June 15, 2022

You are hereby notified that Living History Farms Foundation (LHF) will consider proposals for audit and tax services beginning with the calendar year 2023. Proposals will be accepted until 4:30 p.m., Friday, August 19, 2022.

Proposal requirements are enclosed. Questions regarding the proposal should be directed via email Kasey Bunce, Director of Finance & Administration finance@lhf.org. Copies of the Living History Farms 2021 Annual Report, Audited Financial Statements, and IRS Form 990 are all available on our website at Annual Reports - Living History Farms, Iowa (lhf.org).

Proposal replies should be addressed to:

Request for Proposal - Audit Services
Living History Farms Foundation
2600 111th Street
Urbandale, Iowa, 50322
finance@lhf.org

LHF reserves the right to reject any and all proposals and to accept the proposal which it deems to be in the best interest of the organization in its sole and absolute discretion. The contract for services is scheduled to be awarded on October 3, 2022 for the period beginning January 1, 2023.

Sincerely,

Ruth Haus
President

Enclosures
REQUEST FOR PROPOSAL (RFP)
AUDIT & TAX SERVICES
June 15, 2022

DESCRIPTION OF LIVING HISTORY FARMS FOUNDATION
Living History Farms (LHF) is a 501(c)(3) private, not-for-profit corporation, incorporated in the State of Iowa in 1967. LHF is a 500-acre interactive outdoor museum which educates, entertains and connects people of all ages to Midwestern rural life experiences. The museum relies upon a mix of public and private funding, including grants, donations, endowment interest, memberships, admission fees, retail sales, and fees from special programs. The LHF administrative office and financial records are located at 2600 111th Street, Urbandale, Iowa, 50322.

A copy of the 2021 Annual Report, Audited Financial Statements, and IRS Form 990 are all available on our website at Annual Reports - Living History Farms, Iowa (lhf.org). The LHF 2022 operating expense budget is approximately $2.2 million.

The Audit Committee of LHF selects the independent auditors through a Request for Proposal (RFP) process at least every 5 years. The most recent engagement period concluded with the 2021 calendar year, and the independent auditors were Denman & Company, LLP.

SPECIFIC REQUIREMENTS
1. Living History Farms reserves the right to reject any and all proposals received and/or to waive any informalities or irregularities in proposals received and/or to negotiate contract terms when such is deemed to be in the best interests of LHF. LHF may request a presentation or meeting with any or all firms to clarify or negotiate modifications to proposals.

2. Only proposals received in the time frame given will be considered.

3. The original proposed contract should be completed and signed by a partner of the firm submitting the proposal.

4. The annual fees quoted in your proposal will be the maximum fees paid in total, unless both parties agree in writing. Fees quoted by the firm shall be shown for each year of the three (3) year contract, with option up to five (5) year period, beginning for the 2022 calendar year services (which will take place during the 2023 calendar year), and should be separated into costs for Audit Services and costs for Tax Services. Proposed fees must be submitted as a separate document from the overall proposal.

5. The audit shall be performed in accordance with the following, as applicable:
   a. U.S. Generally Accepted Auditing Standards
   b. The standards for financial audits contained in Government Auditing Standards issued by the Comptroller of the United States.
   c. OMG Circular A-133, Audits of States, Local Governments and Nonprofit Organizations.
6. The audit report shall include a management letter, if appropriate, which includes recommendations affecting the financial statements, internal control, accounting systems, compliance, and legality of actions.

7. The responsible auditor at the firm shall present the audit and tax reports with a verbal explanation of the reports to the Board of Directors and/or Audit & Finance Committees if requested.

8. LHF may request a representative from the audit firm meet with management prior to audit fieldwork to review required workpapers and schedules.

9. LHF may request a representative from the audit firm meet with the Audit Committee and/or Board of Directors prior to audit fieldwork to review procedures and expectations.

10. Each year, audit fieldwork shall take place during mid-February with draft audit reports prepared for presentation & review by the Audit Committee and/or Board of Directors during their meetings in late March. Final reports shall be prepared after approved by the Board of Directors at the March meeting. Draft Tax returns shall be presented to the Audit Committee and/or Board of Directors no later than April but preferably during their March meetings.

11. At least 5 bound printed copies of the report, including the management letter(s), should be prepared by the firm for distribution by LHF to appropriate parties. An electronic PDF version of the final audit report and letters shall also be prepared for LHF. Tax returns shall be prepared for filings by the firm. An electronic PDF version of the tax returns shall also be prepared for LHF.

12. At the conclusion of the audit, an exit meeting with staff and/or the Audit/Finance Committees and the firm’s representatives will be conducted if requested. Observations and recommendations will be summarized in writing and discussed and should include internal control and program compliance, observations and recommendations, should there be any.

13. The auditing firm will provide, during the year, additional limited assistance and recommendations for management as requested.

14. The auditing firm will perform all required tax preparation functions for LHF, with the exception of payroll related items.

15. All costs incurred in the preparation of a proposal in response to this RFP are the responsibility of the firm and will not be reimbursed by Living History Farms.
REQUIRED PROPOSAL INFORMATION

In order to simplify the review process and to obtain the maximum degree of comparability, the proposal should include the following items and be organized in the manner specified below:

1. **Letter of Transmittal**
   A letter of transmittal briefly outlining the proposer’s understanding of the work and general information regarding the firm and individuals to be involved shall be submitted and should be no more than two (2) pages. The letter should identify the local address of the office that will perform the work, the phone number, and appropriate contact person.

2. **Table of Contents**
   Include a table of contents, which identifies the material by section, page number, and a reference to the following information requested to be contained in the proposal.

3. **Profile of Firm Proposing**
   a. State whether the firm is a local, national, or international firm.
   b. State whether the firm is in compliance with the registration and permit requirements to engage in the practice of public accounting and tax preparation services in Iowa.
   c. Describe the local office from which the work is to be performed.
      1. Location of office.
      2. The number of professional staff employed by level, such as partners, manager and supervisor, senior and other professional staff including the average years of service for each level.
      3. The number of CPA’s in the office by level.
   d. Any other information required to describe the office that will be performing the work.

4. **Qualifications**
   a. Describe the recent local experience of the firm with similar organizations.
   b. Include resume or bio information of key professional members who will be assigned to the audit and tax preparation services. Resumes should be included for all members of the audit team from the audit partner through at least the on-site in-charge accountant and tax preparer. Information should include experience of these individuals with similar organizations.
   c. Describe the firm’s policy on notification of changes in key personnel.
   d. Briefly describe the firm’s system of quality control to ensure that the audit and tax preparation is adequately performed.
   e. State whether the firm is in compliance with training and peer review requirements. Attach a copy of the audit firm’s most current Peer Review Report.
f. Disclose any real, potential, or perceived conflicts of interest that may exist.

g. Include three audit client references.

5. Scope of Services and Proposed Project Schedule
   Briefly, describe your understanding of the scope of services and timeline to be provided.

6. Fees and Compensation
   Provide the following information:
   a. Estimated total hours by staff classification to complete the audit and prepare tax returns, including the approximate hourly rate by staff classification.
   b. Estimated out-of-pocket expenses for reimbursement by LHF, if applicable.
   c. The all-inclusive maximum fee and out-of-pocket expense total, which will not be exceeded annually.
   d. The frequency and payment terms of your billings.

EVALUATION CRITERIA
The proposal will be evaluated based upon the following areas. Therefore, it is important that your proposal be responsive to the information requested.

1. Qualifications
   (a) Organizational structure and size of the local office performing the work.
   (b) Recent experience in audits and tax for similar non-profit and/or museum entities.
   (c) Qualifications of the individuals on the audit and tax team.
   (d) Understanding of work and timetable to complete engagements.

2. Cost
   Overall cost, including out-of-pocket reimbursable expenses for performance of the audit and tax preparation.

Proposals may be submitted electronically to kbunce@lhf.org or via mail to Living History Farms, 2600 111th Street, Urbandale, Iowa 50322. Please mark the envelope or email “Request for Proposal – Audit Services” and include a separate document or attachment for the cost proposal sheet. Proposals will be accepted until 4:30 p.m., Friday, August 19, 2022.

LHF may request presentations by or meetings with any or all firms to clarify or negotiate modifications to the firm’s proposal. However, LHF reserves the right to make an award without further discussion of the proposals submitted. LHF also reserves the right to reject any and all proposals received in response to this RFP.

The contract for services is anticipated to be awarded by October 3, 2022. Upon conclusion of final negotiations with the successful audit firm, all firms submitting proposals in response to
this RFP will be informed, in writing, of the name of the successful audit firm. It is expected that the contract will be a three-year contract, with options for up to two additional years.

By submission of a proposal, the bidder agrees to all the terms and conditions as set forth in this request for proposal.

Please contact Kasey Bunce, Director of Finance & Administration at kbunce@lhf.org, or at (515) 278-5286 x113 for additional information or questions regarding this Request for Proposals.