



**Request for Proposal:
Audit of Financial Statements**

Responses Due:
February 28, 2025, by 1:59 pm CST

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Statement of Need

The Ending Community Homelessness Coalition (ECHO) is soliciting responses from qualified persons and/or organizations with demonstrated financial auditing experience to ensure transparency and accuracy in our financial reporting processes.

About ECHO

ECHO is a 501(c)(3) nonprofit organization that serves as the Austin/Travis County Continuum of Care (CoC) Lead Agency, CoC Collaborative Applicant, Coordinated Entry System Manager, and local Homeless Management Information System (HMIS) database administrator. ECHO is tasked with planning and coordinating community-wide strategies to end homelessness in the Austin/Travis County region. We work in collaboration with people with lived experience of homelessness, community nonprofits, and government agencies to coordinate services and housing resources for the people who are experiencing homelessness in our community. We use research and evidence-based practices to advocate for the resources to bring the local Homelessness Response System (HRS) to scale and meet our community's goal of ending homelessness.

Request for Qualification Details

Submission Guidelines

Deadline: All proposals must be submitted by 11:59 PM CST on February 28, 2025, to carrievanbalen@austinecho.org.

Format: Submission must be submitted in Microsoft Word or PDF format and should not be longer than 10 pages.

Submission Criteria: Respondents should include the following:

1. A cover letter, providing the name, mailing address, telephone number
2. An email address with the point of contact for your organization/company.
3. The cover letter should clearly state that the proposal is in response to this Request for Proposal.
4. Comprehensive outline of qualifications demonstrating auditing background, proficiency in such, and you or your organization's core values.
5. A proposed timeline outlining a typical start and completion of an audit.
6. A detailed cost proposal encompassing all relevant fees and expenses.
7. Any additional expertise that will inform this work.
8. At least three references, including names and contact information, who can describe the capacity and experience of the applicant/organization related to projects of similar scope.

Only one proposal will be accepted from any one organization or consultant. The prospective contractor shall wholly absorb all costs incurred in the preparation and presentation of the submitted proposal. Any material submitted by the prospective contractor that is to be considered confidential must be clearly marked as such.

Selection Process

All proposals will be reviewed and evaluated by a selection committee. Additionally, ECHO will contact and conduct interviews with top candidates.

Inquiries and Point of Contact

ECHO is serving as the point of contact for inquiries related to this RFP. All questions/inquiries may be directed to Carrie Van Balen at carrievanbalen@austinecho.org.

Evaluation Timeline

The selection phase is expected to be launched on March 1, 2025, and completed by March 15, 2025.

Process Steps and Timeline

RFP Issued	Timeline
Applications Due	February 28, 2025
Notification to Top Candidates and Interviews Scheduled	March 1, 2025
Expected Selection of Evaluator Completed:	March 15, 2025

Please note that these dates are subject to change and are provided for reference purposes.

Diversity, Equity, Inclusion & Belonging Statement:

The Ending Community Homelessness Coalition (ECHO) values diversity, equity, and inclusion in every aspect of our work, including our internal operations and external activities to support our mission. We are committed to cultivating a culture of respect for the dignity and value of each individual and family accessing the Homelessness Response System. These values are essential to our mission: to lead and align a coalition to administer an effective homelessness response system centered on racial equity, informed by the needs and expertise of people experiencing homelessness, and accountable to systemically marginalized communities. We welcome all. ECHO does not discriminate against any applicants because of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, physical or mental disability, or age. Women, minorities, veterans, people with lived experience of homelessness, and other diverse populations are encouraged to apply.