



Request for Quotes (RFQ) for Auditing Services

The Nebraska Statewide Arboretum, Inc. (NSA) is pleased to invite interested audit companies to submit a quote for auditing services for the annual audit of all financial accounts and processes.

Background Information

The NSA is nonprofit organization (501(c)3) operating statewide to Plant Nebraska for healthy people, vibrant communities, and a resilient environment. We hold an MOU with the University of Nebraska – Lincoln to be administratively housed within the Institute of Agriculture and Natural Resources. We are part of the Nebraska Forest Service and value our partnership with them and IANR. Due to these partnerships, our financial accounts include some revolving accounts with the University. We also currently hold agreements for federal, state, and private grants. Another major area of income for the NSA is plant sales, for which we grow most of the plants in our greenhouse.

Requirements of the Services

The annual audit must be completed after our fiscal year ends (NSA FY is July 1-June 30) with a report ready to be presented to the Board of Directors at the December board meeting which typically occurs the first Friday in December. The audit must cover all financial accounts the NSA holds including revolving accounts with the University. University accounts are often not closed until the September following the close of the fiscal year. It must also include a review of all grants open during the fiscal year being reviewed.

Submission Guidelines

Interested service providers are invited to submit their quotes by May 12, 2023 at 5:00pm via email to hpinneo2@unl.edu.

Quotes shall include:

- Prices for the requested services.
 - Please include availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
- The credentials of the service provider and staff qualifying them to complete and provide an annual audit report.
- Three professional customer references with contact information.
- A detailed audit plan.
 - When you would begin collecting information from the NSA.
 - How you will complete a plant inventory count.
 - If your reviews are completed in person at our offices or if you operate remotely.
- If you have experience auditing organizations holding federal grants, such as EPA 319 funds, and/or state grants, such as Nebraska Environmental Trust awards, please include that information.

For Questions and More Information

Please contact Hanna Pinneo, Executive Director: hpinneo2@unl.edu or 402-472-2945.