



7403 N. Kelley Ave., Oklahoma City, OK 73111

April 1, 2026

To whom it may concern:

Oklahoma Educational Television Authority (“Authority”) is accepting proposals from independent certified public accounting firms to provide audit (and tax) services for our organization in the future. We invite your firm to submit a proposal to us by April 30, 2026 for consideration. A description of our organization, the services needed, and other pertinent information follows:

I. Entity Background & Scope

The Oklahoma Educational Television Authority (**Authority**) and the Friends of OETA, Inc. (**Friends**) collectively referred to as the **Organization**, are seeking proposals for audit and tax services.

- **Audit Year:** The primary focus is the fiscal year ending **June 30, 2026**.
- **Contract Term:** The Organization seeks a partner for the 2026 fiscal year with the option to renew for four subsequent years.
- **Key Deliverables:** Audit of basic financial statements for the Authority and Friends.
 - Completion of Required Supplementary Information (RSI), including MD&A and Pension Information.
 - Completion of a “discretely presented component unit” audit for Friends.
 - CPB Annual Financial Report examination procedures.
 - Preparation and filing of IRS Form 990 for Friends of OETA.

II. Streamlined Response Requirements

To simplify your submission, please provide the following:

1. **Firm Experience:** Detail your experience with governmental agencies and non-profit organizations of comparable size.
2. **Audit Approach:** Describe your methodology, including the use of technology and communication with management.
3. **Staffing:** Identify the partner and manager assigned to the engagement and provide brief biographies.
 - Note: Please include a statement regarding your firm's staff turnover and commitment to continuity.
4. **Transition Plan:** Briefly outline how you will ensure a smooth transition from the predecessor firm, including the handling of start-up costs.
5. **Quality Control:** Provide a copy of your most recent peer review report.
6. **Proposed Fees:** A fixed-fee proposal for the **2026 Audit**.
 - A fixed-fee proposal for the **IRS Form 990** preparation.
 - Standard hourly billing rates for out-of-scope professional services.

III. Submission Instructions

Proposals must be submitted by **April 30, 2026**.

- **Electronic Submission:** One (1) electronic copy sent via email is preferred.
- **Physical Submission:** If you submit by mail, please provide three (3) copies.
- **Contact Point:** All inquiries and submissions should be directed to:
Shawn Black, Executive Director 7403 N. Kelley Ave. Oklahoma City, OK 73111 405-848-8501

IV. Evaluation Criteria

OETA will evaluate proposals based on the firm's technical expertise, the results of the peer review, staff experience, and the overall ability to meet financial reporting deadlines. The Organization reserves the right to negotiate with any qualifying firm.