

**KENTUCKY OFFICE FOR REFUGEES**  
501 E Broadway, Suite 280  
Louisville, KY 40202

## **REQUEST FOR QUOTE**

**DATE OF THIS REQUEST:** March 11, 2026

**DESCRIPTION:** Accounting firm to administer AR-C 90 (SSARS) financial reviews for select Federal grant subrecipients

**QUOTE DEADLINE:** April 10, 2026, 12:00 PM

---

Quotes from interested firms or candidates must be submitted via Grant Interface:

<https://www.grantinterface.com/Home/Logon?urlkey=kor>

A Grant Interface user guide for contractors may be accessed here: <http://bit.ly/4mvkBKa>

Quotes should be submitted via the “FY26 Financial Reviewer Quotes” application. Applicants will be required to upload the following items as part of their quote:

- Detailed cost proposal
- Sample timeline of the auditor or firm’s engagement procedure
- Proposed timeline to complete the scope of work in this Request
- Redacted copy of a final financial report completed by the candidate or firm in the past 12 months

Templates will not be provided for the items above.

Inquiries concerning technical matters in this scope of work shall be made in writing and emailed to:

Travis White  
Assistant Director  
Kentucky Office for Refugees  
[twhite@archlou.org](mailto:twhite@archlou.org)



Welcome  
Empower  
Strengthen



## **Kentucky Office for Refugees**

Kentucky Office for Refugees [KOR] is a department of Catholic Charities of Louisville, a pass-through entity, and the Office of Refugee Resettlement's Replacement Designee for Kentucky. Kentucky Office for Refugees administers the Refugee Resettlement Program by serving as the recipient of federal funding, awarding grants and contracts to organizations that serve eligible refugees, and administering the provision of assistance and services to refugees in Kentucky. You can learn more about KOR here:

<https://www.kentuckyrefugees.org/about-kor/>

## **Kentucky's Resettlement Network**

As of fiscal year 2025, the network of providers funded by KOR consists of over 30 grantees and approximately 10 contractors. Subrecipients include local and regional nonprofit organizations, public school districts, community and technical colleges, healthcare providers, and small businesses. Collectively, these organizations resettled 15,000 and served over 25,000 refugees in Kentucky in federal fiscal year 2024. You can learn more about our provider network and programs here: <https://www.kentuckyrefugees.org/grant-programs/>

## **Need for Financial Review & Authority**

Among the 30 subrecipients that KOR funds are several organizations that do not meet the Single Audit threshold and do not obtain an annual independent financial audit. Audit reports are a key source of information in KOR's risk assessment and compliance procedures. Under [2 CFR 200.425\(c\)](#), KOR has the authority to employ a third party to monitor subrecipients exempt from a Single Audit. Such monitoring must be conducted in accordance with GAAP and be limited in scope to one or more of: activities allowed or unallowed; allowable costs/cost principles; eligibility; and reporting. The Standard Terms & Conditions issued with each KOR award reference this authority and stipulate that by accepting an award, the subrecipient agrees to cooperate with any firm employed by KOR to conduct such monitoring.

## **Scope of Work**

The final scope of work will be negotiated at the time of selection. Qualified candidates must be able to do the following:

### **A. Facilitate a Planning Conference with KOR**

- a. Discuss staffing, approach, timeline, expectations for the contents of final reports, and other concerns of either party.
- b. Finalize the scope of work

### **B. Conduct Financial Review Engagements with Select Subrecipients**

- a. Conduct financial reviews that conform to AR-C 90 (SSARS) with approximately eight subrecipient organizations located in Bowling Green, Lexington, Louisville, and Owensboro, KY
- b. Assess subrecipient financial statements against Generally Accepted Accounting Principles as issued by the Financial Accounting Standards Board.
- c. Ensure all aspects of the financial review are conducted by qualified and competent staff.
- d. Produce final reports for each subrecipient and distribute copies to respective subrecipients and KOR.

### **C. Facilitate an Exit Conference with KOR**

- a. After the completion of all work described in part B of this Scope of Work, provide an oral summary of observations, concerns, and recommendations to facilitate KOR's administration of

the Refugee Resettlement Program and oversight of subrecipients.

- b. Preliminary discussion of contract renewal (see part E of this Scope of Work)

#### **D. Communication**

- a. For the duration of part B of this Scope of Work, the selected candidate or firm shall submit to KOR, in writing, a monthly report identifying the status of each engagement. The form and contents of the report will be established during the Planning Conference described in part A.

#### **E. Duration**

- a. The duration of the initial contract shall be determined at the planning conference, not to exceed one year. The selected candidate or firm and Kentucky Office for Refugees will have the mutual option to renew the contract proceeding from this Request up to two times, for successive durations of up to one year each, to correspond to the balance of Federal fiscal year 2027 and the entirety of Federal fiscal year 2028.

#### **Selection Criteria**

This Request for Quotes will follow simplified acquisition procedures. Therefore, weighted scoring criteria will not be published, and firms will not receive a written justification if their quote is not selected. Kentucky Office for Refugees will select the quote that represents the best combination of value, quality of services, and the shortest time to completion.