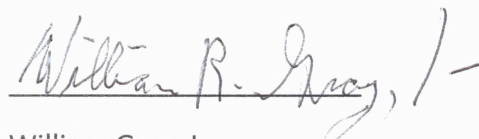INNOVARE
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and government contractor accounting. Audit approach, timeline and fees will also be considered.

Griffiss Institute reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms and to waive minor inconsistencies with the request for proposal.

There is no expressed or implied obligation for Griffiss Institute to reimburse firms for any expenses incurred in preparing proposals in response to this request.

Thank you for your attention to this important matter.

Sincerely,

William Gray, Jr.

Audit & Finance Committee Chair

David Semadeni

Chief Financial Officer