



Christian Counseling Services of East Valley, Inc. (CCS) is seeking proposals from CPA firms to provide internal audit and tax services. The following information is provided to guide firms who desire to submit a proposal. CCS reserves the right to select any, or none of the responding firms. While we intend to use the RFP process to select an auditing firm, CCS reserves the right to close this RFP without notice. Information provided is accurate, to the best of our knowledge, as of the date of creation of this RFP document.

### **About Christian Counseling Service**

CCS is a non-profit 501(c)(3) organization headquartered in Redlands, California that provides therapy and counseling services to various organizations and the general public. CCS is directed by a volunteer Board of Directors.

#### **Number of Staff:**

- 36 full-time employees
- 13 part-time employees
- 13 contract staff
- 10 unpaid practicum students
- 2 volunteers

Annual Budget: \$3.2 million

Number of Cost Centers: 15 to 20

Revenue Sources; cost reimbursement contracts (state and county), fee for service contracts with fixed maximum contract value, insurance, Employee Assistance Programs, private pay, foundation grants, corporate/organization donations, and individual donations.

Fiscal Year: The agency's fiscal year ends on June 30.

### **Timeline of RFP and Selection Process**

RFP released: July 30, 2018

Written question accepted until August 8 at 5:00 p.m.

Proposals due: August 17 at 5:00 p.m.

Proposals should be uploaded to the CCS website <http://www.ccs-cares.org/vendors/>

Announcement of Selected Firm: August 24

### **Term of Engagement**

Though Christian Counseling Service desires to establish an ongoing partnership with an auditing firm, the term for an accepted proposal/quote will be one year. The year is September 1, 2018 through June 30, 2019 to provide auditing services for the 2017/2018 fiscal year, tax filings for the 2017 tax year, and ongoing consultation as needed throughout the current fiscal year. Additional services may be secured from the selected firm without issuing a new or supplemental RFP.

Services provided by CPA firm in subsequent years may, at CCS's discretion, be secured by the execution of a mutually agreed upon engagement letter.

### **Scope of Work**

We are seeking proposals for the following services:

1. Audit of the Financial Statements
2. Single audit of the Agency's Federal Grants (approx. 4 funding sources)
3. Preparation of the related management letter
4. Presentation of the results of the audit and the management letter to the board
5. Preparing Federal and State tax filings: 990, 199, RF-1

The primary users of the financial statements are the Board of Directors, potential funders, potential donors, and the Agency's Finance Committee.

### **Primary RFP Contacts**

For information needed in the preparation of your proposal, you may wish to speak with the following company officials:

- Rob Clizbe, COO, [rclizbe@ccs-cares.org](mailto:rclizbe@ccs-cares.org), 909-748-5414
- Valerie Vega, Fiscal Controller, [vvega@ccs-cares.org](mailto:vvega@ccs-cares.org), 909-793-1078, ext 114

Proposers are encouraged to submit questions by email. Questions submitted by phone will be posted online for other proposers if the question(s) have material content that would be informative for other potential proposers. All questions and responses will be posted in the area for this RFP on the Company's web site under the Vendors section at

<http://www.ccs-cares.org/vendors/>

### **Our Previous CPA Firm**

For the past eight years, Christian Counseling Service has used the accounting services of Smith Marion & Company, LLP. While we are pleased with their services, it is the practice of CCS to periodically secure bids for major goods or services contracts.

### **Form of Proposal**

Proposals should be submitted in the following format. To aid CCS evaluators in locating information within the proposal, the following section headers should be included in the proposal.

1. Experience of the Firm (15 points)
  - a. Size
  - b. Location
  - c. Area(s) of Expertise
  - d. Experience serving like or similar organizations
2. Engagement team assigned (5 points)
3. Transition plan (10 points)

Describe the plan for transitioning audit and tax services from previous CPA firm to new firm.
4. Approach (20 points)
  - a. Overall audit approach
  - b. Specific audit approach
    - i. Approach to be used to meet CCS's needs
    - ii. What will be required of CCS staff

- iii. Audit effort (include anticipated time commitment)
5. Timing of Services (15 points)
  - a. Projected timeline. Must include at a minimum:
    - i. Engagement letter,
    - ii. Audit request list to CCS,
    - iii. Audit team field work,
    - iv. Draft of financials and draft of management letter,
    - v. Deadline for response from CCS,
    - vi. Final financials and management letter,
    - vii. Draft of final tax documents,
    - viii. Deadline for response from CCS to tax documents,
    - ix. Final tax documents presented and filed, and
    - x. Presentation to Board of Directors
  - b. Time spent on-site
6. Nature of services (20 points)
  - a. Exact nature of services  
(e.g. types of activities [audited financial statements, single audit, management letter, tax returns (federal, state, California RF-1)], deliverables)
7. Fees (15 points)
  - a. Fee schedule broken down by items from Nature of Services  
(e.g. single audit, IRS forms [990, 199, and RF1], audit report)  
Fees should be based on a single, annual fee for the routine and consultative services outlined herein.
8. References  
Include a list, with contact information, of not less than three current or previous client references.
9. Additional Supporting Documents  
Proposers may include additional supporting documents here (e.g. promotional materials, information sheets). Supporting Documents should not be in lieu of responses to information requested in sections 1 through 7 above.

### **Selection Process/Selection Criteria**

Christian Counseling Service will evaluate proposals on a qualitative basis. Our decision will be based on a combination of factors, including; cost, score of proposal, review of firm's reputation and experience, interviews with senior personnel of responding firm, and discussions with other clients.

Thank you for responding to our RFP.

Sincerely,  
Rob Clizbe  
Chief Operating Officer