



REQUEST FOR PROPOSALS FOR AUDIT SERVICES

Closing Date & Time: October 9, 2018, @ 4:00PM

Contact Person for RFP:
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BROWARD PARTNERSHIP FOR THE HOMELESS, INC.

REQUEST FOR PROPOSALS – AUDIT SERVICES

Broward Partnership for the Homeless, Inc. (BPHI or The Partnership) is soliciting proposals from qualified Certified Public Accounting firms whose officers are independent Certified Public Accountants, licensed to practice in the State of Florida (Respondent) to audit our financial statements and prepare our Return of Organization Exempt from Income Tax (Form 990) for the fiscal year ending September 30, 2018. The audit of our financial statements shall be in accordance with auditing standards generally accepted in the United States of America; and standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. In addition, there is an expectation that The Partnership will meet the single audit expenditure threshold and will require a single audit in accordance with the requirements of 2 CFR, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The term of the engagement shall be for one year with the expectation that additional contracts may be awarded for two (2) one year periods subject to the mutual consent of the Partnership and the Respondent. All deliverables resulting from the engagement shall be submitted to The Partnership no later than 110 days after the end of the fiscal year.

General Information

The Partnership is a non-profit entity organized in 1997 as the result of a strategic private/public alliance that brought the business, political and non-profit communities together to construct and subsequently operate the Central Homeless Assistance Center (CHAC) to address the “Tent City” homeless encampment located in downtown Fort Lauderdale. The CHAC is a 230-bed homeless shelter that provides temporary housing and supportive services for clients that have no permanent housing. Since opening the CHAC more than 19 years ago in 1999, the Partnership has served more than 25,000 individuals and families with children experiencing homelessness. In addition to operating the CHAC, the Partnership operates several off-site supportive housing programs that permanently house individuals throughout Broward County.

The Partnership has a staff of seventy-five and is located at 920 NW 7th Avenue, Fort Lauderdale, Florida 33311

Accounting Information

Accounting records are maintained on an automated system using FUND E-Z and payroll is outsourced to a payroll processing company.

The Finance Department consists of the following staff:

Chief Financial Officer
Accounting Manager
Billing Manager
Accounting Clerk
Records Clerk

In Fiscal Year 2017, approximately \$4.1 million, or 56% of The Partnership's revenue was derived from grants and contracts funded by Broward County, U.S. Department of Housing and Urban Development through the Broward County Continuum of Care Program, Department of Health and Human Services through the Broward Behavioral Health Coalition, and the City of Fort Lauderdale Community Development Block Grant. Other sources of revenue include private grants and contributions, and donated materials and services. Salaries and fringe benefits were approximately \$3.5 million or 52% of total expenses in Fiscal Year 2017. Other major expense categories include outside contractors, client rental assistance and facility operating expenses.

A copy of The Partnership's audited financial statements for the year ended September 30, 2017 is available upon request.

The Partnership's October 1, 2017 – September 30, 2018 annual budget is \$6.3 million excluding donated materials and services.

Instructions for Proposals

1. The proposal must be submitted no later than 4:00 PM on Tuesday, October 9, 2018

Proposal submittals must be via email, with a subject title Response to Request for Proposal for Audit Services to:

Leisha Austin: laustin@bphi.org

2. The proposal shall contain at a minimum:
 - a) Description of the services offered including approach, work plan and time frame for completion.
 - b) Description and history of the firm.
 - c) Relevant audit experience of the firm.
 - d) Not less than three (3) references for which the firm has performed similar work.
 - e) Resumes of partners, managers and other supervisory staff who would be assigned to this audit.
 - f) Copy of CPA license for all individual CPA's assigned to the audit and for the firm with documentation from the Board of Accountancy that the licenses are active and in good standing.
 - g) Copy of the two (2) most recent peer reviews.

- h) Fee proposal for completion of the audit with and without the single audit and preparation of the Form 990, to include estimated number of hours by staff level, hourly rates by staff level and total cost. Fees to prepare the financial statements and any out-of-pocket expenses should also be indicated. For the option for two subsequent years, only provide a lump sum fee for each year.

3. The proposal must be signed by an authorized representative of the firm.

Evaluation Process

An Ad Hoc Committee has been established to evaluate, rank and select the successful firm. The selection committee may conduct oral interviews with the Respondents.

Among the factors that may be considered by the selection committee are the following:

- 1. Organization, size and structure of firm
- 2. Qualifications of staff
- 3. Recent audit experience
- 4. Understanding of work to be performed
- 5. Credibility and response of client references
- 6. Cost of audit services

The Partnership reserves the right to reject any or all proposals and to select the firm which, in its judgment, best meets the needs of the Partnership. Submission of a response does not commit the Partnership to award a contract, to pay any costs incurred in the preparation of the response, or to procure or contract for services or supplies.

Tentative Solicitation and Engagement Schedule

Action Item	Date
RFP Responses due	October 9, 2018
Auditor Selection Process	October 10 – October 26, 2018
The Partnership notifies firm of next steps	October 29, 2018
Audit Engagement Letter executed	November 21, 2018
Audit performed	November 26, 2018 – January 17, 2019
Final Audit Report due	January 18, 2019