



The Community Partnership
For The Prevention
of Homelessness

THE COMMUNITY PARTNERSHIP FOR THE PREVENTION OF HOMELESSNESS

**Request for Proposals for
Independent Audit Services
November 08, 2011**

DESCRIPTION OF SERVICES REQUESTED:

The Community Partnership for the Prevention of Homelessness (TCP) desires the service of a public accounting firm ("auditor", "contractor") to conduct annual independent audits and provide opinions on TCP's financial records, accounts and statements and grant compliance as described in the Scope of Work for the fiscal year ending September 30, 2011.

PURPOSE OF REQUEST:

The purpose of the external audit service is to obtain an auditor's independent report on TCP's financial statements and other reports as detailed in the Scope of Work to satisfy reporting, legal, funding and financial requirements.

SCOPE OF WORK:

1. The independent public accounting firm selected shall perform audits of the financial books, records, accounts and grant compliance of TCP for each year of the contract term and render certified opinions thereto and prepare annual reports.
2. Such examinations shall be made in accordance with generally accepted auditing standards and shall comply with the requirements as set forth in OMB Circular A-133, "Audits of States, Local Government, and Non-profit Organizations." Audits shall further comply with the requirements of the United States General Accounting Office Government Auditing Standards issued by the Comptroller General of the United States, and Government Accounting and Financial Reporting Standards. The examinations shall include such tests, of the accounting records of TCP, and such other procedures as necessary to: a) express independent opinions, in conformity with generally accepted accounting principals, and b) to report on the Schedule of Expenditures of federal awards and on TCP's compliance with laws and regulations and internal controls relevant to federal award program.
3. The auditor will submit a Management Letter on concerns identified during the audit with recommendations to address those concerns.

4. The auditor shall promptly report any irregularities or improper acts found to exist and recommend appropriate corrective action.
5. The auditor shall prepare all applicable tax returns including 990 and 990-T (if applicable).
6. The auditor shall also be available for routine financial and accounting consultation, including entrance and exit conferences with TCP Management, the Board of Directors, and Audit and Finance Committee as requested.
7. The auditor will provide TCP with copies of Financials, A-133 Audits and tax returns.

CONTRACTOR DELIVERABLES:

	<u>Due Date</u>
FY 2011 Audit	work to begin by January 09, 2012
Draft Auditor's Report on Financial Statements	February 15, 2012
Final Auditors Report on Financial Statements	March 15, 2012
Draft Management Letter	February 15, 2012
Final Management Letter Including Management's response	March 15, 2012
Draft A-133 Report	February 15, 2012
Final A-133 Report	March 15, 2012
990 Report	April 10, 2012

AUDIT PROPOSAL FORMAT:

The proposal should be prepared simply, providing a straightforward, concise delineation of your capabilities to satisfy that requirement of the RFP. Emphasis in your proposal should be on completeness and clarity of content. Your proposal should contain, to the extent possible, information on your audit management plan, your experience with auditing small non-profit agencies, qualifications of the assigned staff, ability to meet deadlines set forth in the RFP, equal opportunity practices, and pertinent client references.

Specific requirements include:

- An overview of your firm's audit approach and philosophy.
- Detailed information about your firm's experience and qualifications in providing the requested services to organizations similar in size and character to TCP.
- Detailed information about the professional credentials and experience of the managing, supervisory or senior personnel proposed for the engagement.

- Estimated hours expected to be required by various types of audit staff and management necessary to complete the work.
- A price for completion of the audits and management letter and a separate price for the completion of the 990 for each of three years beginning with the year ending September 30, 2011.
- References for at least three clients similar to TCP and who are familiar with the work of the personnel to be assigned to this engagement.
- A certification that this engagement will not constitute a conflict of interest between any principal of the audit firm and any board member of TCP.
- A copy of your firm's most recent peer review report or an indication that your firm does not participate in a peer review program.
- Availability to begin the audit and your work plan for meeting the requested timeline.

TCP DELIVERABLES:

TCP Office of CFO will prepare the draft financial statements and be responsible for preparing all schedules and information as requested by auditor in a timely manner.

CONFIDENTIALITY OF INFORMATION:

All TCP personnel information and all of the contractor's findings and recommendations with respect to personnel administration shall be kept confidential by the contractor for discussion only with TCP management and with such other persons as the Board's authorized representatives may direct.

INTERNAL REPORTING GUIDELINES:

1. The auditor shall report to the Executive Director, the Audit Committee and/or any such other Board Committee as the Board may designate. Should instances of fraud be uncovered, the contractor shall immediately report such instances to the Executive Director, the Chief Financial Officer and the Board Committee's representative.
2. The Chief Financial Officer shall be the project manager for TCP responsible for facilitating the work of the external auditor and providing liaison with Management and the Board of Directors.
3. The Chief Financial Officer shall provide such administrative support as the contractor may reasonably require, including but not limited to provision of working space within TCP's office building, furniture, office equipment, access to copying machines and such other needs as would customarily be necessary for fulfillment of the contract provisions herein described.

DUE DATE & COPIES:

Two (2) copies of your proposal must be received by 4:00pm on Wednesday, November 30, 2011. Request for extension of this date will neither be granted nor will changes to proposals be accepted beyond this date; unless specifically stated in writing and approved by the Executive Director. ALL BIDS must be submitted in sealed envelope conspicuously marked- "AUDIT BIDS" and hand delivered or mailed to:

Xiaowei Zheng

Chief Financial Officer
COMMUNITY PARTNERSHIP
801 Pennsylvania Ave., SE., Suite 360
Washington, DC 20003

ADDITIONAL INFORMATION

For your reference, this package includes TCP's FY2010 Audited Financial Statements and A-133 audit.

Inquiries concerning this RFP, shall be addressed by Xiaowei Zheng, CFO 202-543-5298 or xzheng@community-partnership.org.