



FAMILY SERVICES

SUPPORTING TULARE COUNTY

Request for Proposal

Family Services of Tulare County (FSTC) is requesting proposals from CPA firms that have extensive experience in providing audit and tax services for not-for-profit organizations. We invite your firm to submit a proposal to us by April 1, 2023, for consideration. A description of our organization, the services needed, and other pertinent information follows:

Background of Family Services of Tulare County

FSTC is a California nonprofit public benefit corporation recognized by the Internal Revenue Service as a charitable, tax-exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code. FSTC was founded in 1986 with a defined mission to help children, adults and families throughout Tulare County heal from violence and thrive in healthy relationships. We have an audit committee comprising of 4 members who will be responsible for the final selection of auditors.

Our annual operating budget is approximately \$6.4 million per year, and we employ 81 people in 9 location(s). Our main programs are Domestic Violence, Sexual Assault and Human Trafficking, Adult and Children's counseling, Supportive Housing, Supervised Visitation, Parenting. Our main sources of revenues are from Cal OES, Tulare County, First Five and HUD.

The organization has a June 30, fiscal year-end, with a requirement to file an audited financial statement with our funders by December 31 of each year.

FSTC maintains all accounting records in-house and uses Blackbaud Financial Edge NXT Accounting for the accounting system. The Accounting Department consists of 5 staff, a Chief Financial Officer, Controller, AR Analyst/Payroll, AP Analyst, Grant Analyst.

For more information, please visit our website at www.FSTC.org.

Services to Be Performed

Your proposal is expected to cover the following services:

1. Annual audit of the financial statements for the year ended June 30, 2023, and meetings with the Audit Committee and/or Board of Directors, as necessary.
2. Management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency.
3. Preparation of federal and state information returns for the organization.
4. Availability throughout the year to provide advice and guidance on financial accounting and reporting issues.



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Relationship with Prior CPA Firm

These services have been provided by M Green since 2011. In compliance with our fiscal policy, FSTC is accepting proposals from other CPA firms for a multiyear contract. In preparing your proposal, be advised that management will give permission to contact the prior auditors.

Timeframe

The following is the anticipated timeframe for the services to be provided:

Planning and interim testing May 2023

Meet with the Audit Committee to discuss the audit plan July 2023

Receive a list of client-provided documents and requests August 2023

Begin fieldwork (approximately 1 week) September 2023

Financial statement draft for management review November 2023

Presentation of draft audit report and comments to the Audit Committee November 2023

Issue final audit report (15 bound copies) December 2023

Provide draft information returns for management review December 2023

Provide draft information returns for Board review December 2023

File final information returns February 2024

Proposal Content

In order to simplify the evaluation process and obtain maximum comparability, FSTC requires that all responses to the RFP be organized in the manner and format described below:

A. Executive Summary

Describe your understanding of the work to be performed, the estimates fees, and your firm's ability to perform the work within the time frame provided.

B. Service Approach and Timeline

Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis, and the type of assistance that will be required from FSTC's staff. Also discuss the firm's use of technology. Finally, discuss the communication process used by the firm to discuss issues with management and the Board and the expected timeline.

C. Professional Experience

Describe how and why your firm is different from other firms being considered. This should include an explanation of the firm's philosophy, size, structure, and qualifications with serving not for profit organizations with a similar size and operations. Describe your firm's resources devoted to not



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for profit organizations and provide copies of newsletters or other resource materials addressing issues relevant to not for profit organizations. Discuss the firm's independence with respect to FSTC. Include a list of the relevant not-for-profit clients the firm has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

D. Team Qualifications

Identify the specific partners and managers who will be assigned to this engagement if you are successful in your bid. Provide their bios specifying relevant experience to the type of services requested. Also discuss commitments you make to staff continuity, including your staff turnover experience in the last three years.

E. Fees

Please provide a firm estimate of fees for the services to be provided. Given that the time required in the first year will be more substantial than subsequent years, please feel free to include the fees for subsequent years if there is a significant differential in cost from year one as well as provide any guarantees that can be made regarding increases in future years. Additionally, if the pricing may be impacted by the timing of the audit, please provide alternative pricing.

G. Additional Questions/ Information

1. [Include a copy of your firm's most recent Peer Review report, the related letters of comments, and the firm's response to the letters of comments.]
2. [Lost clients – please provide a list of the last 5 NFP clients lost and the reason why.]
3. [Please speak to your independence as it related to {Organization Name}]
4. [Please speak to your commitment of staff continuity]
5. [Please speak to which offices will be serving our client and how your firm handles the coordination.]
6. [Describe your firm's capabilities and commitment to provide tax, information systems consulting and other management services to not-for-profit organizations. Identify any that are unique in this field.]
7. [Furnish current standard billing rates for classes of professional personnel for each of the last three years, including an expense policy describing how incidental costs (for example, travel and mileage) are billed]
8. [Describe how you bill for questions on technical matters that may arise throughout the year]
9. [Please speak to your abilities to serve international affiliates/entities]
10. [Please speak to your commitment to diversity]
11. [Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.]



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Proposal Timetable

RFP distributed February 10, 2023

1 copy of digital proposal due to FSTC April 1, 2023

Finalists make presentations to the Audit Committee May 1, 2023

CPA firm selected and notified June 1, 2023

Evaluation of Proposals

FSTC will evaluate proposals on price and the following criteria:

- Prior experience auditing similar organizations
- Qualifications of staff to be assigned to the engagement
- CPA firm's understanding of work to be performed
- References
- Completeness and timeliness of the proposal

Key Contacts

Following are key contacts for information you may seek in preparing your proposal:

Stephanie Burrage, CFO,
559.732.1970,
Stephanie.burrage@fstc.net

Sandee Trobaugh, Controller
559.732.1970
Sandee.trobaugh@fstc.net

Requests for additional information, questions, and coordinating visits to our offices should be coordinated through Stephanie Burrage, our Chief Financial Officer. You may reach her at the number listed above. Please return the completed proposal to my attention at the address provided.

Sincerely,

Stephanie Burrage, Chief Financial Officer
Family Services of Tulare County