



REQUEST FOR PROPOSAL (RFP): AUDITOR SERVICES

The California Partnership to End Domestic Violence (Partnership) invites you to submit a proposal for an auditing firm to provide auditing services in July of 2019 for the 2018-19 fiscal year. At this time, we anticipate a 12-month engagement (dependent on performance) with option to renew.

Additional information about our organization, project & scope of services are provided in subsequent pages.

Questions Regarding RFP

Inquiries concerning this RFP should be submitted to christina@cpedv.org using the subject line: "Auditor RFP Inquiry" by 3:00pm on 04/05/2019. Answers will be posted to www.cpedv.org/procurement by 3:00pm on 04/10/2019.

Submission of Proposals

Documents must be submitted in PDF format via e-mail to christina@cpedv.org by 5:00pm on 04/19/2019.

Top candidates will be contacted to schedule interviews in late April. We expect to award a contract by mid-May for a July 1st start date. All candidates will be informed of a decision by May 31, 2019.

Note

All costs related to the submission of this RFP must be assumed by the submitting contractor/firm. No expenses will be reimbursed.

SECTION I. Organizational Overview

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 survivors, advocates, organizations & allied groups. With offices in Sacramento, the Partnership's diverse membership spans the entire state. Through our public policy, communications & capacity-building efforts, we align prevention & intervention strategies to advance social change.

The Partnership believes that by sharing expertise, advocates & policy-makers can end domestic violence. Working at the state & national levels for nearly 40 years, the Partnership has a long track record of successfully passing over 200 pieces of legislation addressing domestic violence. Every day we inspire, inform & connect all those concerned with this issue, because together we're stronger.

SECTION II. Scope of Work

A. Project Description

The Partnership is seeking the services of a seasoned auditing firm as part of the Partnership's periodic review of contracted services. Annual revenues for the organization are between \$1,000,000 and \$1,600,000 each year and services will include an annual financial statement audit to be completed in compliance with the below filing requirements as well as meetings with audit committee and or board of directors, as necessary.

B. Deliverables

The audit will be conducted in conformity with generally accepted auditing standards; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendment of 1996; and the provisions of Office Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations."

Specific deliverables include:

- An evaluation of internal controls to the extent necessary to evaluate the system as required by the generally accepted auditing standards. The audit will include such tests of the accounts and transactions to express an opinion on the fairness of the presentation of the financial statements in conformity with generally accepted accounting principles.

- Preparation of the federal and state information returns (Federal Form 990 and California Forms 199 and Form RRF-1).
- At the conclusion of the fiscal year’s examination, but not later than 120 days after the close of the fiscal year, 20 copies of the financial audit report must be presented to the Partnership Audit Committee.
- In addition, 20 copies of a report on internal accounting control also known as the management letter, based solely on the study and evaluation made during the audit of the financial statements will be required the same day the financial audit report is presented to the Partnership Audit Committee.
- Audit adjustments, if any, to bring the Partnership’s financial statements into conformity to Generally Accepted Accounting Principles shall be fully detailed by the auditing firm and provided to the Partnership
- All deliverables, including audit adjustments, will be fully reviewed by the Partnership Audit Committee.

C. Project Timeline

ACTIVITY	DATE
RFP Issued	3/27/2019
Deadline for Questions	4/5/2019
Answers Posted	4/10/2019
Deadline for Submission of Proposals	4/19/2019
Interviews Conducted	Late April
References Contacted	Early May
Contract Awarded / Engagement Letter Signed	5/31/2019
Work Commences:	
Fiscal Audit 2018-19	7/1/19
• Completed Audit 2018-19	9/30/19
• Subsequent Years TBD	

SECTION III. Qualifications

Selected auditing firm will possess the following:

- *Worker's Compensation Insurance:* The contractor hereby warrants that it carries Worker's Compensation Insurance for all of its employees who will be engaged in the performance of the contract.
- *Professional Liability Insurance:* The contractor shall maintain or cause to be maintained professional liability insurance during the period of the contract insuring against the losses, damages, or expenses incurred by the Partnership as a result of the willful or negligent acts, errors, or omissions of the contractor, or any officers, employees or agents thereof.
- *Confidentiality of Data:* All financial, statistical, personal, technical, and other data and information relating to the Partnership operations, which are designated confidential by the Partnership and made available to the contractor, shall be protected by the contractor from unauthorized use and disclosure. The contractor shall not be required under the provisions of this paragraph to keep confidential any data or information, which is or becomes publicly available, is independently developed by the contractor outside the scope of the contract or is rightfully obtained from third parties.
- *Maintenance of Records:* The contractor agrees to maintain any books, records, documents, and other evidence pertaining to the reimbursable costs, and hold them available for audit and inspection by the Partnership, or its agents, for a period of seven (7) years.

A. In addition, contracted firm will demonstrate the ability to:

- Perform the above scope of work in a timely, efficient & competent manner
 - Be responsive to requests from administrative and Board leadership
 - Manage continuity of work & ensure reliable performance of contracted deliverables
-

SECTION IV. Proposals

Those wishing to submit proposals for this contract should carefully review & submit the following information:

A. General Information

- Name of contractor/firm
- Contact Person
- Mailing Address
- Telephone Number
- E-mail
- Website

B. Organizational Overview & Qualifications

- Describe the firm, incl. history & scope of practice
- Provide biographies of partner in charge of auditing team

C. Qualifications

- Explain how contractor/firm is a good fit with our organization, detailing experience with other non-profit clients of a similar size and scope
- More specifically, describe how contractor/firm meet the qualifications outlined above (Sec. III)
- Provide copies of peer review report if available, and response if any

D. Proposed Work Plan & Timeline

- Description of proposed process to fulfill the Scope of Work & Deliverables noted above, including whether or not staff have experience with above listed programs, applications and websites (Sec. II)
- Outline of key steps, persons responsible, level of effort & proposed timelines to complete each item

E. Project Management & Fees

- Process for managing project, including communications with the Partnership
- Measures & reports to be used to keep project on track & demonstrate fulfillment of expected deliverables
- Proposed budget necessary to fulfill Scope of Work & Deliverables (Sec. II)
- Budget narrative, justification & methods of calculation

F. References

- List of non-profit clients (name only) for whom contractor/firm have provided similar contracted accounting services
- Contact information for three (3) specific professional references including

at least two (2) non-profit clients, for whom the contractor has provided similar accounting services

The Partnership will evaluate proposals on a qualitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us. The final discussions of the selection of the firm to conduct the audit will be made by the Partnership Board of Directors.

SECTION V. Additional Terms

A. Applicant Rights

All materials submitted in response to this RFP become the property of the Partnership upon delivery & shall be appended to any formal documentation, which would further define or expand the contractual relationship between the Partnership & the contracted vendor. Each applicant, as an express condition for the Partnership's consideration of such proposal, agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential, proprietary & trade secret information in all technical areas, and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant. Neither party shall be liable for disclosures that are required by law.

B. Conflict of Interest

Proposing contractors/firms are asked to identify any conflicts of interest in serving the Partnership & to clarify, if applicable, how conflicts will be managed/mitigated to ensure the best interests of the Partnership are met.

C. Reservation of Rights

This RFP does not commit the Partnership to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to contract for services. The Partnership reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified contractor or firm, or to cancel in part or in its entirety this RFP if, at the sole discretion of the Partnership, the organization determines that it is in its best interest to do so.