



## **Request for Quote**

### **CACFP Financial Audit Services**

#### **Contract Detail**

Work Term: October 1, 2022-September 30, 2023

Reports to the State Department of Education Child Nutrition Programs – CACFP  
Coordinator

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#### **Primary Purpose**

The Idaho Child Nutrition Programs is seeking a highly qualified organization to conduct approximately 18 financial audit desk reviews.

#### **Scope of Work**

The contractor shall complete desk reviews of audited financial statements from sponsors in the Child and Adult Care Food Program (CACFP) who have total federal grant expenditures annually from all sources that are more than 750,000 expended annually. Idaho State Department of Education (SDE) will notify the contractor of all sponsors that meet this requirement and provide the financial audits electronically to the contractor when SDE receives each. During the contract period of October 1, 2022 – September 30, 2023, SDE projects there will be approximately 18 financial audit desk reviews.

The contractor responsibilities are as follows:

- Complete desk reviews of CACFP sponsor's audited financial statements when provided by SDE-Contract Administrator.
- Identify compliance issues with Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) and 2 CFR Part 200 and Subpart F for Institutions that expend more than \$750,000.
- Send an Audit Review Checklist used for the desk review to SDE-Contract Administrator electronically when review is complete. Contractor is responsible for developing the Audit Review Checklist and must be provided in the Request for Quote (RFQ).



- Provide SDE-Contract Administrator with a letter summarizing findings of each desk review electronically when completed.
- Return completed desk reviews checklist and letter of findings to SDE-Contract Administrator electronically within 30 calendar days of receiving the audit(s).

**Preferred Qualifications**

- Has at least one-year experience providing similar services
- Firm is authorized to do business in Idaho.

**To apply, please submit the following:**

- Letter of interest that addresses minimum and preferred qualifications
- List of key personnel (resumes)
- Estimated of time spent to conduct an individual Financial Desk Audit.
- Price quote for up to 20 Financial Desk Audit reviews. Please provide a unit cost per desk review.
- Three (3) professional references.

Documents stated above should be sent to **Kim Sherman; [ksherman@sde.idaho.gov](mailto:ksherman@sde.idaho.gov)**

*Priority consideration will be given to applications received by August 31st, 2022.  
Company which is selected will be notified no later than September 15th, 2022.*