



I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is to procure financial and compliance audit services for the years ending June 30, 2022, June 30, 2023 and June 30, 2024, including but not limited to the preparation and filing of a Single Audit, Internal Revenue Service Forms 990 and 990T, the Pennsylvania Bureau of Charitable Organizations Form BCO-10, and financial consultation as needed.

B. Who May Respond

Only licensed Certified Public Accountants who has maintain a rating of pass on their current peer review may respond to this RFP; hereinafter referred to as Offeror

C. Instructions on Proposal Submission

1. Closing and Submission Date

One original and 5 copies of the proposals must be received no later than 4:30 p.m. on **January 7, 2022.**

2. Inquiries

Inquiries concerning this RFP should be directed to Cheryl Lafferty at 814-623-9129 or email chyde@ccaofpa.org.

3. Conditions of Proposal

All costs incurred in the preparation of the RFP will be the responsibility of the Offeror and will not be reimbursed by Center for Community Action

4. Instructions to Prospective Offerors

Your RFP should be addressed as follows:

Center for Community Action
195 Drive In Lane
Everett, Pa. 15537

It is the responsibility of the Offeror to ensure Center for Community Action receives the proposal by the date and time specified above.

Electronic Submissions: Proposals can be submitted electronically to wmelius@ccaofpa.org by the closing submission date noted above.

Late proposals will not be considered.

5. Right to Reject

Center for Community Action reserves the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the interest of Center for Community Action. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. Small / Minority-Owned Businesses and Women’s Business Enterprise

Efforts will be made by Center for Community Action to utilize small businesses, minority-owned firms, and women’s business enterprises.

An Offeror qualifies as a small business if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201) for the businesses in which the applicant is primarily engaged.

7. Notification of Award

A decision regarding the selection of the successful audit firm is expected to be made on or about **January 2022**. Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals will be informed in writing of the decision.

It is expected the engagement shall be for three years with a fixed price for each year with options for extended periods.

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.

D. Description of Entity and Records to be Audited

Center for Community Action is a Pennsylvania private, non-profit organization, established in 1977, and primarily serves Bedford, Fulton, Huntingdon, Mifflin, Juniata, Somerset, Cambria, Blair, and Franklin Counties, Pennsylvania. Center for Community Action has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. A 15-member volunteer Board of Directors governs the Corporation. All records will be available at the administrative office located at: 195 Drive In Lane, Everett, Pa. 15537. Other offices are located in Blair, Somerset, and Cambria Counties. Additional organizational information can be found at www.centerforcommunityaction.org.

Center for Community Action’s 2019-20 annual budget is \$18 million.

E. Options

At the discretion of Center for Community Action, the selected audit firm can be retained for additional one-year periods. Center for Community Action and the Offeror will agree upon the cost for the option periods. It is anticipated the cost for each optional year will be based upon the same approximate cost per thousand dollars of audited expenditures as the initial year.

II. 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 to perform a financial and compliance audit of Center for Community Action. The audit must be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards (also known as the Yellow Book), issued by the Comptroller General of the United States; and audit guidelines issued by the Pennsylvania Department of Public Welfare.

B. Description of Services for Center for Community Action

1. Audit of Community Action financial statements performed in accordance with auditing standards generally accepted in the United States of America (GSSA); *Government Accounting Standards* issued by the Comptroller General of the United States (GSA); the provisions of the Single Audit Act: Subpart F of Title 2 U.S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; and the U.S. Office of Management and Budget's (OMB) Compliance Supplement..
2. Schedule of expenditures of federal awards and preparation of the Data Collection Form filed with the Federal Audit Clearinghouse.
3. The Offeror is also required to prepare Internal Revenue Service Forms 990 and 990T, the Pennsylvania Bureau of Charitable Organizations Form BCO-10 and, if needed, related extensions.
4. The Offeror is required to prepare functional audit reports in accordance with Government Audit Standards, OMB Circular A-133, grantor contractual requirements and any other applicable federal, state and local regulatory requirements. As part of the Early Learning Resource Center Grant, entities are required to audit the supplemental financial schedules required by the Commonwealth of Pennsylvania Department of Human Services (PA-DHS) Single Audit Supplement.

C. Performance

Center for Community Action records audited for the period July 1, 2021 through June 30, 2022, July 1, 2022 to June 30, 2023 and July 1, 2023 to June 30, 2024.

D. Delivery Schedule

Offeror is to transmit one copy of the draft audit report to Center for Community Action's by December 2022, December 2023 and December 2024.

The Offeror shall deliver 20 final audit reports to Center for Community Action's 195 Drive In Lane, Everett, Pa. 15537 no later than February 2023, February 2024 and February 2025. Nineteen copies will be bound for presentation and distribution. One copy will be unbound

and prepared so it can be copied as needed by Center for Community Action. An electronic copy of all documents will also be provided.

Reports may be submitted earlier than the above schedule. 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 which do not conform to all of the provisions of this RFP, Center for Community Action may, by written notice of default to the Offeror, terminate the relationship with the Offeror without making payment to the Offeror. Under certain extenuating circumstances, Center for Community Action may extend this schedule upon written request of the Offeror with sufficient justification. However, Center for Community Action reserves the right to reduce payment to the Offeror for waiving provisions of the engagement letter.

E. Price

The Offeror's proposed price will be submitted separately and include justification identifying how the price was determined. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should also be indicated. We encourage the Offeror to visit Center for Community Action's website at www.ccaofpa.org to learn more about the Organization and to examine and evaluate prior year Single Audit Reports and IRS filings by clicking the "Financials" tab on our website.

F. Payment

Payment will be made when Center for Community Action has determined the total audit work effort has been satisfactorily completed. Should Center for Community Action reject a report, Center for Community Action's 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 the engagement letter and for ninety (90) days after the Offeror submits the final invoice for payment.

Progress payments may be allowed to the extent Center for Community Action can determine satisfactory progress is being made.

Upon delivery and verification of the final tax returns and the BCO-10 Report, the Offeror will submit a final bill for the balance due. Also required is a detailed breakout of hours worked by audit activities, tax returns, and BCO-10 Report.

G. Audit Review

All audit reports prepared by the Offeror will be reviewed by Center for Community Action and its grantors to ensure compliance with General Accounting Office's (GAO) Government Audit Standards and other appropriate federal, state, and local audit requirements.

H. Exit Conference

An exit conference with Center for Community Action's Audit Committee/management and the Offeror's representatives will be held at the conclusion of the fieldwork. Audit findings, questioned costs, and auditor comments to be included in the Independent Auditors' Report will be disclosed in writing and discussed during the exit conference.

I. Workpapers

1. Upon request, the Offeror will provide a copy of the workpapers pertaining to any questioned costs identified 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 Offeror will retain the audit work papers for at least three years from the end of the audit period.
3. The Offeror will make audit work papers available for examination by authorized representatives of the cognizant federal or state audit agency, the General Accounting Office, and Center for Community Action

J. Confidentiality

The Offeror agrees to keep the information related to all audit work in strict confidence. Other than the reports submitted to Center for Community 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 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, Center for Community 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:

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 audit 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 audit 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 [ET section 501.01], unless the member discloses in his or her report the fact that such requirements were not followed and the reasons therefore.

III. OFFEROR'S TECHNICAL QUALIFICATIONS

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

A. Prior Auditing Experience

The Offeror should describe its prior auditing experience including the names, addresses, contact persons, and telephone numbers of prior organizations audited. Experience should include the following categories:

1. Prior experience auditing community action agencies

2. Prior experience auditing federal major programs as operated by Center for Community Action
3. Prior experience auditing similar federal major programs
4. Prior experience auditing similar non-federal programs
5. Prior experience auditing nonprofit organizations

B. Additional Value beyond the Audit

The Offeror should include an explanation of other services that can be provided to nonprofits, specifically including value-added items. Value-added items can include consulting services, training services, and products.

C. Organization, Size, Structure and Peer Review

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

1. Size of the Offer, including number of employees and physical site locations
2. Results of peer review
3. Explanation if the Offer is a small business, minority-owned business, and women's business enterprise.

D. Staff Qualifications

The Offeror is required to describe the qualifications of staff assigned to complete RFP requirements. Descriptions should include:

1. Audit team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual audit team members. Education, position in firm, years and types of experiences, continuing professional education, state(s) in which licensed as a CPA, etc. Only include resumes of staff to be assigned to the audit.

E. Understanding of Work to be Performed

The Offeror should describe its understanding of work to be performed, including audit procedures, estimated hours and other pertinent information.

IV. Proposal Evaluation

A. Submission of Proposals

All proposals shall include two copies of the Offeror's technical qualifications, two copies of the pricing information (in a separate, sealed envelope), and two copies of the signed Certifications. These documents will be part of the contract.

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 on 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 based on the following six factors:

	Point Range
1. Prior audit experience	
a. Prior experience auditing community action agencies	10
b. Prior experience auditing federal major programs as operated by Center for Community Action	10
c. Prior experience auditing similar federal major programs	3
d. Prior experience auditing similar non-federal programs	2
e. Prior experience auditing nonprofit organizations	3

Center for Community Action will contact prior audited organizations to verify the experience provided by the Offeror.

2. Other services and/or products to be provided	2
3. Organization, size, and structure of Offeror's firm (consider size in relation to audits to be performed)	
a. Adequate size of the firm	3
b. Results of peer review	1
c. Small business, minority-owned business, and women's business enterprise	3
4. Qualifications of staff to be assigned to the audits to be performed. This will be determined from resumes submitted. Include education, position in firm, and years and types of experience.	
a. Prior experience of the individual audit team members	2
b. Overall supervision to be exercised	2
5. Offeror's understanding of the work to be performed	

a. Adequate coverage	2
b. Realistic time estimates of each audit step	2
6. Price	5
Maximum Points	50

D. Review Process

Center for Community 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, Center for Community Action reserves the right to make an award without further discussion of the proposals submitted and/or reject any and all proposals. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

CERTIFICATIONS

On behalf of the Offeror:

- A. The individual signing certifies they are authorized to indenture on behalf of the Offeror.
- B. The individual signing certifies 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.
- C. The individual signing certifies the prices in this proposal have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition.
- D. The individual signing certifies the Offeror, prior to an award to any other Offeror or potential Offeror, has not knowingly disclosed the prices quoted in this proposal.
- E. The individual signing certifies there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The individual signing certifies the Offeror is a properly licensed, certified public accountant.
- G. The individual signing certifies the Offeror meets the independence standards of the Government Auditing Standard.
- H. The individual signing certifies they are aware of the revised Government Auditing Standards (also known as the **Yellow Book**) requirement which states that each auditor performing work under Government Auditing Standards should complete the GAO Continuing Education Requirement of 80 hours of continuing education every two years which directly enhances the auditor's professional proficiency to perform audits and/or attestation engagements.

- I. The individual signing certifies they are aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
- J. The individual signing certifies they have read and understands the most current updates of the following publications relative to the proposed audits:
- K. The individual signing certifies they have read and understands the audit requirements of all Center for Community Action’s grantors.
- L. The individual signing certifies they have read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
- M. The individual signing certifies the Offeror and any individuals to be assigned to the audits, 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.

Signature:

Dated this _____ day of _____, 20 ____ .

(Offeror’s Firm Name)

(Signature of Offeror’s Representative)

(Printed Name and Title of Individual Signing)