

**REQUEST FOR PROPOSALS FOR
2025 FINANCIAL STATEMENT AUDIT
AND TAX PREPERATION
VISIT KC**

- 1. Purpose.** This is a Request for Proposals for 2025 Financial Statement Audit and Tax Preparation issued for Visit KC (“VKC”) and Kansas City Regional Destination Development Foundation (“Foundation”). VKC and the Foundation are Missouri general not for profit corporations organized as a 501(c)(6) and 50(c)(3), respectively, for federal tax purposes. Vendor selected under this proposal would assist with the consolidated audit and tax preparation of both entities.

Background: VKC is a destination management organization dedicated to being the heart of the tourism industry in Kansas City.

Deadline. VKC will receive proposals until the Close of Business on Friday, October 10, 2025. Proposers shall email an electronic copy of their proposal (preferably PDF) to Dan Van Dyke(dvandyke@visitkc.com). VKC reserves the right to change or extend the deadline for any reason and VKC may accept late proposals when it is in the best interest of VKC.

Important Dates: Request For Proposal Issuance Date: Monday, September 22, 2025. Pre-bid Conference: Wednesday October 1, 2025. Submission Deadline: Friday October 10, 2025. Vendor Selection: Friday, October 17, 2025.

Pre-Bid Conference: A pre-bid conference will be held at 11:00 AM Central Standard Time on Wednesday, October 1st for any interested party. This is not a mandatory meeting. During this meeting, we will answer questions regarding our needs and our business. Here is a link to the meeting: [VKC Audit Pre-Bid Conference](#)

- 2. Request for Proposals.** The Request for Proposals for this contract contains the following:
- a. Exhibit A, containing the Scope of Work and Contents of Proposal for this Request for Proposal.
- 3. Proposal Submittals.**
- a. To be given consideration, your Proposal should include the following, completed in full:
 - (1) Your proposal;
 - (2) Other required documents
 - b. The Proposal may also contain any narrative, charts, tables, diagrams, or other materials in addition to those called for herein; to the extent such additions are useful for clarity or completeness of the Proposal. Attachments should clearly indicate on each page the paragraph in the Proposal to which they pertain.
- 4. Definition of Request for Proposal.** This Request for Proposals (RFP) is an invitation by VKC for Proposers to submit an offer, which may be subject to subsequent discussions and negotiations. It is not a request for a competitive bid. Submittal of a Proposal does not create any right in or expectation to a contract with VKC.

5. **Selection.** VKC will select what in its sole judgment it determines to be the Proposal that will be in the best interests of VKC.
6. **Late Proposals.** Proposals and modifications of proposals received after the exact hour and date specified for receipt will not be considered unless: (1) they are sent via the U.S. Postal Service, common carrier or contract carrier, by a delivery method that guarantees the proposal will be delivered to the prior to the submission deadline; or (2) if submitted by mail, common carrier or contract carrier it is determined by VKC that the late receipt was due solely to an error by the U.S Postal Service, common carrier or contract carrier; or (3) the proposal is timely delivered to VKC, but is at a different VKC location than that specified in this RFP; or (4) VKC extends the time after the deadline for a force majeure event that could potentially affect any or all Proposers meeting the deadline; or (5) it is in the best interest of VKC to accept the proposal.
7. **Change in RFP and Contract.** VKC reserves the right at any time to add to, delete, modify, or enlarge this RFP, including any specifications and/or statement of work, the proposed contract, the terms, and conditions and any subsequently executed contract.
8. **Discussions and Negotiations with Proposers.** Proposals may be evaluated, and award made with or without discussions and/or negotiations with Proposers. VKC also reserves the right to discuss and negotiate anything and everything with any Proposers at any time. VKC reserves the right to request additional information from any or all Proposers. Negotiations by VKC will not be deemed a counteroffer or a rejection of any original Proposal.
9. **Rejection of Proposals.** VKC reserves the right to reject all proposals.
10. **Best and Final Offers (BAFOs).** VKC reserves the right to request one or more best and final offers. This may include the submission of a new proposal.
11. **Disclosure of Proprietary Information.** A Proposer may restrict the disclosure of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Proposal by:
 - a. marking each page of each such document prominently in at least 16-point font with the words "Proprietary Information;"
 - b. printing each page of each such document on a different color paper than the paper on which the remainder of the Proposal is printed; and
 - c. segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words "Proprietary Information" in at least 16-point font, along with the name and address of the Proposer.

After either a contract is executed pursuant to the RFP, or all Proposals are rejected, if access to documents marked "Proprietary Information," as provided above, is requested under the Missouri Sunshine Law, VKC will notify the Proposer of the request, and it shall be the burden of the Proposer to establish that such documents are exempt from disclosure under the law. Notwithstanding the foregoing, in response to a formal request for information, VKC reserves the right to release any documents if VKC determines that such information is a public record pursuant to the Missouri Sunshine Law.

12. **Closed Records.** All Proposals and documents and meetings relating thereto may remain closed records or meetings under the Missouri Sunshine Act until a contract is executed or until all Proposals are rejected.

- 13. Withdrawal of Proposals.** Proposers may withdraw their Proposals prior to the date and time set for receipt of Proposals only with the written consent of VKC. Proposers will be bound by their Proposals for 120 days from the date set for receipt of Proposals. Proposals cannot be withdrawn within this 120-day period.
- 14. Waivers.** The VKC CEO or her delegate at any time may waive any requirements imposed by this solicitation or by any VKC regulation when failure to grant the waiver will result in an increased cost to VKC and the requirement waived would be waived for all Proposers for this solicitation and it is in the best interest of VKC to grant the waiver. VKC may at any time waive any requirements imposed in this solicitation when it finds failure to grant the waiver would be detrimental to preserving the public health, welfare, safety or essential operations of VKC; or the waiver is necessary in order to participate in a purchasing pool or cooperative or a contract derived from a purchasing pool or cooperative; or the good, supply, material, equipment or service is from a sole source; or failure to grant the waiver would result in an increased cost to VKC, the requirement is one that would be waived for any bidder or proposer responding to the solicitation, and it is in the best interest of VKC to grant the waiver; or it is otherwise in the best interests of VKC for any other reason as determined by the VKC. VKC reserves the right to waive any irregularities and/or formalities as deemed appropriate.
- 15. Proposal Costs.** All costs incurred by a Proposer in preparation of Proposer's submittal (including costs associated with interviews) will be borne by the Proposer. VKC is not responsible for any costs associated with this proposal submission.
- 16. Ownership of Proposals.** All proposals and supplementary material will become the property of VKC when submitted.
- 17. Disclaimer.** The information contained in this RFP, attachments hereto and any addenda that may be issued is provided to assist prospective Proposers in the preparation of proposals. VKC assumes no responsibility for the use of this information by Proposers and does not guarantee the accuracy of the information.
- 18. Evaluation Criteria.** Any evaluation criteria or weighting of criteria is used by VKC only as a tool to assist VKC in selecting the best proposal for VKC. VKC may change criteria and criteria weights at any time. Evaluation scores or ranks do not create any right in or expectation of a contract regardless of any score or ranking given to any Proposer.
- 19. Minority/Women Business Enterprise Program.** VKC of Kansas City, Missouri desires that Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) have a maximum opportunity to participate in the performance of VKC contracts. Although goals have not been set for this project because the amount of the contract will be less than \$300,000, VKC encourages the use of MBE/WBE whenever possible. VKC can provide a link to the City of Kansas City, Missouri's D/M/WBE Directory upon request.

20. Questions. All questions regarding this RFP must be submitted in writing. Questions received less than three (3) days prior to the Submittal Date may not be answered. Interpretations or clarifications considered necessary in response to such questions will be issued by Addenda to all Proposers. Oral or other interpretations or clarifications shall be without legal effect. Submit written questions to:

Dan Van Dyke
Vice President / Controller
Visit Kansas City (VKC)
1100 Walnut Street, Suite 3450 A
Kansas City, Missouri 64106
Phone: 816-691-3839
Email: dvandyke@visitkc.com

EXHIBIT A

Scopes of Work

The selected vendor will be responsible for the following related to the Financial Statement Audit:

☐ **Calendar of Work**

- February 2026 – PBC due to auditors
- March 2026 – Fieldwork of audit beginning of the month
- April 2026 - Audit completion mid-month. Tax return extensions filed. Presentation of Audit at Finance Committee meeting April 24, 2026
- July 2026 - 990's completed for July 24, 2026, Finance Committee
- November 2026 - 990's filed

☐ **Audit Planning and Risk Assessment**

- Gain an understanding of the entity's internal control environment.
- Identify risks of material misstatement, whether due to fraud or error.

☐ **Financial Statement Audit**

- Audit the Statement of Financial Position, Statement of Activities, Statement of Functional Expenses, and Statement of Cash Flows.
- Confirm revenue recognition policies, restricted vs. unrestricted funds.
- Test for proper classification and disclosures in accordance with U.S. GAAP.

☐ **Internal Controls**

- Evaluate the design and effectiveness of internal controls relevant to the preparation of financial statements.
- Report significant deficiencies or material weaknesses in internal control, if any.

☐ **Compliance Testing**

- Perform compliance procedures for federal, state, or local grant funding as required
- Test for compliance with laws, regulations, and grant agreements that may have a direct and material effect on the financial statements.

☐ **Reporting**

- Issue an Independent Auditor's Report on the financial statements.
- Provide a management letter with recommendations, if applicable.
- Present audit findings to the Finance Committee.

The selected vendor will be responsible for the following related to the Tax Preparation:

☐ **Review of Financial Records**

- Analyze trial balance and general ledger accounts.
- Reconcile contributions, grants, and other revenue sources.

☐ **Preparation of IRS Form 990 (or 990-EZ/990-PF)**

- Prepare Form 990 and all applicable schedules (e.g., Schedule A, B, G, O, etc.).
- Ensure proper disclosures of governance, compensation, fundraising, and related party transactions.

☐ **Unrelated Business Income Tax (UBIT)**

- Evaluate activities for potential UBIT exposure.

- Prepare and file IRS Form 990-T, if required.
- **Compliance Check**
 - Verify public support test requirements and compliance with nonprofit exemption rules.
 - Review for potential excess benefit transactions or private inurement risks.
- **Advisory and Review**
 - Provide a draft of the return for review and approval by management and/or the Board.
 - Respond to questions from management or the Board regarding return content.
 - E-file the return with IRS and applicable state authorities.

Contents of Proposal

Your proposal should include the following. You may add any additional information you deem necessary or helpful.

1. **Company Overview:** Provide an overview of your company, including experience in NPO audits and tax preparations.
2. **Approach:** Outline your approach to conducting the audit and tax preparation.
3. **Management Platform:** Provide the management platform your company uses to gather and organize PBC workpapers.
4. **Pricing:** Provide a detailed breakdown of all costs associated with the audit, tax preparation, and additional services for both VKC and the VKC Foundation. This should include payment terms and policy on out-of-scope work and additional charges.
5. **References / Examples:** Provide 3 references and/or examples of completed Not for Profit audits and tax preparation clients.
6. **Include a copy of your firm's most recent peer review report.**