



January 21, 2025

The Metropolitan Tucson Convention & Visitors Bureau (MTCVB) dba Visit Tucson is accepting proposals from CPA firms to provide audit services for the fiscal years ending June 30, 2025-2028. We invite your firm to submit a proposal to us by March 15, 2025.

Background of organization:

Visit Tucson is a 501(c)(6) private nonprofit corporation incorporated in the State of Arizona in 1982 and governed by local community leaders elected to its board of directors. The mission of Visit Tucson is to promote economic prosperity of Tucson and Southern Arizona through tourism. Visit Tucson promotes, sells, and markets the region for leisure, meetings and conventions, amateur sports, and film production.

Services to be performed:

Your proposal should cover the following services:

- Annual audit to be completed in accordance with generally accepted auditing standards.
- Preparation of financial statements and supplementary information.
- Preparation of annual forms 990, 990T, 99, 99T,
- Attending Finance Committee, Board of Directors, and key staff meetings as needed.

Relationship with prior CPA service provider:

Audit and tax services have been provided for the past several years by Heinfeld, Meech & CO., P.C. The Visit Tucson Finance Committee believes that to maintain integrity in the audit process, an evaluation of audit proposals should be conducted every three to five years. This RFP is being issued to prospective auditors including our current provider.

Your response should include the following information:

1. Details of your firm's experience in providing auditing services to companies in the non-profit sector.
2. Discuss your firm's independence with respect to Visit Tucson.
3. If awarded a multiple-year contract, discuss your firm's policies and practices with regard to rotation of staff throughout the course of the engagement.
4. Describe how your firm will approach the audit of the organization, including the use of any affiliate member firm personnel or subcontractors. Also discuss the firm's use of technology in the audit. And finally, outline the communication process used by the firm to discuss issues with management and committees of the board.

5. Set forth your fee proposal (inclusive of travel-related and any other out-of-pocket costs) for the audit and information returns for a five-year period.
6. For reference purposes, provide the names and contact information for other, similarly sized clients, including non-profit clients served, along with the name of the partner and manager that will be assigned to our organization.
7. Describe how and why your firm is different from other firms being considered and why your firm should be selected.
8. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.

Evaluation of proposals:

The Finance Committee of Visit Tucson's Board of Directors will evaluate the proposals. The evaluation will include a review of the firm's materials, senior engagement personnel who will be assigned to our organization, results of discussions with other clients and the firm's completeness and timeliness in its response to us. The Finance Committee will then make a recommendation to the Executive Committee of Visit Tucson's Board of Directors for auditor selection. Most recent financial statements and Form 990 for Visit Tucson are available upon request.

Please submit your response to this request for proposals by March 15, 2025, by email to lowens@visittucson.org or mail to Visit Tucson ATTN: Lisa Owens 115 N Church Ave. Ste 200 Tucson, AZ 85701.

Sincerely,

Lisa Owens

Lisa Owens, CTA
Chief Financial Officer

Visit Tucson 

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