



**REQUEST FOR PROPOSALS**

**Financial Statement Audit, Federal Single Audit, & IRS 990 Tax Return Services**

**February 2025**

The purpose of Rhode Island Coalition Against Domestic Violence (RICADV) is to eliminate domestic violence in Rhode Island. Our mission is to support and enhance the work of our ten member agencies and to provide statewide leadership on the issue of domestic violence. RICADV is a 501(c)(3) non-profit organization founded in 1979 and overseen by a Board of Directors comprised of the executive directors of our four full member agencies and community members. Approximately eighty percent of our funding originates from federal sources.

## **I. PROJECT DESCRIPTION**

RICADV requests proposals for the following: annual financial statement audit, federal single audit, and annual IRS 990 tax return. The initial contract period will be for the fiscal year ending June 30, 2024, with an option to renew annually for up to four additional years.

## **II. SCOPE OF WORK**

Prior to commencing fieldwork, a planning meeting will be held between the audit firm and the RICADV Executive Director and Director of Finance. The planning meeting will include discussion of audit approach, audit staffing, RICADV staffing, scheduling, work papers, and other concerns of either party. Promptly after the planning meeting, the audit firm shall provide a request list of materials and data required for the audits to the Director of Finance. We would like to schedule the planning meeting as soon as possible, once a firm is selected. A portion of, or all, fieldwork may be required to take place in Warwick, RI.

Communication with RICADV on the status of the audit during and after fieldwork is required, including any issues, such as proposed audit adjustments, compliance comments, and recommendations for improvement that arise during the audit. These must be resolved with RICADV prior to completion of the fieldwork.

The management letter will provide sufficient background, detail and documentation of fact to support each finding and to enable RICADV to undertake corrective action. RICADV expects the management letter will incorporate our response to any finding.

As part of performing the audits, it is expected that the audit partner, audit manager or other qualified staff will be available, at no additional cost, for advice on accounting, standards interpretation, and internal control. Additional consulting services may be arranged through amendments to the audit service contract.

We reserve the right to change the scope of work should the change be determined to be in the best interest of the RICADV. Fees for such changes will be negotiated with the selected audit firm.

### **Reporting Requirements**

The audit will provide the following reports. The reports will be address to the RICADV Board of Directors. Draft reports and draft tax returns must be reviewed with, and approved by, the RICADV Finance Committee of the Board.

1. An Independent Auditor's Report, audited financial statements, and related notes to the financial statements, prepared in accordance with generally accepted auditing standards and Government Auditing Standards.
2. Schedule of Expenditures of Federal Awards (SEFA) and related notes to the SEFA.
3. Reports Required by Government Auditing Standards – Title 2 U.S. Code of Federal Regulations Part 200 – Uniform Administration Requirements, Cost Principles, and Audit Requirement for Federal Awards (Uniform Guidance).
4. 990 tax return and all supporting schedules as required by the IRS.
5. If required, a management letter containing comments on compliance, recommendations for improvements, and any other comments deemed pertinent by the auditors and recommendations affecting the financial statements, internal control, accounting, accounting systems, legality of actions, other instances of noncompliance with laws and regulations, and any other material matters.
6. An electronic version of all reports issued is required and bound hard copies will be made available upon request.

### **Completion**

The financial statements and single audit reports and all required filings related to the single audit must be completed by June 30, 2025. The IRS 990 must be filed by May 15, 2025.

### **Work Papers**

The selected audit firm must retain working papers for a period of at least six years. Further, the work papers must be available by request for examination by authorized representatives of various interested parties. If applicable, copies of work papers which support proposed adjustment to the project books shall be provided to the RICADV before the end of the fieldwork.

### **III. SUBMITTAL REQUIREMENTS**

Proposers shall submit an electronic proposal addressing all items listed below. The proposal shall be organized in sections corresponding to the list. Proposals must include the following:

1. Background and evidence of the firm's qualifications in performing audits and preparing tax returns for 501(c)(3) non-profit organizations.
2. Describe the size, organizational structure, and location of the firm's office that will provide the staff working on this engagement.
3. Provide an outline of the services you propose to offer and the firm's approach to management letter and internal control evaluation.
4. Provide a timetable for completion of fieldwork and final reporting based on required completion date of June 30, 2025.
5. Provide a detailed outline of all fees to provide the proposed Scope of Work for the proposed five year period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged.
6. 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.
7. Date of last peer review and copy of peer review letter.
8. References and contact information from at least three comparable non-profit audit clients.

### **IV. INSTRUCTIONS TO PROPOSAL SUBMITTAL**

Any questions or requests for interpretation as to the meaning and specifications shall be directed in writing to Michele Marques-Pacheco, Director of Finance at [michele@ricadv.org](mailto:michele@ricadv.org).

All proposals must be signed and submitted electronically, be in the stated format, and received on or before 11:59:59 PM (Eastern Standard Time) Monday, March 3, 2025. Proposals should be emailed to Michele Marques-Pacheco, Director of Finance at [michele@ricadv.org](mailto:michele@ricadv.org).

Any proposal received after the exact time specified will be accepted at the discretion of the RICADV.

RICADV reserves the right to waive any informalities and to reject any or all proposals.

**V. SELECTION PROCESS**

All proposals will be reviewed and, if the RICADV deems necessary, the top ranked two proposers may be invited to interview. A best and final proposal may be requested.

The review committee will refer the top ranked proposal to RICADV Finance Committee of the Board of Directors for approval. If approval is not received, the second ranked proposal will be referred. Upon approval by the RICADV Finance Committee of the Board of Directors, negotiations will be conducted and the engagement agreement will be executed.

Preference may be given to firms with an office in Rhode Island for convenience working with RICADV staff.