



## ***United Community Action Network (UCAN)***

Request for proposal for single audit services  
for the period:

**July 1, 2020 – June 30, 2021**

Inquiries and proposals should be directed to:

**Rachel Anglin  
Chief Financial Officer  
280 Kenneth Ford Drive  
Roseburg, OR 97470  
541-492-3923  
rachel.anglin@ucanap.org**

**DUE DATE: Friday, April 23, 2021, 5:00 PM (PST)**

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## GENERAL INFORMATION

### A. Purpose

This request for proposal (RFP) is to contract for:

1. Financial and compliance audit for the year ending June 30, 2021
2. Preparation of the Form 990 - Return of Organization Exempt from Income Tax Return
3. Preparation of the Form 990-T Exempt Organization Business Income Tax Return
4. Preparation of the Oregon Form CT-12.

The proposal includes options for four additional years.

### B. Who may respond

Only licensed certified public accountants may respond to this RFP.

### C. Instructions on proposal submission

1. Closing submission date: Proposals must be submitted no later than 5:00 p.m. (PST) on April 23, 2021.
2. Inquiries: Inquiries concerning this RFP should be directed to: Rachel Anglin, 280 Kenneth Ford Drive, Roseburg, OR 97470. 541-492-3923 [rachel.anglin@ucancap.org](mailto:rachel.anglin@ucancap.org)
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 UCAN.
4. Submission method: One completed, signed, electronic PDF copy of the proposal should be emailed to [rachel.anglin@ucancap.org](mailto:rachel.anglin@ucancap.org). Proposals should be clearly marked **“Proposal for UCAN Audit Services”**. It is the responsibility of the Offeror to ensure that the proposal is received by UCAN by the date and time specified above. Late proposals will not be considered.
5. Right to reject: UCAN reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.
6. Small and/or minority-owned businesses: Efforts will be made by UCAN 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).
7. Notification of award: It is expected that a decision about selection of the successful audit firm will be made within two weeks of the closing date for the receipt of proposals.

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**

UCAN is a nonprofit organization which is the designated Community Action Agency that primarily serves two counties in Oregon (Douglas and Josephine) and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Administrative offices and all financial records are located at 280 Kenneth Ford Drive, Roseburg, Oregon. Program records are located at various locations at other facilities located throughout Douglas, Josephine, Klamath, and Lake Counties, Oregon. The focus of the agency is to mobilize human and financial resources at local, state, and federal levels to benefit disadvantaged people. It is governed by a 12-member volunteer board of directors. The board of directors is required to consist of membership evenly distributed among these areas: elected public officials; representatives of the economically disadvantaged; and the general community.

UCAN utilizes Abila MIP, an automated fund accounting software package for nonprofit organizations. This system includes the following modules:

1. General Ledger
2. Accounts Payable
3. Payroll
4. Bank Reconciliation
5. Budget
6. Accounts Receivable
7. Allocations
8. Reporting
9. Electronic Fund Transfer

UCAN has three (3) bank accounts which consist of one (1) checking account for Payroll and Accounts Payable and one (1) money market Sweep Account, both maintained at Umpqua Bank, and one (1) depository account maintained at Wells Fargo.

Approximately 1400 Accounts Payable and Payroll checks/vouchers are written each month. UCAN has approximately 131 full-time employees and 15 part-time employees that work a full 52 weeks per year, 80 seasonal employees that work an average of 42 weeks per year, and 20 stipend volunteers in the National Service Programs. A copy of the audit reports and financial statements for the period ending June 30, 2019 can be obtained at:

[https://www.ucancap.org/application/files/3115/8318/6390/UCAN\\_AFS\\_June\\_30\\_2019\\_and\\_2018.pdf](https://www.ucancap.org/application/files/3115/8318/6390/UCAN_AFS_June_30_2019_and_2018.pdf)

Revenues have increased significantly since fiscal year 2019 due to CARES funding. Revenues in fiscal year 2019 were approximately \$20M, and estimated revenues in fiscal year 2021 are approximately \$30M; projected revenues consist of regular program revenues of \$20M and CARES/COVID-19 revenues of \$10M.

**E. Options**

At the discretion of UCAN, this audit contract can be extended for four additional one-year periods. The cost for the option periods will be agreed on by UCAN and the Offeror.

**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 in the State of Oregon, hereinafter referred to as the "Offeror," to perform a financial and compliance audit of UCAN.

**B. Description of programs/contracts/grants**

See audited financial statements as of 6/30/19.

**C. Performance**

The audit is for UCAN's fiscal year 2021, covering July 1, 2020 to June 30, 2021, and, if additional periods are approved, annually thereafter.

The Offeror is required to prepare audit reports in accordance with the AICPA's Generally Accepted Auditing Standards, Government Auditing Standards, Title 2 CFR Grant and Agreements Part 200.

**D. Delivery schedule**

The Offeror is to transmit one copy of the draft audit report to UCAN's Executive Director. The draft audit report is due on January 31, 2022.

The Offeror shall deliver one electronic audit report to UCAN's Board of Directors no later than March 15, 2022. Offeror will do a presentation at a March 2022 Board Meeting for acceptance.

The Offeror shall file an extension for Forms 990, 990T and CT-12 by November 15, 2021, and deliver Forms 990, 990T and CT-12 by May 1, 2022.

Reports and forms may be submitted earlier than the schedule above. However, if the Offeror fails to make delivery of the audit reports and forms within the time schedule specified herein, or if the Offeror delivers audit reports and forms that do not conform to all of the provisions of this

RFP, UCAN may, by written notice of default to the Offeror, terminate the whole or any part of its contract with Offeror. Under certain extenuating circumstances, UCAN may extend this schedule upon written request of the Offeror with sufficient justification.

#### **E. Price**

The Offeror's proposed price for services should include a not-to-exceed total fee and a fee per service (audit services, tax services and additional services as requested in this RFP). Any out-of-pocket expenses should also be indicated. In addition, the Offeror should include an hourly rate for any work performed beyond the initial scope of work.

#### **F. Payment**

Payment will be made when UCAN has determined that the total work effort has been satisfactorily completed. Should UCAN reject a report or form, UCAN's authorized representative will notify the Offeror in writing of such rejection, giving the reason(s) for the rejection. The right to reject a report or form shall extend throughout the term of this contract and for 90 days after the Offeror submits the final invoice for payment.

Progress payments will be allowed to the extent that UCAN can determine satisfactory progress is being made.

Upon filing of the tax forms, the Offeror may submit a bill for the balance due on the contract.

#### **G. Audit review**

All audit reports prepared under this contract will be reviewed by UCAN and its funding sources to ensure compliance with the General Accounting Office's (GAO) *Government Auditing Standards* and other appropriate audit guides.

#### **H. Exit conference**

An exit conference with UCAN's representatives and the Offeror's representatives will be held at the conclusion of the work. Offeror must summarize observations and recommendations in writing and discuss with UCAN. Offeror's written report should include internal control and program compliance observations and recommendations.

#### **I. Documentation**

1. Upon request, the Offeror will provide a copy of documents pertaining to any questioned costs determined in the audit. The documents must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
2. The Offeror will retain documents for at least three years from the end of the audit period.
3. The documents will be made available by the Offeror for examination by authorized representatives of the cognizant federal or state audit agency, the GAO and UCAN.

## **J. Confidentiality**

The Offeror agrees to keep the information related to this work in strict confidence. Other than the reports submitted to UCAN, 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 those 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, UCAN'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:

Ethics Interpretation 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 auditing 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 auditing 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, unless the member discloses in his report the fact that such requirements were not followed and the reasons therefor.

## **TECHNICAL QUALIFICATIONS**

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

### **A. Understanding our needs**

The Offeror should describe the current challenges and opportunities specific to UCAN. Describe how your firm is best suited to assist UCAN in facing those challenges and opportunities moving forward.

## **B. Understanding the scope of work**

The Offeror should clearly describe the scope of work to be performed in alignment with this RFP.

## **C. Understanding our industry**

The Offeror should describe its understanding of UCAN's industry by providing specific industry knowledge and expertise as well as prior auditing experience.

1. Prior experience working with nonprofit organizations.
2. Prior experience auditing grant funded organizations.
3. Prior experience auditing organizations similar to UCAN.
4. Prior experience providing additional services to organizations similar to UCAN.

## **D. Engagement team**

The Offeror should briefly describe the qualifications of staff to be assigned to the work. Descriptions should include:

1. Engagement team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual team members. Team member bios should include education, position in firm, years with the firm, industry-specific experience, and training on the recent Uniform Guidance.

## **E. Organization, size, and structure**

The Offeror should describe its organization, size, and structure. Description should include:

1. Size of the Offeror, including number of employees and physical site locations.
2. Explanation of independence.
3. Any conflicts of interest that exist.
4. Results of peer review.
5. Explanation if the Offeror is a small business, minority business, women's business enterprise, or labor surplus firm.

## **F. Audit approach to the engagement**

The Offeror should describe its approach to the work to be performed.

## **G. Certifications**

The Offeror must sign and include, as an attachment to its proposal, the certifications enclosed with this RFP. The publications listed in the certifications will not be provided to potential Offerors by UCAN, because UCAN desires to contract only with an Offeror who is already familiar with these publications.

# PROPOSAL EVALUATION

## A. 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.
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.

## B. Proposal evaluation

Evaluation of each proposal will be scored on the following six factors.

	Point range
1. Understanding UCAN's industry	0 - 10
a. Understanding UCAN's current challenges and opportunities	
b. Firm's approach to addressing UCAN's challenges	
2. Experience	0 – 30
a. Prior experience working with nonprofit organizations	
b. Prior experience auditing grant funded organizations	
c. Prior experience auditing organizations similar to UCAN	
d. Prior experience providing additional services to organizations similar to UCAN	
3. Organization, size, and structure of Offeror's firm	0 - 5
a. Adequate size of the firm	
b. Minority business/small business/women's business enterprise/labor surplus firm	
4. Qualifications of engagement team.	0 – 20
a. Qualifications of team members	
b. Overall supervision to be exercised	
5. Offeror's approach to the engagement	0 – 15
a. Adequate coverage by engagement team	
b. Realistic engagement timetable	
6. Price	0 – 20
<b>Maximum points</b>	<b>100</b>

### C. Review process

In compliance with Uniform Guidance 2 CFR Part 200.319 – Competition, UCAN has conducted this procurement in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

UCAN may, at its discretion, request presentations by, or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors' proposals.

However, UCAN reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Offeror can propose.

UCAN contemplates award of the contract to the responsible Offeror with the highest total points.

## 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 January 1, 2021.
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's 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)
  - d. *Audits of State and Local Governments* (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 audit, 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)