

# REQUEST FOR PROPOSAL

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## ***Independent Audit, Employee Benefit Plan Audit, and Tax Compliance Services***

**Issued by:** Adrienne Arsht Center Trust, Inc.  
d/b/a Adrienne Arsht Center for the Performing Arts of Miami-Dade County

### **Key Dates**

<b>RFP Issue Date</b>	April 24, 2026
<b>Deadline for Questions</b>	May 20, 2026 at 1:00PM (ET)
<b>Proposal Due Date/Time</b>	May 22, 2026 at 4:00PM (ET)
<b>Public Notice</b>	This Solicitation is posted on the Trust's website in accordance with the Trust's procurement requirements, including posting at least fourteen (14) calendar days prior to the proposal due date.

### **Single Point of Contact**

<b>Aaron Feinberg</b> Vice President, Finance & Chief Financial Officer Adrienne Arsht Center Trust, Inc. afeinberg@arshtcenter.org
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## **1. Introduction**

The Adrienne Arsht Center Trust, Inc. (“Arsht Center” or “Organization”) invites qualified public accounting firms to submit proposals to provide independent audit, employee benefit plan audit, and tax compliance services for the following related entities:

- Adrienne Arsht Center Trust, Inc. (the “Trust”)
- The Children’s Trust contracts administered by the Trust (“Children’s Trust”)
- Adrienne Arsht Center Foundation, Inc. (the “Foundation”)

The Arsht Center is seeking a firm with demonstrated experience serving large, complex nonprofit organizations, preferably in the arts, cultural, or governmental-adjacent sectors, and with expertise in Government Auditing Standards, employee benefit plan audits, and nonprofit tax compliance.

## **2. Organizational Background**

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is one of the largest performing arts centers in the United States and serves as a cultural anchor for South Florida. The Organization operates through multiple related nonprofit entities with distinct governance, reporting, and compliance requirements.

The Trust administers certain Children’s Trust grant programs, which require a separate compliance audit. The Foundation is a supporting organization with its own financial statements, audit, and Form 990 filing.

## **3. Scope of Services**

### **A. Financial Statement Audits**

#### **1. Adrienne Arsht Center Trust, Inc.**

- Annual audit of financial statements prepared in accordance with U.S. GAAP
- Audit conducted in accordance with:
  - Generally Accepted Auditing Standards (GAAS)
  - Government Auditing Standards (Yellow Book), as applicable
- Required communications with the Audit Committee and Board of Directors
- Issuance of audited financial statements and management letter

#### **2. Adrienne Arsht Center Foundation, Inc.**

- Annual audit of financial statements prepared in accordance with U.S. GAAP
- Audit conducted in accordance with GAAS
- Presentation of findings to Foundation governance as requested

## **B. Children's Trust Compliance Audit**

Audit of expenditures and compliance related to The Children's Trust contracts, conducted in accordance with:

- Applicable Government Auditing Standards
- The Children's Trust contractual requirements
- Preparation of required compliance reports

## **C. Employee Benefit Plan Audit**

Annual audit of the Adrienne Arsht Center Trust, Inc. 401(k) Plan, conducted in accordance with:

- ERISA requirements
- Department of Labor regulations
- Issuance of audited plan financial statements and Form 5500 support

## **D. Tax Compliance Services**

Preparation of IRS Form 990 for:

- Adrienne Arsht Center Trust, Inc.
- Adrienne Arsht Center Foundation, Inc.
- Assistance with governance disclosures and required schedules
- Review with management prior to filing

## **4. Proposed Term**

The Arsht Center anticipates selecting a firm for an initial three-year engagement, subject to annual review and approval by the Audit Committee and Boards.

## **5. Proposal Requirements**

Firms should include the following in their proposals:

### **A. Firm Qualifications**

- Overview of firm and local office
- Experience with:
  - Large nonprofit organizations
  - Government Auditing Standards
  - Employee benefit plan audits
  - Nonprofit tax compliance
- Independence statement

## **B. Engagement Team**

- Identification of engagement partner, manager, and key staff
- Relevant experience of proposed team members
- Expected continuity of personnel

## **C. Audit Approach**

- Description of audit methodology
- Use of technology and data analytics
- Coordination across multiple related entities
- Approach to audit committee communications
- Projected hours required to complete each listed project

## **D. Timeline**

- Proposed audit and reporting timeline
- Expected delivery dates for draft and final reports
- Coordination with board and committee meetings

## **E. Fees**

Clearly itemize fees for each component below, and identify any potential additional or optional fees and fee structure for out-of-scope services:

- Trust financial statement audit
- Foundation financial statement audit
- Children's Trust compliance audit
- 401(k) plan audit
- Form 990 preparation (Trust and Foundation)

## **F. References**

At least three nonprofit clients of similar size and complexity.

## **G. Mission**

Plan to support the mission of the Arsht Center.

## 6. Evaluation Criteria

Proposals will be evaluated by a Selection Committee appointed by the Arsht Center. The Selection Committee will review, score, and rank proposals in accordance with the criteria stated herein. The Trust may enter into negotiations with the top-ranked proposer(s) and intends to award to the proposer that provides the best value to the Organization, considering both qualitative factors and cost. Evaluation will be based on the following criteria:

- Relevant nonprofit and governmental audit experience
- Engagement team qualifications, experience, and continuity
- Fee structure, transparency, and overall value
- Audit approach, use of technology, and coordination across related entities
- Commitment to supporting the Arsht Center's mission

The Arsht Center reserves the right to request interviews, seek clarifications, or request best and final offers as part of the evaluation process.

## 7. Submission Instructions

- Proposals should be submitted electronically in PDF format.
- Proposals must be received by the due date/time at the submission location identified in this RFP. Submissions received after the deadline are late and will not be accepted.
- Submission deadline: May 22, 2026.

## 8. Cone of Silence/Communications

From the time this Solicitation is officially published by the Trust until a recommendation for award is publicly announced by the President or designee, vendors, Board members, committee members, employees, and Selection Committee members shall not communicate regarding this Solicitation except as permitted below. Communications are permitted only (i) among Selection Committee members during meetings formally convened as part of the competitive process, and (ii) with individuals specifically designated by the Trust to administer the Solicitation process. All vendor questions must be directed only to the single point of contact listed in this RFP.

All inquiries, requests for clarification, and communications concerning this RFP must be directed solely to:

**Aaron Feinberg**

Vice President, Finance & Chief Financial Officer

Adrienne Arsht Center Trust, Inc.

[afeinberg@arshtcenter.org](mailto:afeinberg@arshtcenter.org)

## **9. Reservation of Rights**

The Arsht Center reserves the right to:

- Reject any or all proposals
- Request additional information, clarifications, interviews, or best and final offers
- Modify the scope of services prior to final selection
- Waive minor informalities or irregularities when determined to be in the Trust's best interest
- Cancel this solicitation and/or reissue a revised solicitation