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## REQUEST FOR PROPOSALS (RFP)

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Independent Audit and Single Audit Services

The National Center for Appropriate Technology, Inc. (NCAT)

(A 501(c)(3) Nonprofit Organization)

RFP No.: NCAT-2026-01

Issue Date: May 22, 2026

### 1. Executive Summary

- NCAT is issuing this RFP to secure a qualified audit firm for financial statement audit and Single Audit services.
- NCAT is a low-risk auditee with a consistent history of clean audit opinions and no findings.
- The Organization expects a risk-based, efficient audit approach reflective of its strong controls and compliance history.

### 2. Organizational Background

- Headquartered in Butte, Montana.
- Annual revenue approximately \$10 million.
- Approximately 70% of funding from government sources.
- Annual SEFA approximately \$7.4 million.
- Approximately 62 employees.
- Programs include sustainable agriculture, energy conservation, and veteran farmer support.

### **3. Scope of Services**

- Audit financial statements in accordance with GAAP and GAAS.
- Perform audit in accordance with Government Auditing Standards.
- Conduct Single Audit under Uniform Guidance.
- Audit SEFA and determine major programs.
- Perform compliance and internal control testing.
- Assist with Federal Audit Clearinghouse submission.

### **4. Audit Approach Expectations**

- Risk-based audit approach aligned with low-risk auditee designation.
- Efficient sampling methodologies.
- Use of data analytics and technology.
- Minimize disruption to NCAT staff.
- Leverage prior clean audit results.

### **5. Timeline**

- RFP Issued: May 22, 2026
- Questions Due: June 5, 2026
- Proposals Due: June 12, 2026
- Interviews: June 22–26, 2026
- Firm Selected: July 1, 2026
- Planning Meeting: August 2026
- Interim Fieldwork: November 2026
- Year-End Fieldwork: December 2026
- Draft Reports: January 22, 2027
- Final Reports: February 15, 2027

### **6. Pricing Requirements**

- Provide fee for Financial Statement Audit and Single Audit.
- Identify assumptions including number of major programs.
- Provide multi-year pricing.
- Clearly state any out-of-scope services.
- Provide fee for 990 preparation engagement.

### **7. Evaluation Criteria**

- Experience (25%)
- Team (20%)
- Approach (20%)

- Cost (20%)
- References (10%)
- Value-added services (5%)

## 8. Contact Information

- Jeff Amerman, CFO
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## Additional Background

The National Center for Appropriate Technology, Inc. (NCAT) was incorporated on October 12, 1976, under the Montana Nonprofit Corporation Act. NCAT promotes sustainable agriculture and clean energy practices to reduce poverty and help people and the environment thrive. NCAT is headquartered in Butte, Montana, and has an additional office in Fayetteville, Arkansas. The organization currently employs 62 people, including 32 in Montana, 7 in Arkansas, and the remainder working remotely from home offices in 16 other states.

NCAT is an established government contractor. Approximately 90% of its government funding comes from the U.S. Department of Agriculture, either through direct awards or through educational institutions and 501(c)(3) organizations. NCAT normally has 2 major audit programs per year.

NCAT has an experienced accounting team. The CFO, a CPA, has been with NCAT for more than 25 years, and other key staff members each have over 15 years of experience with the organization.

NCAT uses Unanet as its accounting system, and the current fiscal year is the first year the organization has used this platform.

NCAT has worked with Pinion (KCoE Isom) and its predecessor, Anderson Zurmuehlen & Co., as its audit firm for more than 30 years. NCAT has had no issues with its current auditor. This RFP is being issued to ensure the organization continues to receive the best value for its audit services. It is not a courtesy RFP; NCAT will evaluate all proposals to determine the best fit going forward.

Prior years financial reports and 990s can be found at:

<https://www.ncat.org/impact/annual-reports-and-financials/>

Please direct questions to: Jeff Amerman, CFO (406)494-8634 [jeffa@ncat.org](mailto:jeffa@ncat.org)