# REQUEST FOR PROPOSALS

## Independent Audit and Tax Services

251 NE Garden Valley Blvd, Suite 205, Roseburg, Oregon 97470 | www.ucancap.org

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| Issue date | July 22, 2026 |
| Proposal deadline | August 5, 2026, at 5:00 p.m. Pacific Time |
| Initial audit period | Fiscal year ending June 30, 2026 |
| Contact | Rachel Anglin, Chief Financial Officer \| rachel.anglin@ucancap.org \| 541-492-3923 |

### 1. Purpose

United Community Action Network (UCAN) invites proposals from qualified, independent certified public accounting firms to provide annual financial statement audit, Single Audit, and related tax services. UCAN seeks a firm that will provide high-quality work, timely communication, and practical recommendations while maintaining the independence required for the engagement.

### 2. Organization Profile

UCAN is an Oregon 501(c)(3) nonprofit Community Action Agency headquartered in Roseburg. UCAN serves Douglas and Josephine Counties, with select programs operating in additional Oregon counties. The organization administers a broad portfolio of federal, state, local, and private funding.

- Fiscal year end: June 30
- Annual operating revenue: approximately $33 million
- Workforce: approximately 260 employees
- Accounting system: MIP Fund Accounting
- Accounting records are maintained electronically, with administrative records primarily coordinated through UCAN's Roseburg office.
- Annual Single Audit required under 2 CFR Part 200, Subpart F
- Major programs include Head Start/Early Head Start, Preschool Promise, WIC, Healthy Families, nurse home visiting, housing and emergency shelter, property management, utility assistance, weatherization, food programs, and veteran and volunteer services.

### 3. Engagement Term

The initial engagement will cover the fiscal year ending June 30, 2026. UCAN anticipates awarding a one-year agreement with the option, at UCAN's sole discretion and subject to satisfactory performance, fee agreement, funding, and required approvals, to renew for up to four additional one-year periods through the fiscal year ending June 30, 2030. The selected firm is not guaranteed any renewal.

## 4. Scope of Services

- Audit UCAN's annual financial statements in accordance with generally accepted auditing standards in the United States and Government Auditing Standards, and issue all required reports.
- Perform the organization-wide Single Audit in accordance with the Single Audit Act and 2 CFR Part 200, Subpart F, including required reporting on internal control and compliance and review of the Schedule of Expenditures of Federal Awards.
- Communicate required matters, audit adjustments, findings, and recommendations to management and those charged with governance; provide a written management letter when appropriate.
- Conduct an exit conference with UCAN representatives at the conclusion of fieldwork to discuss proposed adjustments, observations, findings, and recommendations before reports are finalized.
- Present the audit results to management, the Finance Committee, and the Board of Directors, as requested by UCAN.
- Prepare IRS Form 990, Oregon Form CT-12, and Form 990-T if required, based on information supplied and approved by UCAN.
- Assist UCAN with submission of the reporting package to the Federal Audit Clearinghouse; UCAN will retain responsibility for reviewing and certifying the submission.
- Provide routine technical consultation related to the audit, tax filings, and implementation of new accounting or auditing standards, without assuming management responsibilities or impairing independence.

## 5. Deliverables and Timing

The selected firm will coordinate a detailed audit plan with UCAN following award. The proposal must identify the firm's anticipated planning, interim, fieldwork, draft-report, governance-presentation, and filing dates. At a minimum, the firm must complete the audit and support timely submission of the reporting package within the deadline established by 2 CFR 200.512.

- Independent auditor's report and audited financial statements
- Single Audit reporting package, including all reports and schedules required by 2 CFR Part 200
- Required communications to those charged with governance and any management letter
- Final federal and state information returns included in the engagement
- Electronic copies of all final reports and returns, plus presentation materials when used

## 6. Proposal Requirements

Proposals should be concise and organized in the following order:

**Cover letter and authorization.** Identify the legal name of the firm, primary contact, address, telephone number, email address, and the person authorized to negotiate and bind the firm.

**Firm qualifications.** Describe the firm's history, Oregon licensure, office locations, size, independence, and experience serving nonprofit and federally funded organizations. Identify whether the firm qualifies as a small business, minority-owned business, women's business enterprise, veteran-owned business, or labor-surplus-area firm.

**Relevant experience.** Describe recent experience with Community Action Agencies; Uniform Guidance Single Audits; and programs funded by agencies such as HHS/Head Start, HUD, OHCS, USDA, and OHA. Clearly identify experience of the proposed engagement team.

**Engagement team.** Identify the engagement partner, manager, and other key personnel. Include brief resumes, licenses or certifications, years of relevant experience, expected roles, availability, and anticipated continuity.

**Audit approach and schedule.** Explain planning and risk assessment, use of technology and secure file exchange, communication protocols, fieldwork approach, quality control, reliance on UCAN-prepared schedules, and the proposed engagement calendar.

**Peer review and regulatory history.** Provide the firm's most recent external peer review report and related acceptance letter. Disclose any material disciplinary action, governmental investigation, or litigation during the past five years relevant to the services requested.

**References.** Provide at least three references from comparable nonprofit or governmental organizations, including organization name, contact, email, telephone number, services performed, and years served.

**Price proposal.** Complete the pricing schedule in Section 7. State fixed fees by service and year, estimated hours by staff level, hourly rates for services outside the scope, reimbursable expenses, and all assumptions or potential additional charges.

**Potential conflicts and independence.** Identify any actual or potential conflict of interest and describe safeguards. Confirm that the firm and proposed team meet applicable independence requirements.

**Exceptions.** Clearly identify any requested exceptions to the RFP or proposed contract terms. Silence will be treated as acceptance of the requirements presented.

## 7. Pricing Schedule

Provide a not-to-exceed total fee and a not-to-exceed fee for each service and fiscal year. Fees must include routine travel and other engagement-related expenses unless separately identified. Clearly state all assumptions, excluded costs, potential additional charges, and hourly rates for services outside the defined scope.

| Service | FY26 | FY27 | FY28 | FY29 | FY30 |
|---|---|---|---|---|---|
| Financial statement audit | | | | | |
| Single Audit | | | | | |
| IRS Form 990 | | | | | |
| Oregon Form CT-12 | | | | | |
| Form 990-T, if required | | | | | |
| Total fixed fee | | | | | |

## 8. Evaluation and Selection

UCAN will evaluate responsive proposals using the criteria below. Award will be made to the responsible firm whose proposal is most advantageous to UCAN, considering qualifications, technical approach, past performance, availability, peer review results, and price. The lowest-priced proposal will not necessarily be selected.

| Evaluation criteria | Points |
|---|---|
| Community Action Agency and federally funded nonprofit experience | 25 |
| Qualifications, capacity, and continuity of the proposed engagement team | 20 |
| Audit approach, responsiveness, and understanding of UCAN | 20 |
| References, past performance, and peer review results | 10 |
| Ability to meet the proposed schedule | 10 |
| Cost and overall value | 15 |

UCAN may check references, verify representations, request written clarification, and invite one or more firms to an interview. Final selection will be subject to UCAN's applicable internal review and approval process.

A proposal may be determined nonresponsive if it is late, materially incomplete, does not follow the requested format, omits the required certifications, or does not provide enough information to determine that the proposed engagement will comply with Government Auditing Standards and applicable Uniform Guidance requirements. UCAN may make an award without discussions; firms should therefore submit their most favorable technical and price terms initially.

## 9. Proposal Deadline and Award Notification

**Proposal deadline:** August 5, 2026, at 5:00 p.m. Pacific Time

**Anticipated notification of award:** August 14, 2026

UCAN reserves the right to modify these dates by written notice to known proposers.

## 10. Questions and Proposal Submission

### 10.1 Questions

Submit questions by email to Rachel Anglin at rachel.anglin@ucancap.org no later than July 27, 2026, at 5:00 p.m. Pacific Time. UCAN anticipates issuing written responses by July 29, 2026. Oral explanations are not binding. UCAN will distribute written responses to firms that requested the RFP or submitted a question, without identifying the source of a question.

### 10.2 Electronic Submission Only

Submit one complete proposal as a searchable PDF by email to rachel.anglin@ucancap.org. The email subject line should read: 'Proposal - Independent Audit Services.' Proposals must be received by August 5, 2026, at 5:00 p.m. Pacific Time. Hard-copy or mailed proposals will not be accepted. Late proposals may be rejected.

### 10.3 Confirmation of Receipt

The proposer is responsible for confirming receipt. UCAN is not responsible for transmission failures, file corruption, or messages rejected because of size or security restrictions.

## 11. General Conditions

### 11.1 Right to Reject

UCAN reserves the right to reject any and all proposals, waive minor informalities, request clarification or additional information, negotiate scope or pricing, or cancel and reissue this solicitation when doing so is in UCAN's best interest. Any contract award will be based on the evaluation factors stated in this RFP.

### 11.2 Small, Minority-Owned, and Women-Owned Businesses

UCAN will conduct this procurement to provide full and open competition. Small businesses, minority-owned businesses, women's business enterprises, veteran-owned businesses, and labor-surplus-area firms are encouraged to submit proposals. UCAN will take the applicable affirmative steps required by 2 CFR Part 200 when procuring these services.

### 11.3 Presentations

At UCAN's discretion, one or more proposers may be invited to make an oral presentation or participate in an interview to clarify their proposals. Presentations may be conducted in person or virtually. UCAN is not required to invite every proposer to participate and may make an award without presentations or further discussions.

### 11.4 Notification of Award

Following completion of the evaluation and successful contract negotiations, UCAN will provide written notice of the award decision to firms that submitted proposals.

### 11.5 Proposal Costs, Records, and Validity

All costs of preparing and submitting a proposal are the proposer's responsibility. Proposals become UCAN records and may be subject to disclosure under applicable law. Proposers should clearly identify material they consider confidential, although UCAN cannot guarantee nondisclosure. Proposals must remain valid for at least 90 days after the submission deadline.

### 11.6 Payment and Acceptance

Payment terms will be established in the final agreement. Progress payments may be permitted when UCAN determines that satisfactory progress has been made. Final payment will be contingent upon delivery and UCAN's acceptance of the required reports and other deliverables. The selected firm must promptly correct work that does not conform to the agreement or applicable professional requirements.

### 11.7 Audit Review and Workpapers

Audit reports may be reviewed by UCAN and authorized funding or oversight agencies for compliance with Government Auditing Standards and other applicable requirements. Audit documentation must be retained for the period required by Government Auditing Standards and applicable law and made available, upon request, to UCAN and authorized federal or state oversight or audit agencies. Documentation supporting questioned costs must clearly explain the basis for the questioned amount and related analysis.

### 11.8 Confidentiality

The selected firm must protect confidential UCAN, employee, client, donor, and program information; limit access to personnel with a business need to know; use reasonable administrative, technical, and physical safeguards; and promptly notify UCAN in writing of any suspected or confirmed unauthorized access, use, or disclosure.

### 11.9 Contract and Eligibility Requirements

The selected firm must maintain required licenses and professional standards, provide evidence of professional liability coverage upon request, and remain eligible for federally funded contracts without suspension or debarment. Material portions of the engagement may not be assigned or subcontracted without UCAN's prior written approval. Any resulting agreement will include applicable federal award and procurement requirements and will control if it conflicts with the selected firm's proposal.

## Appendix A - Required Certifications

An authorized representative must sign and include this certification with the proposal.

☐ The firm is licensed and in good standing to practice public accounting in Oregon.

☐ The firm and proposed engagement team meet all applicable independence requirements.

☐ The firm has provided its most recent external peer review report and acceptance letter.

☐ Neither the firm nor its principals are suspended, debarred, or otherwise excluded from participation in federally funded transactions.

☐ The firm will perform the engagement in accordance with applicable professional standards, Government Auditing Standards, and 2 CFR Part 200.

☐ Personnel assigned to the engagement will meet applicable Government Auditing Standards continuing professional education requirements.

☐ The proposed prices were developed independently, without consultation, communication, or agreement with another proposer for the purpose of restricting competition, and were not knowingly disclosed to another proposer before award.

☐ The firm has not attempted to discourage another firm from submitting a proposal and has not agreed to pay money or other consideration to obtain the resulting contract, other than ordinary compensation paid to its employees or authorized representatives.

☐ The firm and proposed personnel do not have a record of substandard audit work that has not been disclosed in the proposal. Any relevant violation of professional standards, disciplinary action, suspension, or debarment has been fully disclosed.

☐ The firm is familiar with the Government Auditing Standards, 2 CFR Part 200, and applicable AICPA audit and accounting guidance for not-for-profit entities and governmental grant recipients.

☐ The individual signing below is authorized to make these certifications and submit the proposal on behalf of the firm.

**Firm name:** ____________________________________________________________________________

**Authorized representative:** ______________________________________________________________

**Title:** _________________________________________________________________________________

**Signature:** _____________________________________________________________________________

**Date:** _________________________________________________________________________________