

Simon House, Inc.
P.O. Box 5174
Frankfort, KY 40602
www.simonhouseky.org



Simon House Community Services
208 West Campbell St
Frankfort, KY 40601
Phone (502) 223-2138

Request for Proposals (RFP) Independent Financial Audit Services Organization Overview

Organization Name: Simon House, Inc

Address: 208 W Campbell St, Frankfort KY 40601

Contact Person: Natalie Jacobs, Financial Administrator

Email: njacobs@simonhouseky.org

SIMON House is a nonprofit organization providing emergency shelter for pregnant women experiencing homelessness, homeless families with children, and other homeless adults. Through partnerships and case management services, it also offers supportive services and referrals to help low-income families prevent homelessness. The organization receives funding through grants, donations, and other program revenues and is committed to maintaining transparency, accountability, and compliance with all applicable financial and regulatory standards.

Purpose of Request

Simon House is requesting proposals from qualified independent certified public accounting firms to perform an annual financial statement audit. The selected firm will provide an independent audit in accordance with generally accepted auditing standards (GAAS), Government Auditing Standards (if applicable), and applicable federal and state requirements.

Simon House, Inc is a 501(c)3 nonprofit emergency Shelter for homeless individuals and families and assists low-income community families.

Brenda Rice, Chair
Tasha Lynn

Annette Poole-Malone - Vice-Chair
Heather Johnson
Delvin Azofeifa

Executive Director
Tasha R. Gray
Board of Directors

Lenin Vera - Treasurer
Kevin Welch
Rebecca A. Saager

Monica Valentine
Christie Jackson
Jane Bartram

Partially supported by funding from:
United Way of the Bluegrass
Emergency Solutions Grants
Franklin County Fiscal Court
City of Frankfort

Simon House, Inc. is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, or any other status prohibited by applicable law.

Scope of Services

The selected auditing firm will be expected to:

- Conduct an annual audit of the organization's financial statements.
- Express an opinion on the fairness of the financial statements in conformity with Generally Accepted Accounting Principles (GAAP).
- Perform a Single Audit in accordance with Uniform Guidance.
- Review internal controls and compliance with applicable laws, regulations, contracts, and grant agreements.
- Provide management letter recommendations to identify any internal control deficiencies or operational improvements.
- Present audit results to management and the Board of Directors.
- Prepare and file the organization's annual IRS Form 990 and applicable state filings, including review with management prior to submission

Organizational Information

- Fiscal Year End: December 31, 2025
- Accounting Method: Cash
- Accounting Software: QuickBooks Online
- Number of Employees: 4
- Annual Operating Budget: \$198,249.00
- Major Funding Sources: Emergency Solutions Grant (KHC), United Way, COF Opioid Grant
- Prior Audit History: Yes, 2022 last completed

Proposal Requirements

- Firms responding to this RFP should include the following information:
- Firm experience auditing nonprofit organizations of similar size and complexity.
- Firm's experience with federally funded programs and Single Audits
- Identify the audit team, including names, titles, and respective responsibilities of personnel assigned to the engagement.
- Description of audit approach and timeline.
- Proposed fee structure, including all anticipated costs.
- Confirmation of independence and absence of conflicts of interest.

Timeline

- RFP Issued: February 20, 2026
- Questions Due: February 28, 2026
- Proposal Submission Deadline: March 6, 2026
- Board Vote on Decision: March 16, 2026
- Audit Fieldwork Expected: TBD with elected firm
- Final Report Delivery: TBD with elected firm

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant nonprofit audit experience
- Understanding of nonprofit and grant compliance requirements
- Proposed audit approach
- Cost effectiveness

Submission Instructions

Proposals must be submitted electronically in PDF format to:

Email: njacobs@simonhouseky.org

Subject Line: Audit RFP Proposal – [Firm Name]

All proposals must be received no later than: **February 28, 2026.**

Additional Terms

- Simon House, Inc reserves the right to reject any or all proposals.
- The organization may request additional information or conduct interviews prior to selection.
- The issue of this RFP does not obligate the organization to award a contract.

Questions

All questions regarding this RFP should be directed:

Natalie Jacobs, njacobs@simonhouseky.org