**Request for Proposal: Financial Auditing Services**

The American Pecan Council (APC) and the American Pecan Promotion Board (APPB), which are independent, U.S. Department of Agriculture-regulated marketing programs, are collaborating to collect proposals for financial auditing services. One proposal is requested from interested parties, and the individual boards of each entity will consider it independently and make their selection independently.

**Information on APC and APPB**

**American Pecan Council (APC)**

APC was created and administered under the authority of the Agricultural Marketing Agreement Act of 1937, as amended. It is dedicated to strengthening the position of pecans in the marketplace, maintaining, and expanding markets for pecans, and developing new uses for pecans. The regulations governing the APC – 7 CFR 986 – state that one of the Council’s duties is “To cause the books of the Council to be audited by one or more certified public accountants at least once for each fiscal year and at such other times as the Council deems necessary or as the Secretary may request, and to file with the Secretary three copies of all audit reports made.”

**American Pecan Promotion Board (APPB)**

The APPB was established in 2021 under the Commodity Promotion Research, and Information Act of 1996. The Board is dedicated to strengthening the position of pecans in the marketplace, maintaining and expanding markets for pecans and developing new uses for pecans. The statute governing the APPB – 7 CFR 1223.52 – states that one of the Board’s duties is “To cause its books to be audited by a competent auditor at the end of each fiscal period and at such other times as the Secretary may request, and to submit a report of the audit directly to the Secretary.”

**Request for Proposal**

The APC and APPB requests proposals from qualified companies to demonstrate their capabilities in conducting the end-of-the-fiscal-year audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States (Government Auditing Standards) and in accordance with the United States Department of Agricultural (USDA) accounting requirements[[1]](#footnote-1) of commodity research and promotion programs.

The prospective firm should familiarize themselves and have a clear understanding of federally-regulated marketing programs.

Companies or individuals wishing to apply for the Board and/or Council’s auditing program must entirely complete the Request for Proposal (RFP) application below. Once the application is completed, please return the application to APC and APPB Director of Finance, Brandon Drummond, at [bdrummond@americanpecan.com](mailto:bdrummond@americanpecan.com), who will gather all applications and present the proposals to the respective Council and Board Committee for review.

**ALL APPLICATIONS ARE TO BE RECEIVED ON OR BEFORE OCTOBER 10, 2024. APPLICATIONS RECEIVED AFTER OCTOBER 10, 2024, WILL NOT BE ACCEPTED OR CONSIDERED.**

Phase-one will be the evaluation of written proposals. It is possible that an applicant may be selected at that point, however it is also likely that the staff and Committees may reduce the proposals to three candidates. Finalists would be contacted and asked to make a presentation for selection by end of October. Please note that compensation or reimbursement will not be provided for any efforts pertaining to the proposal process.

**Request for Proposal Application**

How long has your company been in existence?

Please describe your company’s services (Attach additional pages and/or proposal if necessary):

Staff Background: Please list your staff and/or sub-contractors that will be assisting you on this project, their experience and which program of the proposal they will be working on (Attach additional pages if necessary).

Company Background: What sets your company apart from other similar companies? (Attach additional pages if necessary).

**CLIENT LISTS**

Please list some of your clients that may be relevant to you experience and your proposal.

**FEES**

Please list your fee schedule for this project. (Attach additional pages if necessary.)

**PROPOSAL**

Please describe your proposal in 1,000 words or less. Please include your scope of work and timeline to complete the project and costs.

**ACKNOWLEDGEMENT**

I acknowledge that the APC and APPB are equal opportunity employers, and that the proposal submitted is to the best of my ability factual and accurate. I understand that I am the appropriate and authorized person of this company to submit a proposal to the APC and APPB. Furthermore, I also understand that the proposal may be modified before final approval. Lastly, I understand that if approved, I will submit the necessary reports and documentation needed and or requested by USDA and/or the APC/APPB to fulfill the reporting requirements.

Name of Authorized Applicant (Print)

Signature of Authorized Applicant Date

1. USDA guidance can be found on page 14 of this document: https://www.ams.usda.gov/sites/default/files/media/RPGUIDELINES092015.pdf [↑](#footnote-ref-1)