

CHILD START, INC.

**REQUEST FOR PROPOSAL
FOR AUDIT SERVICES AND TAX RETURN PREPARATION
FOR THE PERIOD
MAY 1, 2011-APRIL 30, 2012**

PROPOSAL GUIDELINES

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I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is to contract for a financial and compliance (A-133) audit, preparation of the corporate tax return (990), the preparation of the agency's 403(b) retirement and welfare benefit plans financial statements, and the preparation of Form 5500(s) and supporting schedules for the year ending April 30, 2012. The proposal includes options for two additional years. For this reason, bids are being requested for three years (2012, 2013, and 2014). Your firm should submit a price for each individual year and each service required separately.

B. Individual Conference - Optional

Please call Tina Viramontez for appointment – (316) 682-1853 Ext. 2249.

C. Instructions On Proposal Submission

1. Closing Submission Date

Proposals must be submitted no later than 4:30 p.m. on Friday, January 27, 2012.

2. Inquiries

Inquiries concerning this RFP should be directed to Tina Viramontez (316) 682-1853 Ext. 2249.

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 Child Start, Inc.

4. Instructions to Prospective Contractors

Your Proposal should be addressed as follows:

Audit Bids
Child Start, Inc.
1069 S. Glendale
Wichita, KS 67218

It is the responsibility of the Offeror to ensure that the proposal is received by Child Start, Inc. by the date and time specified above.

5. Right to Reject

Child Start, Inc. reserves the right to reject any and all proposals received in response to this RFP.

6. Small and/or Minority-Owned Businesses

Efforts will be made by Child Start, Inc. to utilize small business and/or minority-owned businesses.

7. Notification of Award

It is expected that a decision selecting 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. It is expected that the contract shall be a one-year fixed price contract with options for two additional one-year periods.

D. Description of Entity and Records to be Audited

Child Start, Inc. is a nonprofit organization determined to be exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a volunteer Board of Directors. Administrative offices and all records are located at 1069 S Glendale. Other offices are located throughout the Sedgwick County area and in Harper County.

E. Options

At the discretion of Child Start, Inc., this audit and tax return contract can be extended for two additional one-year periods. **The cost for the option periods should be included in the Offeror's proposal.** The Offeror should assume that there will be no significant changes in Child Start, Inc.'s operations in 2013 and 2014.

II. SPECIFICATION SCHEDULE

A. Scope of a Financial and Compliance Audit

The purpose of this RFP is to obtain the services of a certified public accounting firm, whose principal officers are independent certified public accountants, licensed to practice in Kansas. Services required are as follows:

- Perform a financial and compliance audit of Child Start, Inc. in conformance with applicable A-133 requirements
- Prepare a 990 tax return
- Prepare the agency's 403(b) retirement and welfare benefit plans financial statements
- Prepare Form 5500(s) and applicable schedules.

B. Description of Programs/ Contracts/ Grants

Please see the enclosed supplemental information and visit our web site at www.childstart.org for detailed description of Child Start's many programs.

C. Performance

Child Start, Inc. records should be audited for the year ending April 30, 2012. The tax returns shall be prepared for the same time frame as the audit.

The Offeror is required to prepare the audit reports in accordance with the Government Auditing Standards, generally accepted auditing standards, and (OMB) Circular A-133. In addition to financial statements, we will also need supplemental information and federal program reports and schedules (see enclosures).

D. Delivery Schedule

Offeror is to transmit one copy of the draft audit report to Child Start, Inc.'s Financial Director. The draft audit report is due no later than the second Friday of July, 2012.

The Offeror shall deliver the final audit reports to Child Start, Inc.'s Finance Committee no later than the third Wednesday of August, 2012.

The Offeror shall deliver one copy of the draft tax returns and 5500(s) to Child Start, Inc.'s Finance Director no later than the second Friday of September, 2012.

The Offeror shall deliver the final tax returns and 5500(s) to Child Start, Inc.'s Finance Committee no later than the third Wednesday of October, 2012.

Reports may be submitted earlier than the above schedule. However, if the Offeror fails to deliver the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports which do not conform to all of the provisions of this contract, Child Start, Inc. may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances the contracting agent may extend this schedule upon written request of the Offeror with sufficient justification.

E. Price

The Offeror's proposed price should be submitted with audit and tax return prices listed separately. Include information indicating how the price was determined. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should also be indicated.

F. Payment

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

Progress payments will be allowed to the extent that Child Start, Inc. can determine that satisfactory progress is being made.

Upon delivery of the final audit reports to Child Start, Inc. and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the audit.

Upon delivery of the tax returns, the Offeror may submit a bill for the balance due on the tax returns.

G. Audit Review

All audit reports prepared under this contract will be reviewed by Child Start, Inc. and its funding sources to ensure compliance with General Accounting Office's (GAO) Government Audit Standards and other appropriate audit guides.

H. Entrance Conference

An entrance conference with Child Start, Inc.'s representatives explaining the scope of the audit will be held prior to the start of field work.

I. Exit Conference

An exit conference with Child Start, Inc.'s representatives and the Offeror's representatives will be held at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with Child Start, Inc. It should include internal control and program compliance observations and recommendations.

J. Workpapers

1. Upon request, the Offeror will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
2. The workpapers will be retained for at least three years from the end of the audit period.
3. The workpapers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the General Accounting Office, and Child Start, Inc.

K. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to Child Start, Inc., 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 other 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, Child Start, Inc.'s authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

III. OFFEROR'S TECHNICAL QUALIFICATIONS

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

A. Independence

The firm must be able to provide an affirmative statement that it is independent of Child Start, Inc. in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

B. License to practice in the State of Kansas

An affirmative statement is required that the firm and all assigned key professional staff are properly registered and licensed to practice in the state of Kansas.

C. Prior Auditing Experience

The Offeror should describe its previous experience, including the names of prior organizations audited. Experience should include the following categories:

1. Prior experience auditing programs funded by the State of Kansas.
2. Prior experience auditing programs funded by the Federal Government.
3. Prior experience auditing Head Start/Early Head Start Programs.
4. Prior experience auditing nonprofit organizations.
5. Prior experience auditing employee benefit plans.

D. Organization, Size, and Structure

The Offeror should describe its organization, size (in relation to audits to be performed) and structure. Indicate, if appropriate, if the firm is a small or minority-owned business. Offeror should include a copy of the most recent Peer Review.

E. Single Audit

Significant experience performing compliance audits as required by the United States Office of Management and Budget (OMB) Circular A-133 Compliance Supplement and certain provisions of the CACFP Compliance Standards.

F. Staff Qualifications

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

1. Audit team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual audit team members with regard to section III (c) above.

Only include resumes of staff to be assigned to the audits. Education, position in firm, years and types of experience, continuing professional education, state(s) in which licensed as a CPA, etc. will be considered.

G. Understanding of Work to be Performed

The Offeror should describe its understanding of work to be performed, including audit procedures, estimated hours, and other pertinent information.

H. Certifications

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. Child Start, Inc. will not provide the publications listed in the Certifications to potential Offerors, because Child Start, Inc. desires to contract only with an Offeror who is already familiar with these publications.

IV. PROPOSAL EVALUATION

A. Submission of Proposals

All proposals shall include one copy of the Offeror's technical qualifications, one copy of the pricing information, one copy of the signed Certifications and one copy of the firm's most recent peer review. These documents will become part of the contract.

B. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the signed 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* (2011 Internet Version Revised) and/or OMB A-133.

C. Evaluation

Evaluation of each proposal will be based on the following criteria:

Factors Point Range

1. Prior audit experience.
 - a. Prior experience auditing similar non-profit programs funded by the Federal Government and the State of Kansas 0-10 pts.
 - b. Prior experience auditing Head Start/Early Head Start programs funded by the Federal Government 0-35 pts.
2. Organization, size and structure of Offeror's firm (considering size in relation to audits to be performed).
 - a. Adequate size of firm 0-5 pts.
 - b. Minority/small business 0-5 pts.
3. Qualifications of staff to be assigned to the audits to be performed. This will be determined from resumes submitted. Education, position in firm, years and types of experience, continuing professional education, and state(s) in which licensed as a CPA, etc. will be considered.
 - a. Audit team makeup 0-5 pts.
 - b. Prior experience of the individual audit team members 0-10 pts.
4. Offeror's understanding of work to be performed
 - a. Adequate coverage 0-5 pts.

- b. Realistic time estimates of each audit step 0-5 pts.
- 5. Price 0-20 pts.

MAXIMUM POINTS: 100

D. Review Process

Child Start, Inc. may, at its discretion, request presentations by, or meetings with, any or all Offerors to clarify or negotiate modifications to the Offerors' proposal.

However, Child Start, Inc. 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, which the Offeror can propose.

CERTIFICATIONS

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. 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.
- C. 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.
- D. 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.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The individual signing certifies that the Offeror is a certified public accountant licensed to practice in Kansas.
- G. The individual signing certifies that the Offeror meets the independence standards of the *Government Auditing Standards*.
- H. The individual signing certifies that he/she is aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing education every two years: and that 24 hours of the 80 hours education will be in subjects directly related to the government environment and to government auditing for individuals.
- I. 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.
- J. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audit:
 - 1. *Government Auditing Standards* (2011 Internet Version Revised) (Yellow Book)
 - 2. OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations* (June 27, 2003)
 - 3. OMB Circular A-133, *Compliance Supplement* (March, 2011)
 - 4. OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations* (1993, amended 1999)/ 2 CFR, Part 215
 - 5. OMB Circular A-122, *Cost Principles for Nonprofit Organizations* (May 2004)/2 CFR, Part 230
 - 6. *A Guide for Nonprofit Organizations: Cost Principles and Procedures for Establishing Indirect Cost and Other Rates for Grants and Contract with the Department of Health and Human Services*
 - 7. *Not-For-Profit Organizations*, (AICPA Audit and Accounting Guide)
 - 8. *10.558 Compliance Standards for the Kansas Department of Education*
- K. 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.
- L. The individual signing certifies that the Offeror, and any individual to be assigned to the audits, 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 is found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this _____ day of _____, 2012

(Name of Firm)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)