

**AUDITING SERVICES  
RFP # 2026-03  
QUESTIONS & ANSWERS**

**RFP ISSUED ON Monday, April 20, 2026**

**Q&A ISSUED ON Wednesday, May 13, 2026**

**Question #1:**

Is the incumbent invited to bid? If not, is there a reason for the transition or bid request? What are you looking for most out of your next partner for these services?

**Answer #1:**

Yes, we are evaluating all options to ensure we have the best long-term fit for our operational and strategic needs, but still the scope of work clarifies the service.

**Question #2:**

Please confirm all deliverables:

**Answer #2:**

- Financial statement audit.
- Single Audit (Uniform Guidance).
- ERISA plan audit (also confirm this is for the 9/30/26 Plan year-end).
- Form 990 (any state filings requested? If so, please provide).

**Question #3:**

Are component audits required (e.g., related entities like UPO Inspire / CDC)?

**Answer #3:**

No.

**Question #4:**

Are separate program audits expected outside the Single Audit?  **Answer #4:**

No.

**Question #5:**

Is the retirement plan audit full-scope or limited-scope? Please provide a copy of the last audited financial statement for review; it was not included with the initial RFP?

**Answer #5:**

Limited scope, copy of last financial statement is posted on the UPO website.

**Question #6:**

Are deadlines fixed or flexible

**Answer #6:**

Flexible, in case any changes happen it will be communicated.

**Question #7:**

Does UPO require or would you like a presentation to the Board on the Form 990?

**Answer #7:**

Yes.

**Question #8:**

We noted that you are asking for the 990 to be finalized by July 23 – is it possible to move up the timing, given the final deadline is August 15<sup>th</sup>?

**Answer #8:**

Yes, in case any changes happen it will be communicated.

**Question #9:**

Does UPO CDC require a Form 990, or is it expected, in any of the 4 years? We understand currently that a 990-N has been filed for the past several years, but do confirm.

**Answer #9:**

Not applicable.

**Question #10:**

Please provide an expectation between interim testing vs. Year-end only testing. If interim is typical, when does that usually occur?

**Answer #10:**

Only year-end testing.

**Question #11:**

What has been the typical number of onsite dates/weeks for prior auditors, and how many staff?

**Answer #11:**

Combination of onsite and online.

**Question #12:**

What has the timeline from fieldwork started to draft delivery to management?

**Answer #12:**

Up to 2.5 months

Accounting:

**Question #13:**

What ERP is used?

**Answer #13:**

Oracle, NetSuite.

**Question #14:**

Are grants tracked in subledger or manually (Excel)?

**Answer #14:**

On NetSuite.

**Question #15:**

Is there a grant management system integrated with accounting? Or perhaps another system like Salesforce, Authorize.net, etc.?

**Answer #15:**

We don't have a separate grant management system.

**Question #16:**

How many personnel are in the finance/accounting department?

**Answer #16:**

15 Members.

**Question #17:**

Is a system for payables, such as BILL, Tipalti used?

**Answer #17:**

No.

**Question #18:**

What is the frequency of financial reporting to the Board / Committee?

**Answer #18:**

Monthly.

Payroll system:

**Question #19:**

What payroll system (HRIS) and payroll provider are used?

**Answer #19:**

ADP.

**Question #20:**

How are allocations across programs handled? Manually calculated, or performed within the ERP automatically?

**Answer #20:**

Based on the UPO occupancy allocation plan.

**Question #21:**

Are timekeeping systems:

- a. a. Electronic?
- b. b. Integrated with payroll?

**Answer #21:**

- a. a) Yes
- b. b) Yes

**Question #22:**

- a. 1. Revenue / Grants:
  - b. a. Are your grants high volume / low dollar or low volume / high dollar?
  - c. b. How many active grants do you have during this fiscal year?
  - d. c. When was the last time you were required to have a grant / agency audit? Any critical findings?
  - e. d. What is a general / usual number of subrecipients?
  - f. e. Any anticipated changes in federal funding levels, especially over the next 4 years?

**Answer #22:**

- a. a) Low to medium.
- b. b) 6.
- c. c) This year, there were no critical findings.
- d. d) 3.
- e. e) Not Material.

**Question #23:**

Client assistance – are these payments made direct to individuals, or to vendors? Do you have an electronic intake system?

**Answer #23:**

- a. a) Both, b) we don't have electronic intake system.

**Question #24:**

Are there any concerns with funding stability?

**Answer #24:**

Depending on Federal and State activities.

**Question #25:**

What does management deem to be the top 3 operational challenges impacting your financial reporting?

**Answer #25:**

- a. 1. Direct Funding.
- b. 2. Market fluctuation.
- c. 3. Diversification of funding.

**Question #26:**

Are there any areas that management wants more advisory insight?

**Answer #26:**

Financial planning and reporting.