

**Newark Performing Arts Corporation (NPAC)  
Request for Proposals (RFP)  
Independent Financial Auditing Services  
Issued by:** Newark Performing Arts Corporation (NPAC)  
**Location:** Newark, New Jersey  
**Contract Term:** Two (2) Years

## **I. INTRODUCTION**

### **A. General Information**

The Newark Performing Arts Corporation ("NPAC" or "the Corporation"), a nonprofit organization headquartered in Newark, New Jersey, is soliciting proposals from qualified Certified Public Accounting firms to provide independent financial auditing services.

The selected firm will conduct annual audits and render opinions on the Corporation's financial statements for three consecutive fiscal years, beginning with the fiscal year ending June 30, 2025, in accordance with applicable professional standards.

There is no expressed or implied obligation for NPAC to reimburse responding firms for any expenses incurred in preparing or submitting proposals.

NPAC reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed to be in the best interest of the Corporation.

### **B. Term of Engagement**

The contract shall be for a two-year period. Compensation shall be a fixed fee for each fiscal year, inclusive of all direct and indirect costs. Any optional extension beyond the initial term shall be subject to negotiation and Board approval.

The agreement may be terminated by NPAC for cause or convenience upon written notice, in accordance with the final contract terms.

## **II. DESCRIPTION OF THE ORGANIZATION**

### **A. General**

The Newark Performing Arts Corporation is a nonprofit cultural institution responsible for the operation and stewardship of a historic performing arts venue in Newark, New Jersey. NPAC presents and hosts a wide range of artistic, cultural, and community programming and manages associated operational, capital, and grant-funded activities.

### **B. Fiscal Environment**

NPAC operates on a fiscal year that runs from July 1 to June 30. The Corporation maintains multiple funding streams, including earned revenue, private contributions, government grants, and restricted and unrestricted funds.

## **III. ASSISTANCE TO BE PROVIDED BY NPAC**

NPAC staff will prepare and provide, as applicable:

- Adjusted trial balances for all funds
- Detailed schedules of revenues and expenses
- Bank reconciliations and cash activity
- Accounts receivable and payable schedules
- Grant and contribution schedules
- Debt and lease schedules
- Fixed asset and depreciation schedules
- Payroll records
- Supporting documentation as reasonably requested

NPAC will provide reasonable workspace access and cooperation during fieldwork. The auditor shall provide all necessary equipment and supplies.

#### **IV. NATURE AND SCOPE OF SERVICES**

##### **A. General Scope**

The auditor shall express an opinion on the fair presentation of NPAC's financial statements in accordance with Generally Accepted Accounting Principles (GAAP).

##### **B. Auditing Standards**

Audits shall be performed in accordance with:

- Generally Accepted Auditing Standards (GAAS)
- Government Auditing Standards (as applicable)
- Federal and State Single Audit requirements, if applicable

##### **C. Reports to Be Issued**

The auditor shall issue:

- Independent Auditor's Report on the Financial Statements
- Complete and submit the IRS 990 Reports on internal control and compliance, if required
- Management letter identifying any reportable conditions or recommendations

##### **D. Working Papers**

All working papers shall be retained for a minimum of three (3) years and be made available to NPAC or successor auditors upon request.

##### **E. Communication Protocol and Reporting Expectations**

The selected auditor shall establish a clear and structured communication process with NPAC management and governance. At a minimum, the proposal shall outline:

- Management’s preferred communication cadence during planning, interim review, and final fieldwork
- Immediate communication protocols for material findings, significant deficiencies, or emerging risk issues
- Scheduled status updates during fieldwork
- Formal entrance and exit conferences with senior leadership
- Presentation of final audit results to the Finance Committee and/or Board of Directors

The auditor shall identify a primary engagement partner and manager who will serve as consistent points of contact throughout the engagement term.

## **F. Special Reporting and Compliance Requirements**

NPAC maintains multiple funding streams, including government grants and restricted funds. Proposals shall indicate the firm’s capability and experience in handling:

- Grant-specific financial reporting requirements
- Single Audit compliance (if applicable)
- Government-funded program reporting
- Benefits-related audits or compliance testing
- Federal, state, or local reporting obligations
- Assistance with IRS Form 990 preparation and review

The firm shall describe any additional reporting tools or compliance frameworks used to support nonprofit and grant-funded organizations.

## **G. Internal Controls Assessment and Testing**

NPAC is interested in a rigorous audit process that may include substantive internal control testing.

Proposals shall clearly state:

- The firm’s approach to internal control evaluation
- Whether internal control testing will be performed as part of the annual audit
- The depth of risk assessment procedures
- Recommendations for strengthening internal controls

NPAC acknowledges that expanded internal control testing may increase engagement scope; however, the Corporation values a thorough audit that results in a cleaner opinion and stronger governance framework.

## **V. TIME REQUIREMENTS**

The auditor shall adhere to the following general timeline each year:

- Interim planning and audit plan submission: By early summer
- Completion of fieldwork: No later than October 31
- Draft financial statements and reports: No later than November 15
- Final audited financial statements: No later than December 15
  - This timeline does not apply to the current audit due for FY 24-25

## **VI. PROPOSAL REQUIREMENTS**

### **A. Submission Instructions**

Proposals must be received by NPAC no later than **April 18, 2026**.

Proposals shall include:

1. **Cover Letter / Transmittal Letter**
2. **Technical Proposal** (no cost information)
3. **Sealed Cost Proposal** (separate section or envelope)

### **B. Technical Proposal Content**

The technical proposal shall include:

1. Firm background and qualifications
2. Statement of independence
3. Licensure to practice in New Jersey
4. Experience with nonprofit and/or public-sector audits
5. Description of the proposed engagement team
6. Audit approach and methodology
7. Identification of potential audit risks
8. Sample reports

### **C. Cost Proposal**

The cost proposal shall include:

- Fixed annual audit fee for each year
- Hourly rates for additional services, if requested
- Confirmation that all costs are inclusive

## **VII. EVALUATION CRITERIA**

Proposals will be evaluated based on:

- Firm qualifications and relevant experience

- Demonstrated experience with nonprofit organizational structures and complex funding environments
- Quality of audit approach, including technical methodology, risk assessment, and compliance strategy
- Strength and continuity of the proposed engagement team
- Experience with grant reporting and government-funded entities
- Approach to internal controls evaluation and testing
- Management of communication structure and responsiveness
- Cost effectiveness
- References and prior performance

Cost will not be the sole determining factor.

### **VIII. GENERAL CONDITIONS**

NPAC reserves the right to:

- Request clarification or additional information
- Conduct interviews or oral presentations
- Negotiate scope and fees prior to award
- Reject any or all proposals

Submission of a proposal constitutes acceptance of the terms of this RFP unless clearly stated otherwise.

### **IX. INQUIRIES**

All inquiries regarding this RFP shall be directed to:

**Dr. Shawn L. Roberts, Chief Operating Officer**  
Newark Performing Arts Corporation  
1030 Mayor Kenneth A. Gibson Blvd, Newark, NJ 07102  
shawn@newarksymphonyhall.org  
973-643-4550 ext. 107