



Audit and Tax Services — Request for Proposals

Purpose

The Finance and Audit Committee at the Bush Foundation (the “Foundation”) is issuing a request for proposal (RFP) for audit and tax services for the fiscal year ending December 31, 2023, and subsequent years. We welcome audit-only proposals, tax-only proposals, or proposals to provide both services.

About the Bush Foundation

The Bush Foundation invests in great ideas and the people who power them in Minnesota, North Dakota, South Dakota and the 23 Native nations that share the same geography. Established in 1953 by 3M Executive Archibald Bush and his wife Edyth, the Foundation supports organizations and people to think bigger and think differently about what is possible in their communities. We work to inspire and support creative problem solving — within and across sectors — to make our region better for everyone.

Background

Our current audit and tax providers have served us well, but we believe it is good practice to periodically open opportunities like this for other firms to express interest.

Some information regarding the Foundation’s taxes and accounting is below. This information may help in preparing a proposal.

- The financial statements are prepared on an accrual basis of accounting.
- The Foundation’s assets are unrestricted and include significant allocations to public and private equity investments.
- The Foundation’s Managing Director of Investments and Investment Committee are responsible for overseeing the investment portfolio. Related, the Foundation engages Cambridge Associates as its investment advisor.
- BNY Mellon serves as the custodial bank for the investment portfolio.
- The Foundation’s staff prepares all necessary audit and tax schedules and supporting documents and utilizes Sage 100 accounting software.
- The Foundation maintains a \$50 million line of credit with a single banking institution.
- The Foundation utilizes Salesforce to process and track grant-related activity.
- The Foundation files Federal tax forms 990-PF and 990-T, and various tax filings in 20 states (see list of states at the end of this document).

Scope of Work

The Foundation requires the following services. These services could be provided by the same or two different organizations.

- Audit of financial statements and related notes, along with the independent auditor’s report.
- Preparation and review of the Foundation’s annual Federal tax filings (IRS Forms 990-PF and 990-T) to ensure compliance with the Internal Revenue Code, along with related federal foreign disclosure filings. In addition, the Foundation currently files unrelated business income tax returns in 20 states. Foundation staff prepare the required supporting workpapers and our tax provider prepares the returns.

Typical Engagement Timing

Financial Statement Audit	
Nov/Dec	Initial engagement fieldwork
May/June	Final engagement fieldwork
By June 30	Presentation of draft financial statements completed for the Finance and Audit Committee
By July 31	Delivery of final audit reports
Tax Services	
June – Sept	Supporting workpapers and K-1 data compiled by staff
Oct – Nov	Draft filings prepared by firm for review by staff
November	File 2023 990-PF, 990-T and all necessary state forms and foreign filings
Throughout the year	Periodic tax advice on emerging matters

Copies of recent audited financial statements and Form 990-PF and 990-T filings can be found on our website (bushfoundation.org/financials).

Review Considerations

The firm must be independent and licensed to practice in Minnesota. The Foundation will use the following to review and evaluate proposals:

- Audit experience with diversified investment portfolios larger than \$500M is preferred.
- Experience working with private foundations is preferred.
- Firms with local office presence within the region served by the Foundation are preferred.
- Qualifications and experience of engagement personnel and firm as a whole, with an emphasis on private foundation knowledge and experience.
- Firm's ability to meet the Foundation's engagement timelines.
- Proposed engagement fees.
- Demonstrated commitment to growing equity in own operations and approaches.
- Organizational values and practices that align with the foundation's operating values. bushfoundation.org/our-values

Proposal Requirements

Proposals should include the following.

- Indicate whether you're interested in providing audit services, tax services or both.
- Description of the firm's experience with private foundations including:
 - The asset size of private foundation clients including a breakdown between audit and tax clients
 - Other foundation and nonprofit clients, or other relevant experience.
- The location of your headquarters, and if different, the location of the office for staff who would provide services to the Foundation.
- Identify the expected number of staff that would provide services to the Foundation, including the names and qualifications of the partners and staff.
- A description of the technology utilized for audit and/or tax services.
- If submitting for audit services, a general description of the firm's audit approach and alignment to our proposed schedule.

- A three-year proposal with annual pricing. If submitting for both audit and tax services, please provide pricing for the work separately. If you are able to offer better pricing if both services are provided together, please note. Please present pricing for the following items:
 - For audit. Recurring annual financial audit for the Foundation commencing with the year ending December 31, 2023.
 - For taxes. Tax services for filings starting with the calendar year ending December 31, 2023 including:
 - Form 990-PF — Return of Private Foundation.
 - Form 990-T — Exempt Organization Business Income Tax Return.
 - All other required state and federal forms including the 20 states noted at the end of this document.
 - Assistance with filing of extension documents as needed.
 - An estimate of any annual administrative or out-of-pocket costs not included above, if applicable.
- The Foundation anticipates requiring advice on various accounting and tax matters throughout the year. Please provide your firm’s philosophy regarding billing for these items.
- The firm’s commitment to staff continuity with clients, including your staff turnover experience and policy on staff rotation.
- The organizational values that guide your firm and its work.
- Demonstration of your commitment to increasing equity in your own operations and approaches
- If available, provide private foundation references that may attest to your qualifications.
- Include a list of any PCAOB actions involving your firm in the past three years and how they were resolved.

How to Apply

- Proposals are due by 12:00 pm (noon CT), Thursday, August 24, 2023 and should be emailed to Kent Linder, finance and facilities associate, at finance_team@bushfound.org
- Please include:
 - Subject line of your email: RFP response for [your organization name]
 - A completed [Vendor Demographic Form](#)

If you have questions, please contact the finance team at finance_team@bushfound.org.

Selection and Timing

- Bush Foundation staff will review materials and select one or more organizations to move forward in the selection process.
- Organizations will be notified whether they’re moving forward by September 15, 2023. We will conduct interviews and perform additional diligence as needed.
- We anticipate making our decision by October 2023.

Listing of States Tax Filings

Arizona	Massachusetts
California	Minnesota
Colorado	Missouri
District of Columbia	New York
Florida	North Carolina
Hawaii	North Dakota
Illinois	Tennessee
Kansas	Virginia
Louisiana	Oklahoma
Maryland	Oregon