



Iron County
Care and Share

REQUEST FOR PROPOSAL (RFP)

AUDIT AND TAX PREPARATION SERVICES

Iron County Care and Share, a private nonprofit organization, is seeking proposals for audit and tax preparation services. Iron County Care and Share (organization) is located in Cedar City, Iron County, in rural Utah. The organization serves community members from Iron, Beaver, and Garfield counties.

INTRODUCTION

Iron County Care and Share is a local, private non-profit dedicated to providing compassionate assistance and resources to individuals and families in need, offering them opportunities to increase their stability and self-sufficiency.

Target populations are homeless men, women and children; residents of Iron County; and the chronically homeless in Beaver, Garfield, and Kane counties. This population includes the elderly, minorities, the disabled, veterans, developmentally disabled, physically and mentally ill, those with dual diagnoses, and homeless people living in places unfit for human habitation. Iron County Care and Share provides a pathway to stability for individuals in crisis who have few affordable and supportive options available.

Care and Share has just eleven employees that provide assistance daily to our neighbors in Iron County living in poverty. Services, in many cases, are offered twenty-four hours per day and seven days per week. Paired with the hundreds of generous volunteers that give their time, the small but mighty organization accomplishes vital tasks to create clear pathways for those in crisis.

In 2019, Care and Share distributed over 800,000 pounds of food to nearly 2,000 families with food insecurity. The Emergency Temporary Shelter housed over 540 individuals, children and families with over 8,000 nights of secure shelter, daily meals, sack lunches and case management working toward self-sufficiency. In addition, Care and Share offered drop-in day services including laundry, showers, lunch and meals, and supportive services.

Working with partners in the community, neighboring counties, and the state, Iron County Care and Share is now able to help homeless and low-income individuals and families work toward self-sufficiency. Addressing the real needs of the individuals and families living in poverty, and providing the basic needs of households that are at risk of falling into severe crisis and homelessness is the core of what Care and Share offers every day to Iron County residents.

QUALIFYING REQUIREMENTS

- A. CPA or auditing firm with tax-exempt charitable organizations experience

SCOPE OF SERVICES

The organization is seeking an auditing firm that has demonstrated its ability to provide the following services

- Annual financial statement audit
- Preparation of IRS form 990
- Preparation of Charitable Organization Annual Report
- Management letter
- Physical audit of warehouse
- DRAFT available, reviewed and discussed with ICCS staff/board within 21 days of the end of the year each year
- Completed within 30 days of the end of each fiscal year and presented to Board of Directors

RFP REQUIREMENTS

- Evidence of the firm's qualifications to provide the above services;
- Background and experience in auditing nonprofit clients;
- The size and organizational structure of the auditor's firm;
- Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- A proposed timeline for fieldwork and final reporting;
- Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- 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;
- Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.
- 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; and

- References and contact information from at least three (3) comparable nonprofit audit clients.

GENERAL PROPOSAL INFORMATION

The organization will endeavor to administer the proposal process in accordance with the terms and dates outlined in this RFP, however, ICCS reserves the right to modify the activities, time line, and any other aspect of the process at any time, as deemed necessary by ICCS staff and/or its Board of Directors.

1. Respondents are encouraged to carefully review this RFP in its entirety prior to preparation of their proposal response.
2. All proposal responses will become property of ICCS.
3. Respondent may modify or amend its proposal response only if ICCS receives the amendment prior to the deadline stated herein for receiving proposals and statement of qualifications.
4. A proposal may be considered non-responsive if conditional, incomplete or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.
5. Proposal Validity - Proposals must be valid for a period of 90 days from the closing date and time of this solicitation. Proposals may not be withdrawn after the submission date.
6. Pre-Contractual Expenses - ICCS shall not, under any circumstance, be liable for any pre-contractual expenses incurred by Respondents in the preparation of their Proposals. Respondents shall not include any such expenses as part of their Proposals. Pre-contractual expenses are defined as expenses incurred by the Respondent in preparing its Proposal in response to this solicitation; submitting that Proposal to ICCS; negotiating with ICCS any matter related to the Proposal; and, any other expenses incurred by the Respondent prior to the date of award.
7. Confidentiality - Confidentiality of Proposals is subject to the following:
 - a. If submitting confidential, supplemental information, such information shall be submitted on a different color paper than, and bound separate from, the rest of the submittal, and shall be clearly marked "Confidential." Upon completion of its evaluation, ICCS will destroy any confidential, supplemental information submitted, or return such information to Respondent if so requested.
8. ICCS reserves the right to:

- a. Reject any or all Proposals;
- b. Select the Proposal most advantageous to ICCS;
- c. Verify all information submitted in the Proposal;
- d. Withdraw this solicitation at any time, without prior notice and furthermore, makes no representations that any contract will be awarded to any Respondent responding to this solicitation;
- e. Award its total requirements to one Respondent or to apportion those requirements among two or more Respondents as ICCS may deem to be in its best interests;
- f. Negotiate the final contract with any Respondent(s) or to apportion those requirements among two or more Respondents as ICCS may deem to be in its best interests;
- g. Amend this solicitation;
- h. Amend the final contract to incorporate necessary attachments and exhibits or to reflect negotiations between ICCS and the successful Respondent.

ANTICIPATED PROPOSAL SCHEDULE

ICCS has identified anticipated key dates as follows:

Issue Solicitation: - Monday, December 30, 2019

Proposal Due: - Wednesday, January 15, 2020

Interview of Selected Finalists: - As needed/TBD

Recommendation to Board: - TBD

RESPONSE QUESTIONS, REQUESTS FOR CLARIFICATION, AND EXCEPTIONS

All questions and responses will be posted to <https://www.careandshare-ut.org>. So that all Respondents will continue to have a fair and equal opportunity in this solicitation, any exception(s) will only be considered to correct errors or if all proposals submitted take exactly the same exception(s). ICCS's consideration of any exception shall not, in any way, be construed as ICCS's intent to grant said exception. Exceptions will be evaluated on a case-by-case basis and will be granted only to correct errors in the documentation, or when it is deemed to be in the best interest of ICCS.

SUBMISSION OF RFP

All responses to this RFP must be delivered to the point of contacts shown below. All questions and requests for additional information must be in writing and received through the point of contacts shown below (email is acceptable).



Qualified institutions are required to submit one (1) hard copy and one (1) digital copy to:

Peggy Green
Executive Director
Iron County Care and Share
P.O. Box 2241
Cedar City, UT 84721
peggyg@careandshare-ut.org