EARLY LEARNING VENTURES

REQUEST FOR PROPOSAL
FOR AUDIT SERVICES
FOR THE PERIOD
January 1, 2019 through
December 31, 2019

Proposal due by 3pm on December 31, 2019
PROPOSAL GUIDELINES

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I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is to contract for a financial and compliance audit for the year ending December 31, 2019.

This RFP is to contract for federal single audit.

This RFP is to contract for filing 501(c)(3) tax statements (990)

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 3:00 p.m. on December 31, 2019.

2. Inquiries

Inquiries concerning this RFP should be directed to Mandy Potts at mpotts@earlylearningventures.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 (as defined below) and will not be reimbursed by Early Learning Ventures.

4. Instructions to Offeror

Your proposal should be addressed as follows:

Name: Judy Williams
Title: Executive Director
Entity: Early Learning Ventures
Address: 18 Inverness Place East, Englewood, CO

5. Right to Reject

Early Learning Ventures reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. Notification of Award

It is expected that a decision selecting the successful audit firm will be made within four 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.

Early Learning Ventures
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D. Description of Entity and Records to be Audited

Early Learning Ventures is a Colorado nonprofit organization. Early Learning Ventures is a public charity, exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a volunteer Board of Directors. ELV also oversees the management of ELV Alliance. Administrative offices and records are located at ELV Headquarters in Englewood, CO.

Early Learning Ventures has two bank accounts. Our accounting books are handled using Abila MIP fund accounting software and HR and payroll is handled through ADP by Merage Social Impact, LLC. For the fiscal year 2019 we have two Early Head Start grants, several private grants, and ELV Alliance membership revenue.

E. Options

At the discretion of Early Learning Ventures, this audit contract can be extended for additional one-year periods.

II. 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 by a regulatory authority of a state or other political subdivision of the United States, (hereinafter referred to as the "Offeror") to perform a financial and compliance audit of Early Learning Ventures.

Government Audit Standards:

Financial statement audits determine (1) whether the financial statements of an audited entity present fairly the financial position, results of operations, and cash flows or changes in financial position in accordance with generally accepted accounting principles, and (2) whether the entity has complied with laws and regulations for those transactions and events that may have a material effect on the financial statements.

B. Description of Programs/Contracts/Grants

Early Learning Ventures has two Early Head Start Grants: ~$5M, private grants $1M and ELV Alliance revenue of $250K.

C. Performance

Early Learning Ventures’ records should be audited through December 31, 2019.

The Offeror is required to prepare audit reports in accordance with the Government Audit Standards.

D. Delivery Schedule

Offeror is to complete on-site field work by April 30, 2020.
Offeror is to complete all field work by May 31, 2020.

Offeror is to transmit one copy of the draft audit report to Early Learning Ventures’ Executive Director and Finance Director. The draft audit report is due on July 15, 2020.

The Offeror shall deliver five final audit reports to Early Learning Ventures Board of Directors no later than July 31, 2020. Auditors will present the final audit report to ELV’s Policy Council and Board of Directors at the August Board meetings (time TBD).

Reports may be submitted earlier than the above schedule. However, if the Offeror fails to make delivery of 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, Early Learning Ventures 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

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 Early Learning Ventures has determined that the audit has been satisfactorily completed in accordance with the specifications set forth herein. Should Early Learning Ventures reject a report, Early Learning Ventures’ 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 Early Learning Ventures can determine that satisfactory progress is being made.

G. Audit Review

All audit reports prepared under this contract will be reviewed by Early Learning Ventures and its funding sources to ensure compliance with General Accounting Office’s (GAO) Government Audit Standards and other appropriate audit guides.

H. Exit Conference

An exit conference with Early Learning Ventures’ 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 Early Learning Ventures. It should include internal control and program compliance observations and recommendations.

Early Learning Ventures
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I. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to Early Learning Ventures, 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 these 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, Early Learning Ventures’ authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

J. 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 audit 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 audit 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 therefore.

III. OFFEROR’S TECHNICAL QUALIFICATIONS

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

A. Prior Auditing Experience

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

1. Prior experience auditing federal programs and single audit preparation.

2. Prior experience auditing public nonprofit organizations.

B. Organization, Size, and Structure

The Offeror should describe its organization, size (in relation to audits to be performed) and structure.

C. Staff Qualifications

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

Please list position of staff to be assigned to the audits, Education, years and types of experience, continuing professional education, state(s) in which licensed as a CPA and any other qualifications.

2. Overall supervision to be exercised.

D. 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.

IV. PROPOSAL EVALUATION

A. Submission of Proposals

All proposals shall include Offeror’s technical qualifications, pricing information and signed Certifications form (page 10-11). These documents will become part of the contract.

B. Nonresponsive Proposals

Proposals may be judged nonresponsive 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 is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the Government Audit Standards.

C. Proposal Evaluation

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

1. Prior experience auditing federal programs and single audit preparation.

2. Prior experience auditing nonprofit organizations.

3. Qualifications of staff to be assigned to the audits to be performed.

4. Realistic time schedule

5. Pricing
D. Review Process

The Early Learning Ventures may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offeror’s proposals.

However, Early Learning Ventures 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

On behalf of the Offeror:

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 properly licensed certified public accountant, or a public accountant licensed.

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 audits:

1. Government Auditing Standards (Yellow Book)
2. OMB Circular A-133, Audits of States, Local Governments, and Not-for-Profit Organizations
3. OMB Circular A-133 - Compliance Supplement
4. 2 CFR Part 200(b), of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
6. Not-for-Profit Organizations (AICPA Audit Guide)

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 individuals 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 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)