



REQUEST FOR PROPOSAL

Single Audit & 990 Tax Return

For fiscal periods ending:

- June 30, 2023
- June 30, 2024
- June 30, 2025
- June 30, 2026

At the discretion of BCC, this contract can be issued for four consecutive audit years with the condition of management review each year, to verify renewal based on performance during contract years.

Inquiries and proposals should be directed to:

Blind Children's Center, Inc.
4120 Marathon Street
Los Angeles, CA 90029
Attn: Sarah Orth, Chief Executive Officer
(323) 664-2153
sarah@blindchildrenscenter.org

Table of Contents

| | |
|---|---|
| A. Agency Profile | 3 |
| B. Purpose and Scope of Services | 3 |
| C. Who May Respond | 4 |
| D. Instructions for Proposal Submission | 4 |
| E. Requirements of Proposal | 5 |
| F. Options | 6 |
| G. Evaluation of Audit Proposal | 6 |
| H. Notification of Award | 7 |
| I. Nonresponsive Proposals | 7 |
| J. Audit Payment Terms | 7 |
| K. Delivery Schedule | 7 |
| L. Exit Conference: | 8 |
| M. Confidentiality | 8 |
| N. Certifications | 8 |

A. Agency Profile

Blind Children’s Center (BCC) is a 501(c)(3) nonprofit organization founded in 1938. Our mission is to prepare infants, toddlers, and preschoolers of all abilities to thrive through inclusive, family-focused early childhood education, with a specialized focus on children who are blind or visually impaired.

To that end, BCC provides FREE high-quality early childhood education programs for children ages 18 months to 5 years-old (Head Start, Early Head Start, CA State Preschool). We also offer Early Head Start services for infants and toddlers from birth through 36 months and pregnant mothers. BCC serves children and families throughout Los Angeles County in CA and is governed by a volunteer board of directors.

As a delegate/subcontractor of Los Angeles County Office of Education (LACOE) our programs are funded in part by the Administration for Children and Families, Department of Health and Human Services, and California Department of Education. BCC also administers the CA Adult and Childcare Food Program through the CA Department of Social Services. Finally, BCC solicits donations from private foundations, businesses, and individual donors to support our programs for children and families.

BCC makes one grant annually in the amount of \$25,000 to support scientific research seeking cures for juvenile blindness.

Our administrative offices and all records are located at 4120 Marathon Street, Los Angeles, CA 90029. The records to be audited are a combination of hard copy and electronic data and reports from our nonprofit accounting software Blackbaud Financial Edge, QuickBooks and Excel.

BCC has one (2) business checking accounts, one is the operating account and the other a temporary account, and seven (7) investment accounts. Payroll and timekeeping records are managed through an automated payroll system (Paylocity). BCC currently has 33 full-time employees.

Summary of financial operations:

- Annual operating budget is approximately \$3.2 million, including just under \$2 million in federal funding. For fiscal year ending 6/30/24, federal revenue will be approximately \$4.5 million due to major facility renovation.
- We currently have 33 full-time employees and use Paylocity for timekeeping and payroll; staff anticipated to grow to 38 in fiscal year ending 6/30/24.
- Accounts Payable writes approximately 600 checks a year.
- Blackbaud Financial Edge is accounting software.
- BCC uses one operating checking account for all banking activity
- Head Start compliance single audit is required.

B. Purpose and Scope of Services

The intent of this Request for Proposal (RFP) is to procure the services of an Independent Certified Public Accountant to perform the following scope of services for fiscal years ending June 30, 2023 and the subsequent three fiscal years (6/30/2024, 6/30/2025, and 6/30/26).

- Audited financial statements, including a single audit of Federally funded Head Start grants (funded through LACOE), including submission to the Federal Audit

Clearinghouse.

- Preparation of management letter (including our management action plan as part of final submission to the Board of Directors).
- Preparation of IRS Form 990, State of CA Franchise Tax Board Form 199, and annual registration with the Attorney General of California Registry of Charitable Trusts (RRF-1).
- Planning meetings in preparation for audit.
- Presentation of final audited financial statements and management letter to the Audit Committee.
- Availability to answer questions throughout the entire year.

C. Who May Respond

Only licensed Certified Public Accountants and Firms with Non-Profit experience may respond to this RFP.

The auditors assigned to perform the audit must collectively possess adequate professional proficiency for the task required. Under California Law a qualified person (1) possesses a valid certificate issued by the California Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing that person to practice as, a certified public accountant. Qualified auditors to perform Single Audits to be Certified Public Accountants (CPA) or Public Accountants (PA) who are: and (2) conforming to the independence requirements and professional standards promulgated by *Government Auditing Standards*, issued by the Comptroller General of the United States.

D. Instructions for Proposal Submission

1. Closing Submission Date: Proposals are due no later than 4:30 p.m. on May 31, 2023. Late proposals will not be considered.
2. Inquiries: Inquiries regarding this RFP should be directed to Sarah Orth at sarah@blindchildrenscenter.org or (323) 664-2153.
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 BCC.
4. Instructions to Prospective Contractors: Your proposal should be addressed as follows:

Sarah E. Orth
Chief Executive Office
RFP for Audit Services
Blind Children’s Center, Inc.
4120 Marathon Street
Los Angeles, CA 90029

5. Electronic Submissions: Proposals can be submitted electronically with the subject line “**RFP for Audit Services**” to the following email address: sarah@blindchildrenscenter.org by the closing submission date noted above.

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

Late proposals will not be considered.

6. Right to Reject: BCC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.
7. Small and/or Minority-Owned Businesses: Efforts will be made by BCC 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).

E. Requirements of Proposal

All proposals must include the following information. Please index your proposal as listed in this section:

1. A letter of transmittal signed by an owner, principal or officer of the firm who is authorized to commit the firm to contractual obligations.
2. Non-debarment Certification. A certified statement that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any federal, state or local agency.
3. Qualifications and Experience: Resumes or descriptions of the Firm's principals and staff who will be assigned to the work, including the relevant license numbers of the CPAs and/or other staff. The resumes or descriptions should detail the individual's expertise and firm's expertise in handling the type of services solicited in this RFP. Experience should include the following categories:
 - Prior experience with single auditing, including Head Start/Early Head Start agencies.
 - Prior experience auditing similar programs operated by BCC.
 - Prior experience auditing nonprofit organizations.
4. References. Contact information for three (3) professional references. Provide the name, address, telephone number and email address of three clients for whom the firm has performed services similar to those required under this RFP. These references should include the type of work performed and comment on the timeliness and quality of service provided.
5. Prior Auditing Experience. Describe prior auditing experience, including single auditing experience, including the names, addresses, contact persons, and telephone numbers of prior organizations audited.
6. Peer Review: A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.

7. Fee Schedule / Compensation. Proposed fee structure for each of the four years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged. BCC reserves the right to negotiate terms and conditions.
8. Partnership: The successful bidder will understand the importance of partnership and demonstrate a commitment to ongoing client education, before, during and after the audit. It is expected that the audit firm will make themselves available for Board and committee meetings which we understand may be billed separately. Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure.

F. Options

At the discretion of BCC, this contract can be issued for four consecutive audit years with the condition of management review each year, to verify renewal based on performance during contract years. Please include the cost for the option periods in the proposal.

G. Evaluation of Audit Proposal

1. RFP Timeline. The dates listed below are subject to change without notice.

| | |
|------------------------|--|
| May 8, 2023 | RFP Issued |
| May 19, 2023 | Questions due in writing |
| May 24, 2023 | Responses to questions distributed |
| May 31, 2023 | Proposals due by 4:00 PM PST |
| June 1 – June 16, 2023 | Review of Proposals and Presentations with Audit Committee |
| June 26, 2023 | Recommendation to BCC Board of Directors |
| June 27, 2023 | Notice of award issued |

2. Questions: All questions must be submitted in writing no later than 4:00 pm on May 19, 2023. All questions will be answered in writing by May 24, 2023. No questions received after May 19 will be answered. Questions are to be emailed to: sarah@blindchildrenscenter.org

3. Selection Criteria: Proposals will be initially evaluated based on the criteria set forth in the proposal requirements (See section E) based on the scoring defined below. A select number of top Offerors may be invited to make an oral presentation to a selection committee. Blind Children’s Center, Inc. reserves the right to re-evaluate written proposals upon the completion of the oral presentation.

| Proposal Requirements | Points |
|--|---------------|
| Experience and qualifications | 20 |
| References | 10 |
| Prior auditing experience, including single audits | 25 |
| Peer review | 5 |
| Fee schedule/compensation | 30 |
| Partnership | 5 |
| Small or minority owned business | 5 |
| | 100 |

H. Notification of Award

1. It is expected that a decision selecting the successful audit firm will be made by June 27, 2023.
2. Upon conclusion of final negotiations with the successful Offeror, all other Offerors who have submitted proposals in response to this Request for Proposal will be informed by email of the name of the successful audit firm.

I. 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 as described in Section D. Proposal Requirements. Make sure to index your response to the requirement list.

J. Audit Payment Terms

Payment will be made when BCC determines that the total work effort has been satisfactorily completed. Should BCC reject a report, BCC’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 ninety (90) days after the Offeror submits the final invoice for payment.

Progress payments will be allowed to the extent that BCC can determine that satisfactory progress is being made. Upon delivery of the final reports to BCC and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the audit.

K. Delivery Schedule

| | |
|-------------------|--|
| October 31, 2023 | Draft Audit due to BCC Chief Executive Officer |
| November 8, 2023 | Exit Conference with BCC Audit Committee |
| November 15, 2023 | Final Audit due to the BCC Board |

| | |
|-------------------|--|
| December 8, 2023 | Draft of 990 due to BCC Chief Executive Officer |
| December 15, 2023 | Submittal of Audit and 990 due to LACOE (to be submitted by BCC) |

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 contract, AVANCE, Inc. 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.

L. Exit Conference:

An exit conference with BCC’s representatives and the Offeror’s representatives will be held at the conclusion of the fieldwork to include observations and recommendations summarized in writing. It should include internal control and program compliance observations and recommendations.

M. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to BCC, 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 other to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror’s possession, to these 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, BCC’s authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

N. 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 June 2023.
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 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)
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 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.)

Dated this _____ day of _____, 20_____.

(Offeror’s Firm Name)

(Signature of Offeror’s Representative)

(Printed Name and Title of Individual Signing)