



## Request for proposal for Independent Audit Services

### Community in Action

Request for proposal for single audit services  
for the period, **RFP # 7.2021**

7-01-2020 to 6-30-2021

Inquiries and proposals should be directed to:

**Barb Higinbotham**  
**Executive Director**  
**Community in Action**  
**Address: 915 SW 3<sup>rd</sup> Ave**  
**Ontario, OR 97914**  
**Phone: 541-889-1060 Ext 101**  
**E-mail: [barb@cina.team](mailto:barb@cina.team)**

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# General Information

## A. Purpose

This request for proposal (RFP) is to contract for a financial and compliance audit for the year ending (June 30, 2021) (as well as any additional services that will benefit our organization). The proposal includes options for four additional years.

## B. Who may respond

Only licensed certified public accountants may respond to this RFP.

## C. Bidder's conference

There is no bidders conference scheduled.

## D. Instructions on proposal submission

1. Closing submission date: Proposals must be submitted no later than 4:30 p.m. on 8-15-2021.
2. Inquiries: Inquiries concerning this RFP should be directed to Barb Higinbotham at 541-889-1060 Ext 101. Offerors may direct questions via email at barb@cina.team, or a phone or in-person meeting. All e-mail inquiries must be labeled "Request for Proposal for Audit RFP" in the heading line.
3. Conditions of proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Community in Action.
4. Instructions to prospective contractors:

Your proposal should be addressed as follows:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Entity: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for proposal for Audit Services  
 4:30 p.m. by August 15, 2021  
 Sealed proposal  
 For audit services

5. Electronic or hard copy submissions: Proposals can be submitted electronically to the following email address: [barb@cina.team](mailto:barb@cina.team) by the closing submission date noted above.

Proposals may also be submitted by hard copy to the following mailing address: Community in Action 915 SW 3<sup>rd</sup> Ave, Ontario, OR 97914 by the closing submission date noted above. Three (3) copies of the proposal must be submitted.

It is the responsibility of the Offeror to ensure that the proposal is received by Community in Action by the date and time specified above.

Late proposals will not be considered.

6. Right to reject: Community in Action reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.
7. Small and/or minority-owned businesses: Efforts will be made by Community in Action to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).
8. Presentations: At the discretion of Community in Action, Offerors submitting proposals may be requested to make oral presentations as part of the evaluation process. Presentations may be delivered in person or via teleconference. Reasonable advance notice will be provided to selected Offerors. Not all Offerors submitting a proposal will be asked to participate in oral presentations.
9. Notification of award:
  - a. It is expected that a decision about selection of the successful audit firm will be made within one (1) weeks of the closing date for the receipt of proposals.
  - b. Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful audit firm.

#### E. Description of entity and records to be audited

Community in Action is a nonprofit organization that serves two (2) counties in Oregon. Community in Action is a private, nonprofit corporation and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a nine (9) member volunteer board of directors. There is one administrative office located at 915 SW 3<sup>rd</sup> Ave in Ontario, OR and the Fiscal office is located at 1901 Adams Ave, La Grande, OR 97850.

Community in Action manages multiple grants from the Oregon Housing and Community Services, the federal government, private foundations, and a small amount of community donations. Community in Action has three (3) bank accounts including 1 main checking account with Umpqua Bank and two smaller accounts. CinA's annual audit from last year indicates that there was approximately \$3.1M in restricted and non-restricted revenue in the previously audited program year. CinA processes payroll twice monthly with approximately 18 staff with approximately \$25,000 per payroll period. In 2020 approximately 1150 AP checks were processed. CinA utilizes a contract for fiscal services with Eastern Oregon Workforce Board that is located in La Grande, OR. The fiscal system is automated and many of the files may be transferred electronically, if needed.

#### F. Options

At the discretion of Community in Action, this audit contract can be extended for four additional one-year periods. The cost for the option periods will be agreed on by Community in Action and the Offeror.

## Specification schedule

### A. Scope of a financial and compliance audit

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Offeror," to perform a financial and compliance audit of Community in Action.

In addition to our financial and compliance audit, Community in Action is also requesting additional services to support our organization. These services include preparation of complete tax documents, filing of tax documents, extension of tax filing deadline (if applicable), CT12 preparation, and the Federal Audit Clearinghouse process completed.

### B. Description of programs/contracts/grants

Programs/Contracts to be audited include grants originating from Oregon Housing & Community Services including but not limited to CSBG, CSBG CARES, CSBG Disc, ESG, SHAP, EHA, EHA Vet, SSVF, ERA, HTBA, Winter Shelter, USDA, SHAP, CDBG, OOCW1/OOCW2, EASCR, EORAP, DOE Wx, LIHEAP Wx, LIHEAP EA and others. In addition, CinA managed contracts through the Department of Human Services that include DHS/RHY and SPRF. As complimentary programs to DOE Wx and LIHEAP Wx, CinA manages grants from USDA and CDBG funds.

Major federal programs that may be selected for audit include LIHEAP with approximately \$1.3 in expenditures, LIHEAP Wx with approximately \$1M in expenditures, CSBG with approximately \$296,000 in expenditures, and ESG with approximately \$43,000 in expenditures. There are other federal programs will smaller expenditure amounts. In addition, CinA manages funds through CDBG, which are federal funds that would be considered major programs.

CinA manages a small amount of foundation funds and a very nominal amount of community donations.

### C. Performance

Community in Action's records should be audited through June 30, 2021.

The Offeror is required to prepare audit reports in accordance with *Government Auditing Standards* and Uniform Guidance issued including 2 CFR 200.

### D. Delivery schedule

The Offeror is to transmit one copy of the draft audit report to Community in Action's Executive Director. The draft audit report is due on *October 15, 2021*.

The Offeror shall deliver 20 final audit reports to Community in Action's Board of Directors no later than November 1, 2021.

Reports may be submitted earlier than the schedule above. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports that do not conform to all of the provisions of this contract, Community in Action may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances, the contracting agent may extend this schedule upon written request of the Offeror with sufficient justification.

#### E. Pricing

The Offeror's proposed price for services should include a not-to-exceed total fee and a fee per service including audit services, tax services and additional services as requested. Any out-of-pocket expenses should also be indicated.

#### F. Payment

Payment will be made when Community in Action has determined that the total work effort has been satisfactorily completed. Should Community in Action reject a report, Community in Action's authorized representative will notify the Offeror in writing of such rejection, giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for 90 days after the Offeror submits the final invoice for payment.

Progress payments will be allowed to the extent that Community in Action can determine satisfactory progress is being made.

Upon delivery of the 20 copies of the final reports to Community in Action and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the audit.

#### G. Audit review

All audit reports prepared under this contract will be reviewed by Community in Action and its funding sources to ensure compliance with the General Accounting Office's (GAO) *Government Auditing Standards* and other appropriate audit guides.

#### H. Exit conference

An exit conference with Community in Action's representatives and the Offeror's representatives will be held at the conclusion of the fieldwork. Observations and recommendations must be summarized in writing and discussed with Community in Action. It should include internal control and program compliance observations and recommendations.

#### I. Workpapers

1. Upon request, the Offeror will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.

2. The workpapers will be retained for at least three years from the end of the audit period.
3. The workpapers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the GAO and Community in Action.

#### J. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to Community in Action, the Offeror agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to those employees on the Offeror's staff who must have the information on a "need to know" basis.

The Offeror agrees to immediately notify, in writing, Community in Action's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

#### K. AICPA professional standards

The AICPA Professional Standards state:

Ethics Interpretation 501-3 – Failure to follow standards and/or procedures or other requirements in governmental audits.

Engagements for audits of government grants, government units or other recipients of government monies typically require that such audits be in compliance with government auditing standards, guides procedures, statutes, rules and regulations, in addition to generally accepted auditing standards. If a member has accepted such an engagement, and undertakes an obligation to follow specified government auditing standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, he is obligated to follow such requirements.

Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report the fact that such requirements were not followed and the reasons therefor.



## Technical qualifications

The Offeror, in its proposal, shall, as a minimum, include the following:

### A. Understanding our needs

The Offeror should describe the current challenges and opportunities specific to our organization. Describe how your firm is best suited to assist our organization in facing those challenges and opportunities moving forward.

### B. Understanding the scope of work

The Offeror should clearly describe the scope of work to be performed in alignment with this RFP.

### C. Understanding our industry

The Offeror should describe its understanding of our industry by providing specific industry knowledge and expertise as well as prior auditing experience.

1. Prior experience working with nonprofit organizations
2. Prior experience auditing grant funded organizations
3. Prior experience auditing organizations similar to Community in Action
4. Prior experience providing additional services to organizations similar to Community in Action

### D. Engagement team

The Offeror should briefly describe the qualifications of staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual audit team members. Audit team bios should include education, position in firm, years with the firm, industry-specific experience, and training on the recent Uniform Guidance.

### E. Organization, size, and structure

The Offeror should describe its organization, size (in relation to audits to be performed), and structure.

Description should include:

1. Size of the Offeror, including number of employees and physical site locations.
2. Explanation of independence.
3. Any conflicts of interest that exist.
4. Results of peer review.
5. Explanation if the Offer is a small business, minority business, women's business enterprise, or labor surplus firm.

## F. Audit approach to the engagement

The Offeror should describe its approach of the work to be performed.

## G. Certifications

The Offeror must sign and include, as an attachment to its proposal, the certifications enclosed with this RFP. The publications listed in the certifications will not be provided to potential Offerors by Community in Action because Community in Action desires to contract only with an Offeror who is already familiar with these publications.

## Proposal evaluation

### A. Submission of proposals

If submitted by hard copy, all proposals shall include 3 copies of the Offeror's technical qualifications, 3 copies of the pricing information and 1 copies of the signed certifications. These documents will become part of the contract.

CinA will accept electronic submissions that will include one electronic file that is printable and one original signed document via mail or courier to be received by the due date listed on the RFP. The electronic submission must be present in the inbox of [barb@cina.team](mailto:barb@cina.team) by the due date listed on the RFP.

### B. Nonresponsive proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received in a timely manner in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the *Government Auditing Standards* of the U.S. Comptroller General.

### C. Proposal evaluation

Evaluation of each proposal will be scored on the following six factors.

- |   | Point range |
|---|-------------|
| 1. Understanding our industry   | 0 - 10      |
| a. Understanding our current challenges and opportunities   |             |
| b. Firms approach to addressing our challenges  |             |
| 2. Understanding our industry   | 0 – 30      |
| a. Prior experience <i>working with nonprofit organizations</i>   |             |
| b. Prior experience auditing grant funded organizations   |             |
| c. Prior experience auditing organizations similar to Community in Action                                       |             |
| d. Prior experience providing additional services to organizations similar to Community in Action               |             |
| 3. Organization, size, and structure of Offeror's firm<br>(consider size in relation to audits to be performed) | 0 - 5       |
| a. Adequate size of the firm  |             |
| b. Minority business/small business/women's business enterprise/labor surplus firm                              |             |

4. Qualifications of staff to be assigned to the audits to be performed. This will be determined from résumés submitted. Include education, position in firm, and years and types of experience.	0 – 20
a. Prior experience of the individual audit team members	
b. Overall supervision to be exercised	
5. Offeror’s audit approach to the engagement	0 – 15
a. Adequate coverage	
b. Realistic engagement timetable	
6. Price	0 – 20
Maximum points	100

#### D. Review process

In compliance with Uniform Guidance 2 CFR Part 200.319 – Competition, Community in Action has conducted this procurement in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

The Community in Action may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors’ proposals.

However, Community in Action reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Offeror can propose.

Community in Action contemplates award of the contract to the responsible Offeror with the highest total points.

## Certifications

On behalf of the Offeror:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
2. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
6. The individual signing certifies that the Offeror is a properly licensed certified public accountant or a public accountant licensed on or before (*date of licensing*).
7. The individual signing certifies that the Offeror meets the independence standards of the *Government Auditing Standards*.
8. The individual signing certifies that he/she is aware of and will comply with the GAO's continuing education requirement of 80 hours of continuing education every two years and that 24 hours of the 80 hours of education will be in subjects directly related to the government environment and to government auditing for individuals.
9. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
10. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits:
  - a. *Government Auditing Standards* (Yellow Book)
  - b. *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* ("Uniform Guidance")
  - c. *Audits of Not-for-Profit Entities* (AICPA Audit Guide)
  - d. *Audits of State and Local Governments* (AICPA Audit Guide)

Note: The RFP should also list any regulations, publications, or audit guides that are relevant to specific programs to be audited. For example, if a Department of Energy weatherization program is to be audited, the Offeror should be familiar with 10 CFR Part 600, DOE's administrative requirements, and 10 CFR Part 400, DOE's weatherization program requirements.

11. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.

12. The individual signing certifies that the Offeror, and any individuals to be assigned to the audit, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state, or local government. (If the Offeror or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Offeror's Firm Name)

\_\_\_\_\_  
(Signature of Offeror's Representative)

\_\_\_\_\_  
(Printed Name and Title of Individual Signing)

## Appendix

### A. Sample Proposal Evaluation

Using the attached form, board/audit committee members who are part of the proposal evaluation process should score proposals individually. Evaluation of each proposal will be scored on the below six factors. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states: “The non-Federal entity must conduct procurements in a manner that **prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals**, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.”

Total points will be calculated from each board/audit committee member, providing a total point value for each responding Offeror. The Offeror, meeting all of the outlined criteria, that also accumulates the highest total point value will be awarded the contract.

Proposal Evaluation		
	Point Range	Points Earned
<b>Understanding Our Needs</b> Understanding our current challenges and opportunities Firms approach to addressing our challenges	<b>0 - 10</b>	
<b>Understanding Our Industry</b> Prior experience working with nonprofit organizations Prior experience auditing <i>grant funded organizations</i> Prior experience auditing organization similar to <i>Community in Action</i> Prior experience providing additional services to organizations similar to <i>Community in Action</i>	<b>0 - 30</b>	
<b>Organization, size, and structure of Offeror's firm</b> Adequate size of the firm Minority-owned/small business/women's business enterprise	<b>0 - 5</b>	
<b>Qualifications of staff to be assigned to the audits to be performed</b> Prior experience of the individual audit team members Overall supervision to be exercised	<b>0 - 20</b>	
<b>Offeror's audit approach to the engagement</b> Adequate coverage Realistic time estimates of each audit step	<b>0 - 15</b>	
<b>Price</b>	<b>0 - 20</b>	
<b>Total Points</b>	<b>0 - 100</b>	