REQUEST FOR PROPOSALS

Financial Statement Audit Services

Kalpana Seaview Estates Community Association (KSECA)

Issued:	Sep 1, 2026
Proposals Due:	12 pm, Sep 30, 2026
Submit To:	KSECA Board of Directors | 12-7017 Kalihikai Street, Box 4537, Pahoa, HI 96778 or board@kseca.org

1. Association Overview

Kalpana Seaview Estates Community Association (KSECA) is a planned community association located in Pahoa, Hawaii (Big Island), governed by its Declaration, Bylaws, and Hawaii Revised Statutes Chapter 421J. The Association is member-funded and is seeking cost-effective proposals from qualified professionals.

2. Purpose & Background

KSECA's Bylaws require that the Association's income, expenses, and assets be reviewed every two years by a Certified Public Accountant or qualified accountant, for the purpose of providing independent oversight and financial transparency to all members. The Association's last completed audit covered the continuous period January 1, 2015 through December 31, 2018.

This RFP seeks proposals to audit the period beginning January 1, 2019 through December 31, 2024 — six continuous years representing three biennial cycles — with an optional addendum for the fiscal year ended December 31, 2026. The Board may authorize the full six-year engagement or elect to begin with an initial two-year phase, depending on proposals received, and reserves the right to award incrementally.

The Association's financial records for the period under review require careful and thorough examination. The Board expects the selected firm to apply appropriate professional skepticism and to bring any irregularities, discrepancies, or areas of concern to the Board's attention promptly and in writing.

3. Scope of Work

The audit will cover the following period on a continuous basis, consistent with the prior audit report:

- Phase 1 (required minimum): January 1, 2019 – December 31, 2020
- Phase 2: January 1, 2021 – December 31, 2022
- Phase 3: January 1, 2023 – December 31, 2024
- Optional Addendum: January 1, 2026 – December 31, 2026 (separate engagement letter)

For each period the audit will include: balance sheets, statements of revenues and expenses, changes in fund balance, cash flows, and related notes to the financial statements, conducted in accordance with Generally Accepted Auditing Standards (GAAS). Phase 1 work must be completed and reports delivered no later than December 31, 2026.

4. Pricing — Required Format

Proposers must provide fixed or not-to-exceed fees structured as follows. The Board intends to use this pricing to evaluate per-year cost and potential bulk engagement savings:

Engagement Scope	Total Fee	Est. Per Year	Est. Completion Date
2-Year: Phase 1 only (Jan 1, 2019 – Dec 31, 2020)	$________	$________	
4-Year: Phases 1 & 2 (Jan 1, 2019 – Dec 31, 2022)	$________	$________	
6-Year: Phases 1–3 (Jan 1, 2019 – Dec 31, 2024)	$________	$________	
8-Year: Phases 1–3 + 2026 Addendum (full scope)	$________	$________	

Proposers must quote at minimum the 2-year and 6-year tiers. The 8-year tier is optional. Proposers are encouraged to note any assumptions affecting pricing, including condition of records or required reconstruction work.

5. Qualifications Required

- Active CPA or PA license in good standing in any U.S. state
- Experience auditing homeowner associations, planned community associations, or similar non-profit organizations
- Audit conducted in accordance with GAAS
- Named engagement partner available for Board questions throughout the engagement
- Most recent peer review report included with proposal

6. Proposal Requirements

- Firm name, address, contact person, phone, and email
- Statement of qualifications and relevant HOA or community association audit experience
- Description of audit approach, methodology, and deliverables
- Completed pricing table (Section 4 format)
- Proposed timeline with milestones confirming Phase 1 completion within 2026
- Names and credentials of all personnel assigned to the engagement
- Three references from comparable HOA or non-profit audits completed within the past five years
- Most recent peer review report

8. Conditions

KSECA reserves the right to accept or reject any proposal, waive informalities, award by phase, request clarification, or select the proposal deemed most advantageous to its members. Award is subject to Board approval.

KSECA is an equal opportunity purchaser of professional services.