



**CONNECTICUT
LEGAL
RIGHTS
PROJECT, INC.**

RE: Proposal to Perform Audit

To Whom It May Concern:

Connecticut Legal Rights Project, Inc. is currently soliciting proposals to perform an audit of our year end June 30, 2023.

This proposal must include the following information:

1. Provide information on the location of your offices and the number of employees.
2. Statement that firm. Along with principal or partner on the audit are licensed to practice in the State of Connecticut.
3. Statement that the audit will be in accordance with generally accepted accounting principles, the standards for financial audits contained in Government Auditing Standards issued by the Comptroller of the United States, OMB Circular A-133, and the State of Connecticut Single Audit Act.
4. Reporting on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grants agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
5. Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the State of Connecticut Single Audit Act and the Connecticut State Single Audit Regulations.
6. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Connecticut Single Audit Act and the Connecticut Single Audit Regulations, and will include test of accounting records, a determination of major programs in accordance with the Connecticut State Single Audit Act, and other procedures necessary to express such

an opinion and to render the required reports. If the opinion of the financial statements or the single audit compliance is other than unqualified, you will fully discuss the reasons with management in advance.

7. Connecticut Bar Foundation certificate of compliance with:
 - a. Eligibility guidelines
 - b. Application assurances
 - c. Application guidelines
 - d. Information provided in the application
 - e. Report on Compliance with the requirements of the Connecticut Bar Foundation in Accordance with the Assurances given by applicant as a condition for receipt of Connecticut Bar Foundation Awards

8. Auditors must be independent of our organization.

9. Auditors must meet the continuing educational requirements required by Government Auditing Standards.

10. Provide references to contact of four nonprofit organizations that you have performed single audits for during the year 2022.

11. Bidder must have experience with State and Federal non profits.

12. Proposal must include State and Federal Audits and the preparation of Form 990 (federal) and CPC60 (CT) for each year of the contract.

13. Proposal must include Agreed Upon Procedures Report (verify State income on calendar year)

14. Fee Proposals should include:
 - a) Evidence of the firm's qualifications to provide the above services;
 - b) Fee for Audit Year Ending 6-30-23.
 - c) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure.

15. The timetable for the audit and date that financial statements and documentation will be completed.

Prior year audit reports are available on our website here: <http://CLRP.org>

The awarded contractor will audit the statement of financial position of Connecticut Legal Rights Project, Inc. as of June 30, 2023 and the related statements of activities and cash flow.

The awarded contractor will submit proposal in writing.

Proposal must be submitted by May 15, 2023.

Please feel free to e-mail rmarino@clrp.org if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Rosemary Marino".

Rosemary Marino
Business Manager