



PROUDLY SERVING FAMILIES, ADVOCATING FOR CHANGE, AND MAKING A DIFFERENCE
IN THE COMMUNITY SINCE 1981.

Caroline W. Ruff-Looney, MA, MS, CCAP
Chief Executive Officer

ADMINISTRATIVE OFFICE

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Gainesville, Florida 32601
(352) 373-7667
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ADMINISTRATION & OPERATIONS DIVISION

ADMINISTRATIVE SERVICES

Executive Office
Budget & Finance
Human Resources
Information Technology

FAMILY SERVICES DIVISION

CSBG Services
Service Area: Alachua, Levy, and
Marion Counties

RISE Services
Service Area: Alachua, Levy, and
Marion Counties

LIHEAP Services
Service Area: Alachua, Levy, and
Marion Counties

HOUSING SERVICES DIVISION

Weatherization Services (WAP)
Service Area: Alachua, Levy, and
Marion Counties

Aging in Place (AIP)
Service Area: Alachua, Levy, and
Marion Counties

Affordable Housing Initiative (NEW)
Service Area: Alachua, Levy, and
Marion Counties

LEVY COUNTY OFFICE

215 SW 5th Street
Chiefland, FL 32626
(352) 493-1734

MARION COUNTY OFFICE

2703 NE 14th Street
Ocala, FL 34470
(352) 732-3008

REQUEST FOR PROPOSAL

July 12, 2023

Our 501(c)(3) tax exempt organization, Central Florida Community Action Agency, Inc., is requesting a five-year audit and tax proposal from several CPA firms with experience providing audit and tax services to not-for-profit organizations.

A. Overview

Central Florida Community Action Agency, Inc. was incorporated in 1981 to serve the low-income residents of Alachua, Levy, and Marion Counties. Our mission is to implement programs that focus on engaging community partners in helping people living in poverty strengthen their lives. Our goals are to sensitize the community, government, and private sectors to the needs of the poor, promote institutional change, and maintain a service delivery network that provides the opportunity for individuals to move towards self-sufficiency and economic independence.

Central Florida Community Action Agency, Inc. receives federal funds via the Florida Department of Economic Opportunity. The major funding sources are Community Services Block Grant (CSBG), Low Income Home Energy Assistance Program (LIHEAP), and Weatherization Assistance Program (WAP). *Total assets of the Agency on September 30, 2022, were \$1,233,684. Total expenses were \$7,502,421.*

B. Audit Timing and Scope

Our agency requests a bid from your firm to provide:

- Audited financial statements for the five years beginning with the year ended September 30, 2023.
- Preparation of management letter (including our management action plan as part of final submission to the Board of Directors).
- Preparation of IRS Form 990 and applicable state forms for each year.
- Required state filings will be in Florida.
- Planning meetings in preparation for audit.

- Presentation of final audited financial statements and management letter to our Board of Directors, including executive session if requested.
- Availability to answer questions throughout the entire year.
- Preparation of reports to comply with OMB's Uniform Guidance.

We anticipate that we would be prepared for the audit of the Fiscal 2023 financial statements to begin fieldwork during the week of **January 8, 2024**, and would expect the delivery of financial statements and the management letter by **March 15, 2024**. We would also expect the timely preparation and filing of tax returns.

If you are interested in submitting a proposal, contact Lisa Marousky at (352) 373-7667 or lmalousky@cfcaa.org and we will make the following available to you:

- current financial statements,
- latest tax returns,
- an organizational chart,
- other documents as requested by you for preparation of a proposal.

C. Proposal Specifics

Please provide the following information in your proposal. Since we will be comparing the qualifications of a number of firms, please provide the information in the order requested:

1. A description of your firm. (Staff size, number of professionals, industries served, etc.).
2. Describe engagements your firm currently conducts in the not-for-profit sector, including engagements with other community action agencies. Include a list of not-for-profit clients that you believe are comparable to our organization in size, mission focus, and complexity. If partners or other employees serve in an advisory/consultative capacity within the not-for-profit sector, please list such positions as well.
3. Describe the level of experience of the individuals who would be assigned to our account.
4. Describe your firm's basic approach to performing an audit and the resulting advantages that will accrue to our agency. Include description of the activities undertaken by your firm to promote/ensure audit quality.
5. Describe your firm's method of compliance with OMB's Uniform Guidance.
6. Describe the extent to which our organization's personnel will be expected to contribute to the work effort.
7. Describe any existing or potential relationships between your firm and our agency and any employee or officer of the agency that could affect your independence and objectivity because of an actual or perceived conflict of interest.
8. Please include your peer review report with your proposal.

D. Scheduling and Staffing of Engagement

1. Identify the engagement team which would be performing our audit and include a resume of the qualifications and experience for partners, managers, and staff.
2. Indicate the expected timing and completion of the audit and the expected delivery of the financial statements and management letter.

DI. Fees

1. Provide information regarding your audit and tax fees for each of the five years of this engagement, including the estimated number of hours to be spent by each person and the expected rate per hour of each. Be sure to include out-of-pocket expenses in your fee structure and indicate how these are calculated.
2. Describe whether and how you bill for overruns. State how you manage against overruns and how we can be assured of no "surprise" billings.

DII. Other Proposal Information

1. Please give any additional information, not specifically requested previously, considered essential to your proposal.
2. It should be noted that either party may cancel the audit for the second, third, fourth, or fifth year by written notice to the other party no later than six months after the start of the fiscal year.

DIII. Proposal Deadline

The deadline for receipt of your proposal submission is **August 11, 2023**. Documents should be emailed to Imarousky@cfcaa.org. *No proposals received after this date will be considered. All proposal submissions will be responded to once a decision has been made.*

DIV. Other Proposal Instructions

Proposers are expected to examine the specifications and all instructions contained in this invitation for bids. The proposals must be signed by a duly authorized representative.

Consideration may be given to such matters as contractor integrity, record of past performance, prior experience with similar entities, and financial and technical resources. Upon request, bidders must be willing to provide information concerning these matters.

For any additional questions or clarifications, please contact Lisa Marousky at (352) 373-7667 or Imarousky@cfcaa.org.

Sincerely,



Caroline W Ruff-Looney, MA, MS, MHSA, CCAP
Chief Executive Officer
Central Florida Community Action Agency, Inc.
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Gainesville, FL 32601