



REQUEST FOR PROPOSAL - AUDIT SERVICES

The **Board of Directors of Community Action Commission of Santa Barbara County dba CommUnify**, hereinafter called "COMMUNIFY," invites qualified independent auditors, hereinafter called "Auditor," having sufficient nonprofit and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

There is no expressed or implied obligation for COMMUNIFY to reimburse firms for any expenses incurred in preparing proposals in response to this request.

The specific details herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern any resulting engagement award(s) unless approved otherwise in writing by COMMUNIFY.

Description of COMMUNIFY

COMMUNIFY is a private nonprofit organization with a 501(c)(3) tax status serving Santa Barbara County, established in 1967. It is governed by a 15-member body of community volunteers, equally representing elected public officials, private organizations, and the low-income population of Santa Barbara County. COMMUNIFY offers programs and resources to facilitate the development of skills that enable county residents to lift themselves out of poverty and live self-sustaining lives.

For more information and a description of our major program services, visit our web site at www.communitysb.org.

The administrative office of COMMUNIFY is located at 5638 Hollister Avenue, Suite 230, Goleta, CA 93117.

Services to be performed

Your proposal is expected to cover the following services

1. Annual agency financial and compliance audit.
2. All relevant and applicable program audits.
3. Completion and filing of the agency 990 tax return.
4. Annual 403(b) retirement plan audit.
5. File or assist in filing extensions associated with the 990 tax return and/or 5500 filing, if needed.

Type of Audits

Annual Agency Financial and Compliance

The audit will encompass a financial and compliance examination of COMMUNIFY's basic financial statements, supplementary information, and any related compliance reports, in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and shall



include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures considered necessary to express an opinion.

Annual Program Audit(s)

The audit(s) shall be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and shall include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures considered necessary to express an opinion.

Annual 403(b)

COMMUNIFY's retirement plan is considered a large plan and must be audited annually according to the Employee Retirement Income Security Act of 1974 (ERISA). The audit must be in compliance with all applicable laws and generally accepted auditing standards.

Periods of Performance

COMMUNIFY intends to continue the relationship with the Auditor for no less than three years based on performance. COMMUNIFY reserves the right to request proposals at any time following the first year of this engagement award, should the Auditor not meet the terms of the engagement.

January 1, 2022 to December 31, 2022

January 1, 2023 to December 31, 2023

January 1, 2024 to December 31, 2024

COMMUNIFY reserves the right to extend the engagement award for a minimum of two additional years, as deemed agreeable by the parties.

January 1, 2025 to December 31, 2025

January 1, 2026 to December 31, 2026

Requirements

The Auditor will be responsible for the preparation, typing, proofing, printing, and copying of the Basic Financial Statements, supplementary information, and compliance reports. The Auditor will submit a draft of the Financial Statements to be reviewed in detail to COMMUNIFY. This draft should be submitted in time to allow ample review and corrections.

COMMUNIFY will expect a listing of requested information needed for the audit from the selected Auditor firm during the post selection preplanning conference. Updates to that list will be made during periodic conferences held while the audit is being conducted.

The working papers shall be retained and made available upon request for no less than three years from the date of the audit report.

In the event that circumstances arise during the audit that requires work to be performed in excess of



the original estimates, any additional costs will be negotiated prior to commencement of the work and an amended engagement letter will be approved by COMMUNIFY.

Annual Financial and Compliance Audit Specific Requirements

A preliminary draft of the audit must be submitted to COMMUNIFY by the second Thursday in June for proofing and reconciliation to COMMUNIFY's records.

The final audit report is due to COMMUNIFY no later than June 30.

An electronic version of each audit report, and other applicable reports must be supplied to the Chief Financial Officer within the period cited above. In addition, the Auditor is responsible for completion of the Data Collection Form in the Federal Audit Clearinghouse.

403(b) Audit Specific Requirements

A preliminary draft of the audit must be submitted to COMMUNIFY by June 30 for proofing and reconciliation to COMMUNIFY's records.

The final report is due to COMMUNIFY no later than July 10.

An electronic version of each audit report, and other applicable reports must be supplied to the Chief Financial Officer within the period cited above.

Other Services

A presentation to the COMMUNIFY Board of Directors and Finance/Audit Committee is required and will be scheduled.

Description of Selection Process

The Auditor best meeting COMMUNIFY's expectations for expertise, audit approach, ability to meet deadlines, cost, and minority or female owned designation will be selected.

COMMUNIFY requests that no member of the governing board be contacted during this process. The Chief Financial Officer may be contacted via email at gcarmichael@communifysb.org only to clarify questions concerning the RFP.

COMMUNIFY reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of COMMUNIFY.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid.

Proposal Requirements

1. Provide a list of the firm's current nonprofit audit clients, indicating the type(s) of services performed and the number of years served for each.
2. The size and organizational structure of your firm.
3. Statement of the firm's understanding of work to be performed, including tax and non-audit



services.

4. Provide a copy of the firm's most recent peer review report, any related letter of comments, and the firm's responses to the letter of comments.
5. Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies including relevant nonprofit experience.
6. 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 (i.e., "not-to-exceed" amounts). Completely identify and itemize any other potential costs.
7. Provide company name, address, a contact person, and telephone number of at least three, current or prior, nonprofit audit clients who may be contacted for a reference.
8. Describe the firm's existing liability and professional practice insurance coverages, with attestation of adequacy to cover potential claims.
9. Describe any regulatory action taken by any oversight body against the firm in the last five years.
10. 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.
11. Describe additional assistance expected from COMMUNIFY's staff, other than outlined in the RFP.
12. Tentative schedule for completing the audit within the specified deadlines of the RFP.
13. Please make COMMUNIFY aware of any of the following ownership status of the firm.
 - a. Minority owned
 - b. Female owned
 - c. Locally owned (Santa Barbara County, CA)

Please list any other information the firm may wish to provide.

Time Schedule for Awarding the Contract

Proposals signed by authorized officials will be accepted via email at gcarmichael@communifysb.org until January 20, 2023 at 5:00pm. Subject line should read "Response to RFP – Auditing Services".

COMMUNIFY's Finance Committee will review the proposals and make a recommendation to COMMUNIFY's Board of Directors on or before February 28, 2023 at which time the engagement will be awarded. Notification of the award will be emailed within five business days.

Thank you.

Grant Carmichael

Chief Financial Officer