



Striving to Educate Arizona Communities Against Poverty

## LEGAL NOTICE

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For more information call Diana Merino at (928) 428-4653

### Request for Proposals

The SouthEastern Arizona Community Action Program, Inc., hereby requests proposals from qualified Certified Public Accountant firms to conduct a single audit of the agency in accordance with OMB 2 CFR Part 200 Subpart F. This audit shall be for the period July 1, 2016 through June 30, 2017 (renewal through 2021). To request a copy of the official RFP contact Diana Merino at (928) 428-4653 or [seacaprm@qwestoffice.net](mailto:seacaprm@qwestoffice.net).



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## REQUEST FOR PROPOSALS

### AUDIT SERVICES

SouthEastern Arizona Community Action Program, Inc. (SEACAP), a private, nonprofit social service agency, requests proposals from qualified Certified Public Accounting firms to conduct single audits of SEACAP in accordance with OMB 2 CFR Part 200 Subpart F. The audit shall be for the period **July 1, 2016** through **June 30, 2017**, with renewals possible for four subsequent years.

#### Background of SEAGO

SEACAP is an Arizona private nonprofit social service agency recognized by the Internal Revenue Service as a tax-exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code. SEACAP was founded in 1976 and incorporated as a nonprofit on August 2, 1977. Its 12 members include the four counties of Cochise, Graham, Greenlee, Santa Cruz, and the 14 incorporated cities, towns, and tribal government within those counties. The agency's work primarily focuses on providing services to low-income families and community service engagement.

Our annual operating budget is approximately \$1.1 million per year, and we employ 5 people in Nogales, 1 person in Bisbee, 2 people in Willcox, 6 people in Safford, 1 person in Clifton and 1 person in Duncan, Arizona. Our main sources of revenue are from Federal grants. SEACAP also receives Non-Federal funds of approximately \$1.2 million per year for utility / weatherization services for low-income families.

The organization has a June 30 fiscal year-end, with the requirement for a single audit and data submission to Federal Audit Clearinghouse (FAC) per 2 CFR 200. SEACAP maintains all accounting records in-house and uses Abila MIP for the accounting system. The Accounting Department consists of 1.5 staff, a Fiscal Manager and Program Manager.

For more information about our organization please visit our website at [www.seacapaz.com](http://www.seacapaz.com).

## **Services to Be Performed**

The proposal is expected to cover the following services:

1. Annual single audit in accordance with 2 CFR 200 for the fiscal year ended June 30, 2017 and presentation of the audit report to the SEACAP Board of Directors.
2. Preparation of required basic financial statements using SEACAP financial information.
3. Submission of Data Collection Form to FAC.
4. Availability throughout the year to provide advice and guidance on financial accounting and reporting issues.

## **Assistance from the SEACAP Staff**

SEACAP staff shall assist the firm by providing the following:

- a. Fiscal year-end schedules of outstanding receivables and outstanding payables.
- b. Asset list and schedule of fiscal year acquisitions and disposals.
- c. Fiscal year schedule of depreciation.
- d. Fiscal year-end schedule of employee annual leave balances.
- e. Fiscal year-end trial balance by fund.
- f. Computer-generated reports of general ledger transactions.
- g. Arizona Department of Economic Security Department of Adult Aging Services fiscal year close-out report.
- h. Fiscal year SEFA information.
- i. Retrieval of accounting records for audit testing.
- j. Overview of SEACAP's operations, computerized accounting software, accounting system and chart of accounts.
- k. SEACAP's Accounting Procedures Manual.
- l. Other assistance as needed by mutual agreement.

## **Timeframe**

The following is the anticipated timeframe for the services to be provided:

Provide list of client documents required for testing	Three weeks prior to field work
Begin field work	August
Provide financial statement draft for management review	September
Provide draft audit report and comments for management review	October
Issue final audit report (up to 10 bound copies)	November
Submit Data Collection Form to FAC	November
Present audit report to Board of Directors	December

### **Other Information**

The firm will be required to retain reports and work papers for a minimum of five years from the date of the audit report. Audit works papers shall be made available, or copies provided, to SEACAP staff as necessary to maintaining its accounting system, and to appropriate federal and state agencies.

### **Proposal Content**

In order to simplify the evaluation process and obtain maximum comparability, SEACAP requires all responses to the RFP be organized in the manner and format described below:

- A. *Executive Summary*  
Describe your understanding of the work to be performed and your firm's ability to perform the work within the time frame provided.
- B. *Professional Experience*  
Describe how and why your firm is different from other firms being considered. This should include an explanation of the firm's philosophy, size, structure, and qualifications with serving government organizations with a similar size and operations. Describe your firm's resources devoted to government organizations and provide copies of newsletters or other resource materials addressing issues relevant to government organizations. Discuss the firm's independence with respect to SEACAP.
- C. *Team Qualifications*  
Identify the specific partners, managers, and in-charge staff who will be assigned to this engagement if you are successful in your bid. Provide their bios/resumes specifying relevant experience to the type of services requested. Also discuss commitments you make to staff continuity, including your staff turnover experience in the last three years.
- D. *Audit Approach*  
Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis, and the type of assistance that will be required from SEACAP's staff. Also discuss the firm's use of technology. Finally, discuss the communication process used by the firm to discuss issues with management and the Executive Board.

- E. *Fees*  
Provide a firm estimate of fees for the services to be provided. (The firm selected should be prepared to provide ongoing consultation during the year on an as needed basis without additional cost to SEACAP.)
- F. *Client References*  
Include a list of relevant clients the firm has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.
- G. *Additional Information*  
Provide a copy of your most recent peer review report. Provide any additional information, not specifically requested, which you believe would be useful in evaluating your proposal.
- H. *Questionnaire*  
Complete attached questionnaire.

### Proposal Timetable

RFP distributed	Beginning February 14, 2017
Two copies of written proposals due to SEACAP	No later than March 22, 2017
CPA firm selected and notified	Approximately April 24, 2017
Award of contract	May 18, 2017

### Instructions to Applicants, Deadline for Submission

- A. One (1) original bound copy of the complete proposal, and one (1) unbound copy of the proposal must be received by **4:00 p.m., on Thursday, March 22, 2016** to be considered responsive. Proposals submitted via facsimile are not acceptable.
- B. The Proposal, whether in an envelope or other wrapping shall have "SEACAP Independent Auditing Services" marked clearly on its cover and shall be addressed to **Diana Merino, Fiscal Manager; 283 W. 5<sup>th</sup> Street, Safford, Arizona 85546**. Failure of the Applicant to provide all of the required information may result in the rejection of the Proposal. Proposals received after the specified time of closing will be returned unopened.
- C. A not-to-exceed cost for each fiscal year audit during the contract period will be submitted with the proposal. The proposed cost shall include all necessary costs including, but not limited to; travel expenses, labor, materials, taxes, profit, insurance, and other overhead expenses. The proposed cost will be firm, and is based upon availability of budgeted funds from year to year. Percentage or cost plus proposals will not be accepted.

- D. The SEACAP Executive Director or designee, along with an evaluation committee will be responsible for evaluating the proposals and recommending the highest ranked consultant for contract award.
- E. No interpretations of the meaning of any part of the Request for Proposals will be made to any Applicant orally. Any request for additional interpretation shall be in writing and faxed or e-mailed to Diana Merino, (928) 428-4653 or [seacaprm@qwestoffice.net](mailto:seacaprm@qwestoffice.net) not later than five (5) days prior to the proposal opening (exclusive of weekends and holidays). Any and all additional information, interpretations, or supplemental instructions will be in written form as an addenda to the RFP which, if issued, will be faxed or e-mailed to all prospective Applicants (at the appropriate fax number or e-mail address furnished by each prospective Applicant for this purpose), not later than two (2) days prior to the scheduled proposal opening (exclusive of weekends and holidays). Failure of any Applicant to receive any such addendum shall not relieve such Applicant from any obligation under the proposal as submitted. All addenda so issued shall become part of the contract documents.

### **Appeals Procedure**

If an Applicant wishes to appeal the decision to reject its proposal, the Applicant must write to the SEACAP Executive Director at least seven (7) calendar days prior to the next scheduled SEACAP Board of Directors meeting, requesting to be placed on the agenda. The Applicant will then have an opportunity to present its case to the SEACAP Board of Directors. Appeals shall be submitted in writing to: Librado M. Ramirez, Executive Director, SEACAP, 283 W. 5<sup>th</sup> Street, Safford, Arizona 85546, Fax (928) 428-0859 or emailed to [sacacti1001@qwestoffice.net](mailto:sacacti1001@qwestoffice.net).

Appeals must contain, at a minimum, the name, address and telephone number of the appellant, the signature of the appellant or its representative with authority to sign; a detailed statement of the legal and factual grounds of the appeal including copies of relevant data; and the form of relief requested. The SEACAP Executive Director will review the appeal statement and the rationale used in the evaluation of the proposals and will decide whether the proposal should be reconsidered for award. The SEACAP Board of Director's decision shall be final.

### **Evaluation of Proposals**

While cost is an important factor, SEACAP will also evaluate proposals on the following criteria:

- Auditor-in-charge is a CPA in good standing. Firm meets standards for independence with respect to SEACAP, complies with requirements for peer review and staff continuing education.
- Prior experience auditing similar organizations.
- Qualifications of staff to be assigned to the engagement.
- CPA firm's understanding of work to be performed.
- References.
- Completeness and timeliness of the proposal.

SEACAP reserves the right to waive irregularities, refuse all offers for good cause and to award in the best interest of SEACAP.

### **Key Contacts**

Following is the key contact for information you may seek in preparing your proposal:

Diana Merino, Fiscal Manager  
(928) 428-4653  
[seacaprm@qwestoffice.net](mailto:seacaprm@qwestoffice.net)

Requests for additional information, questions, and coordinating visits to our offices should be coordinated through our Fiscal Manager. You may reach her at the number listed above.

**SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION**

**REQUEST FOR PROPOSAL FOR AUDIT SERVICES  
QUESTIONNAIRE**

1. Has the audit staff proposed for the SEACAP audit received continuing professional education in governmental accounting and auditing during the last two years?

YES \_\_\_ NO \_\_\_

2. Has your CPA firm received a negative peer review within the last three years?

YES \_\_\_ NO \_\_\_

3. Has your CPA firm been the object of any disciplinary action during the past three years?

YES \_\_\_ NO \_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CPA Firm Name