

Request for Proposals

Project Details

Title:	Annual Financial Audit
Date:	June 13, 2022
Deadline:	Notice of intent to submit bid- June 27, 2022 12:00PM EST Bids due July 12, 2022 12:00PM EST
Contact Person:	Ray Herron, Chief Financial Officer 401 North Highland Avenue Pittsburgh, PA 15206 rherron@familylinks.org

Project Description

Familylinks, Inc. seeks proposals for audit and tax services, including a Single audit for the fiscal years ending June 30, 2022, through June 30, 2024, with the option to renew for 2 years. Respondents must be qualified firms of Certified Public Accountants and meet the standards of the Government Accounting Office Standards for audit of governmental organizations. These services have been provided by Maher Duessel for the fiscal years ended June 30, 2017 through June 30, 2021. Copies of the current audit and 990 are available upon request.

Familylinks will not reimburse responding firms for any expenses incurred in responding to this request. Submission of a proposal indicates acceptance by the firm of the conditions contained in this specification. By submitting a proposal, interested firms will be granting Familylinks the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions and to direct inquiries to clients of the proposers and others who may be able to aid in the evaluation of a proposer's capabilities.

Familylinks, Inc. mission is to positively impact lives through integrated community, behavioral, and social programs. Our vision is for thriving communities of healthy and strong people through the following values:

- Genuinely care about others
- Communicate openly and respectfully
- Celebrate success
- Embrace change
- Committed and Accountable
- Collaboration

Familylinks programs include family-based services for substance abuse, family-based mental health supports, school-based prevention and mental health services, several residential programs for youth, an emergency shelter, several homelessness supports programs, service coordination for individuals and families with mental health and intellectual disabilities and as well as programming for the aging population.

More information about Familylinks can be found at www.familylinks.org.

Project Scope

Roles and responsibilities of the Vendor include:

1. Audit Familylinks' financial statements;
 - Familylinks, Inc.
 - Vintage, Inc.
 - Consolidated Financials
 - 403(b) Plan
2. Agreed upon Procedures Report for required government agencies;
3. Single Audit Financials for Familylinks' federally funded programs;
4. Prepare and submit audit results of Familylinks' financial statements as well as the Single Audit and Management Discussion Letter to Federal Clearinghouse;
5. Facilitate review and coordinate entrance and exit conferences with Familylinks to discuss any audit findings and responses prior to issuance of the final audit report;
6. Prepare 990 tax returns for Familylinks, Inc. and Vintage, Inc.
7. Prepare BCO-10 forms for Familylinks, Inc. and Vintage, Inc.
8. Presentation of audit results to the Familylinks' Audit Committee and meetings with board of directors if needed.

Each proposer must:

- Be a CPA firm licensed to practice in the Commonwealth of Pennsylvania
- Be independent of Familylinks.
- Have completed an independent quality review
- Stipulate that the scope of services is understood and accepted
- Have relevant experience auditing government grants
- Be able to meet with Familylinks' Audit/Finance Committee prior to and after the audit

Project Budget

Not applicable

Project Timeline

The Respondent must be able to submit draft audit by December 1st and be able to complete the audits and tax returns by December 31st.

Proposal Submissions

Proposals must clearly demonstrate the Respondent's ability to provide the requested services. To simplify the review process and obtain the maximum degree of comparison, the proposal must be organized as follows:

1. **Completed Cover Page:** Attached as "Appendix A"
2. **Table of contents** that shows a clear identification of the material in the proposal by section and by page number.

3. Firm Description (20 points) that includes:

- The primary location of the organization from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at the office;
- Size of the organization;
- Years in business;
- History of business;
- The firm's experience in the conduct of Single Audits, nonprofits and auditing federal and state grants;
- Three non-profit client references including name, title, organization and phone number;
- A discussion of the firm's independence with respect to Familylinks;
- Identification of five largest clients the firm (or office) has lost in the past three years and the reasons. Also discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s);
- Affirmation that the firm is a properly licensed certified public accounting or a public accounting firm and that the firm meets the standards of the Government Accounting Office Standards for Audit of Governmental Organizations, Programs, Activities, and Functions. **Respondents who fail to affirm that the firm (1) is properly licensed and/or (2) meets the standards will be automatically disqualified:**
- Comment on firm's policy on Diversity, Equity and Inclusion, if applicable.

4. Audit Team Description (20 points) that includes:

- The specific individuals of the team proposed to conduct the audit, their role, whether they are a CPA, their years of total experience and years of experience devoted to serving non-profit clients;
- List of current non-profit clients served by the proposed audit team and identify the role, if any, that each member served in those engagements;
- Commitment firm will make to staff continuity, including staff turnover experienced in the last three years.

If the proposer does not commit specific individuals for the engagement, the proposer will preclude itself from earning full points for this requirement.

5. Work Plan (20 points) that includes a brief description of each service/activity that demonstrates the respondent understands the work to be done, including, but not limited to:

- A schedule that displays the estimated audit hours by individual. If the hours for an initial audit are expected to be higher, reflect this in the schedule;
- Dates the audit will begin and end;
- Assistance expected from Familylinks' staff;
- Project strategy and approach.

6. Cost/Fee Schedule (30 points) that includes:

- Fixed fee amount for each year;
- A breakdown for the fiscal year ending June 30, 2022. Any out-of-pocket expenses that the proposer expects to incur should be detailed in the proposal.

7. **Qualitative Feedback (10 points)** that includes a list of up to 5 analytical observations you would discuss with the Audit Committee regarding the Audit, the Notes to the Financial Statements, Supplementary Information and Other Reports.

Familylinks must receive all questions in writing to rherron@familylinks.org by 5:00 p.m. June 24th, 2022. All questions and answers will be sent to each accounting firm providing notice to submit by 5:00 p.m., June 27, 2022. Oral questions will not be accepted.

All bid(s) must be marked "Familylinks' Audit and Tax Request for Proposal" and received **no later than 12:00 P.M., Tuesday, July 12th, 2022**. Submit (1) proposal via email received at rherron@familylinks.org, as well as one (1) physical proposal with original signatures sent to the address listed above.

*Late proposals will not be accepted.

Proposal Selection Criteria

The selection criteria will be evaluated based on the submission guidelines as provided above and the following point values will be assigned to each area:

Firm Description (20 points)
Audit Team Description (20 points)
Work Plan (20 points)
Cost/Fee Schedule (30 points)
Qualitative Feedback (10 points)

Respondents who fail to affirm that the firm (1) is properly licensed and/or (2) meets the standards will be automatically disqualified.

Additional Information

Provisions & Disclaimers

- This Request for Proposals (RFP) does not commit Familylinks to award a contract.
- Familylinks may select a firm based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms, from a price and technical standpoint that the bidder can submit to Familylinks. Familylinks may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- Familylinks reserves the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
- Familylinks reserves the right to fund portions of a proposal, or to reject all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.

- Familylinks may, at its discretion, adjust the level of funding provided to successful bidders under this RFP and/or consider the funding of proposals not initially funded under this RFP later.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Familylinks and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Familylinks and the successful bidder have executed a mutually satisfactory contractual agreement. Familylinks reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Familylinks' approval of the award and execution of a contractual agreement between the successful bidder and Familylinks.
- The submission of the proposal warrants that the costs quoted for services in response to the RFP are not more than those that would be charged to any other organization or entity for the same services performed by the bidder.
- Applicants are advised that most documents in the possession of Familylinks are considered public records and subject to disclosure. Familylinks reserves the right to issue additional RFPs if it is in Familylinks' best interest to do so and may elect to negotiate and issue multi- year contracts to successful bidders under this or subsequent RFPs.

All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFP.

**APPENDIX
A
Proposals Cover**

SheetLead Applicant: Click or tap here to enter text.

A. Contact Information

Organization Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip Code: Click or tap here to enter text.

Principal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text. Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Fiscal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text. Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Executive Director: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

B. Legal Information

Type of organization: For-profit: Non-Profit: Government: Education Institution
Federal Employer Identification Number (FEIN): Click or tap here to enter text.

C. Requirements / Documents *(proposals submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant (if applicable).*

- Certificate of Liability Insurance
- Certificate of Worker's Compensation Insurance
- W9