

LEGAL ADVERTISEMENT

**REQUEST FOR QUALIFICATIONS**

**Purpose:** This Request for Proposal (RFP) is to contract for a financial audit and/or tax preparation of the Hancock Resource Center (herein referred to as HRC) for the year ended December 31, 2017. The Financial Audit report must be completed by May1, 2018. The proposal includes options for two additional years. Only licensed Certified Public Accountants may respond to this RFP.

**Requirements:**

Respondents, in its proposal, shall, as a minimum, include the following:

* Prior auditing experience, the proposal should describe its prior auditing experience including the names, addresses, contact persons, and telephone numbers of prior organizations audited including specific experience auditing non-profits. If this proposal is only for tax preparation, state prior tax experience, including names and contact information of prior organizations. If the proposal is for both the auditing and tax preparation services, this requirement applies to both services.

Respondents should clearly state their purpose whether they are performing the audit and/or the tax preparation services.

* A description of its organization, size and structure.
* Respondents should describe the qualifications of staff to be assigned to the audits and/or tax preparation. Respondents should describe its understanding of the work to be performed, including audit procedures, tax preparation procedures, estimated hours, and other pertinent information as applies to the proposal.
* Complete details for proposal requirements, may be obtained from Bryan Taylor, 228/467-8887 Ext. 101 or btaylor@hancockhrc.org.

**Selection:** Hancock Resource Center Audit Committee will recommend award based on the following selection criteria:

* Prior experience (25 points)
* Qualifications of organization overall and of the staff that will perform audit and/or tax preparation functions (25 points)
* Understanding of the work to be performed (15 points)
* Price (35 points)
* The total maximum points = 100 points.

Contract will be awarded to the qualified firm or individual whose proposal is determined to be most advantageous to Hancock Resource Center. HRC reserves the rights to reject any or all submissions, to waive any informalities or irregularities in the qualification process, and to select more than one firm to obtain the full range of accounting and tax services needed.

Respondents must submit one (1) copy of its proposal labeled: “Sealed Proposal for Accounting Services” to the address below. It may be hand-delivered, delivered by U.S. Postal Service or an overnight service on or before Wednesday, February 7th at 4:00 pm CST.

Sealed Proposal for Audit Services

Hancock Resource Center

454 Highway 90, Suite B

Waveland, MS 39576