PHI Audit and Tax Services

Request for Proposal (RFP)

Issue Date: September 22, 2026
Proposals Due: October 7, 2026
Submit To: Derrick Browning, Chief Financial Officer, at dbrowning@phi.org
Copy To: Bekki Lee-Wendt, at bleewendt@phi.org

Engagement Scope: Financial statement audit, Uniform Guidance single audit, long-form financial statements, and Form 990 preparation, beginning with the fiscal year ending December 31, 2026.

Introduction and Purpose

The Public Health Institute (PHI) is a national independent non-profit that advances the health and wellbeing of all people and communities, particularly those facing the greatest barriers. Rooted in 60 years of public health experience, PHI works with public, private, non-profit, and philanthropic organizations to strengthen the public health ecosystem, serving as the operational backbone for more than 40 programs delivering evidence-based solutions to complex health challenges nationwide.

PHI is issuing this Request for Proposal (RFP) to solicit competitive proposals from qualified independent public accounting firms to provide annual financial statement audit, Uniform Guidance single audit, and federal/state tax return preparation services. PHI's Audit and Compliance Committee (the "Committee") has authorized this RFP as part of a periodic, best-practice review of PHI's external audit relationship.

Leading governance frameworks - including guidance from the Institute of Internal Auditors (IIA), the American Institute of Certified Public Accountants (AICPA), and nonprofit board governance standards - recommend that organizations periodically reassess their external auditor, generally every five to ten years, even absent any concern with the incumbent firm's performance. A competitive RFP process at this stage:

- Confirms that PHI is receiving best-in-class service at market-appropriate fees;
- Demonstrates transparency and fiduciary responsibility to funders, regulators, and the PHI Board;
- Promotes auditor independence and brings a fresh perspective on risk; and
- Reflects proactive financial governance, consistent with the Committee's oversight responsibilities.

This RFP is open to all qualified firms, including the incumbent auditor.

Organization Background

PHI operates as a fiscal sponsor for approximately 40 sponsored programs and projects, each with distinct funding sources, budgets, and reporting requirements. PHI's funding portfolio includes federal awards subject to 2 CFR 200, Subpart F (Uniform Guidance), as well as state, local, and private philanthropic funding. PHI's operations include the complexity of indirect cost allocations and the trailing closeout of clinically sponsored research trials.

Approximate number of sponsored programs/projects: 40
Prior-year single audit status: Fiscal year 2025 audit complete and issued; unmodified opinion with no audit findings
Accounting/ERP system: PeopleSoft FSCM

Fiscal year end: December 31

Headquarters: Oakland, California (Pacific time zone)

Fieldwork delivery: Remote; PHI staff, records, and PBC schedules are accessible electronically

Additional background materials - including PHI's most recent audited financial statements, single audit report, and Form 990 will be made available to firms invited to propose, or upon request during the Q&A period described in the Procurement Timeline section below.

Scope of Services

PHI is seeking a firm to provide integrated audit and tax services across three audit report deliverables and the organization's annual tax filings, described below. Proposals should address the firm's approach, methodology, and staffing for each component.

Financial Statement Audit Report

An annual audit of PHI's organization-wide financial statements, performed in accordance with Generally Accepted Auditing Standards (GAAS), resulting in an independent auditor's report and opinion suitable for distribution to PHI's Board, funders, and the public.

Single Audit Report (Uniform Guidance)

An audit performed in accordance with 2 CFR 200, Subpart F (Uniform Guidance) and Government Auditing Standards, covering PHI's expenditures of federal awards, including a Schedule of Expenditures of Federal Awards (SEFA), report on internal control over financial reporting and compliance, and report on compliance for each major program, as applicable.

Long-Form Financial Statements with Supplementary Schedules

A long-form report presenting PHI's audited financial statements together with supplementary schedules, including: (a) an indirect cost rate / cost allocation schedule, and (b) combining schedules of revenue and expenses by funding source, covering PHI's approximately 40 sponsored programs and projects, to support PHI's fiscal sponsorship reporting to funders and the Committee.

Tax Return Preparation

Preparation of PHI's annual IRS Form 990 (Return of Organization Exempt from Income Tax) and all related schedules. Proposals should also address the firm's capability and approach to:

- Preparation of Form 990-T (unrelated business income tax), if and as applicable;
- State charitable registration and informational tax filings in states where PHI or its sponsored programs operate;
- Review of the prior-year return and identification of any recommended changes in filing position; and
- Coordination of tax return timing with the audited financial statements.

General Expectations

- A single engagement team capable of coordinating the financial statement audit, single audit, long-form/supplementary reporting, and tax preparation on an integrated timeline.
- Capacity to perform audit fieldwork, including Uniform Guidance single audit testing, ideally in April, with all three audit reports issued by May 31. PHI's federal single audit reporting package is due to the Federal Audit Clearinghouse no later than September 30 of the following year (nine months after PHI's December 31 fiscal year end); PHI's internal goal is to issue by the end of May, well in advance of that deadline.
- Preparation of PHI's Form 990 for filing by the November 15 extended due date, sequenced to follow issuance of the audited financial statements.
- Experience with nonprofit fiscal sponsors, multi-program/multi-funder organizations, and federal award compliance.

- Ability to perform fieldwork remotely. PHI is headquartered in the Oakland, California area; because fieldwork is conducted remotely, a firm's geographic location is not a factor in evaluation, provided the engagement team is available during PHI's Pacific-time business hours and can travel for Committee presentations if requested.
- Responsiveness to PHI staff and the Audit and Compliance Committee throughout the engagement, including presentation of results to the Committee.

Proposal Requirements

Proposals must be organized in the following sections and should be concise and specific to PHI's scope of services.

Firm Qualifications and Experience

- Firm background, ownership structure, and office(s) that will serve the engagement.
- Most recent peer review report and any regulatory or disciplinary actions in the past five years.
- Experience with nonprofit fiscal sponsors and organizations of comparable size, complexity, and federal award activity.
- A minimum of three (3) client references, preferably nonprofit fiscal sponsors or organizations with Uniform Guidance single audit experience.

Engagement Team and Staffing

- Identification of the engagement partner, manager, and key staff who will be assigned to PHI, with resumes/bios.
- Relevant experience of each team member with single audits, Form 990 preparation, and nonprofit fiscal sponsorship.

Proposed Methodology and Approach

- Audit approach and methodology, including use of technology, sampling approach, and risk assessment process.
- Approach to coordinating the financial statement audit, single audit, long-form/program-level reporting, and Form 990 preparation on an integrated basis.
- Approach to interim work, fieldwork, and reporting timeline, including proposed dates, and confirmation of the firm's ability to meet PHI's target schedule (April fieldwork including single audit testing, audit reports issued by May 31, Form 990 filed by November 15).
- Communication protocol with PHI finance staff and the Audit and Compliance Committee.

Fee Proposal and Estimated Hours

Proposing firms must submit a detailed fee proposal that includes an estimate of the total hours required to complete the engagement, broken out as follows:

- Estimated hours by engagement phase (planning, interim fieldwork, year-end fieldwork, reporting) for the financial statement audit and single audit combined;
- Estimated hours for Form 990 and related tax filing preparation;
- Estimated hours by staff level (partner, manager, senior, staff) and the corresponding billing rate for each level;
- All-inclusive not-to-exceed fee for the engagement, itemized by deliverable (financial statement audit, single audit, long-form reporting, and Form 990 preparation);
- Hourly rates and estimated hours for any anticipated out-of-scope or additional work (e.g., new major program added mid-year, accounting assistance); and
- Any assumptions underlying the hours or fee estimate (e.g., reliance on PHI staff for schedule preparation, PBC list turnaround time).

PHI will use the hours and staffing detail provided, together with the proposed fee, to evaluate the reasonableness and competitiveness of each proposal under the Fee Proposal criterion described in the Evaluation Criteria section below.

Evaluation Criteria

Proposals will be scored by a cross-functional review panel using the following weighted criteria:

Technical Qualifications & Experience 30%

Engagement Team & Staffing 25%

Proposed Methodology & Approach 20%

Fee Proposal 15%

References & Past Performance 10%

Total 100%

Firms may be asked to participate in a finalist presentation/demonstration to PHI management and/or the Committee as part of the review process (see Procurement Timeline).

Procurement Timeline

PHI anticipates the following procurement schedule. All dates are subject to change at PHI's discretion, including extending or shortening any review or evaluation period. PHI will communicate material changes to respondents who have submitted proposals.

Milestone	Target Date
RFP Issued	September 22, 2026
Written Questions Due	September 29, 2026
Answers Issued via Addendum	October 1, 2026
Proposals Due	October 7, 2026, at 5:00pm PDT
Finalist Presentations	Week of October 19, 2026
Selection and Award	October 26, 2026

Respondents may submit written questions to Derrick Browning (dbrowning@phi.org) and Bekki Lee-Wendt (bleewendt@phi.org).

Submission Instructions

Proposals Due: October 7, 2026, at 5:00pm PDT

Submit To: Derrick Browning, Chief Financial Officer, at dbrowning@phi.org

Copy To: Bekki Lee-Wendt, at bleewendt@phi.org

Format: Electronic submission in PDF format required. Subject line: "PHI Audit and Tax Services RFP — [Respondent Name]."

Questions: All questions must be submitted in writing to Derrick Browning, Chief Financial Officer (dbrowning@phi.org) by September 29, 2026; telephone inquiries will not be accepted. Bekki Lee-Wendt (bleewendt@phi.org) must be copied on all questions. Answers will be issued to all firms via written addendum.

Proposals received after the deadline will not be considered. Incomplete or non-conforming proposals may be disqualified at PHI's sole discretion.

General Terms and Conditions

- This RFP does not commit PHI to award a contract, pay any costs incurred in preparing a proposal, or procure or contract for services.

- PHI reserves the right to reject any or all proposals, negotiate with any firm, waive minor irregularities, and cancel this RFP at any time without liability.
- All materials submitted become the property of PHI and may be subject to public disclosure as required by law or funder requirements.
- The selected firm must maintain independence in accordance with AICPA and Government Auditing Standards (Yellow Book) independence requirements throughout the engagement.
- This RFP and any resulting engagement are governed by the laws of the State of California.

— End of RFP —