**Supporters of Abuse Free Environments (SAFE), Inc.**

Request for Proposal

For audit services

For the period

**July 1, 2023 to June 30, 2024**

**Inquiries and Proposals should be directed to:**

Stacey Umhey, Executive Director

SAFE, Inc.

PO Box 534, Hamilton MT 59840

sumhey@safeinthebitterroot.org

406-363-2793

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6. **General Information**
7. **Purpose**

This Request for Proposal (RFP) is to contract for a financial and compliance audit for the fiscal year ending June 30, 2024 and preparation of the corporate tax return (990) for the same fiscal year.

1. **Who May Respond**

Only licensed Certified Public Accountants may respond to this Request for Proposal.

1. **Bidder’s Conference**

Not applicable

1. **Instructions on Proposal Submission**
2. Closing Submission Date: Proposals must be submitted no later than 4:30 p.m. on Friday, December 13, 2024.
3. Inquiries: Inquiries concerning this RFP should be directed to Stacey Umhey, Executive Director, SAFE, PO Box 534, Hamilton, MT 59840, 406-363-2793, sumhey@safeinthebitterroot.org
4. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RPF will be the responsibility of the Offeror and will not be reimbursed by SAFE, Inc.
5. Instructions to Prospective Contractors:

Your proposal should be addressed to:

Audit Bids

Attn: Stacey Umhey

SAFE, Inc.

PO Box 534

Hamilton, MT 59840

It is the responsibility of the Offeror to ensure that the proposal is received by SAFE, Inc. by the date and time specified above.

Proposals may be submitted electronically to sumhey@safeinthebitterroot.org, provided they are received by the date and time specified above.

Late proposals will not be considered.

1. Right to Reject: SAFE, Inc. reserves the right to reject any and all proposals received in response to this RFP.
2. Small and/or Minority-Owned Businesses: Efforts will be made by SAFE, Inc. to utilize Small Businesses and/or Minority-Owned businesses. An Offeror qualifies as a Small and/or Minority-Owned business if it meets the definitions of such businesses established by the Small Business Administration.
3. Notification of Award:
	* It is expected that a decision selecting the successful audit firm will be made within 2 weeks of the closing date for the receipt of proposals.
	* Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting responses to this RFP will be informed, in writing.
	* It is expected that the contract shall be a one-year fixed price contract with options for two additional one-year periods.
4. **Description of Entity and Records to be Audited**

SAFE, Inc. is a nonprofit organization providing domestic and sexual violence services, including outreach, shelter and housing, for adults and children in Ravalli County Montana. SAFE, Inc. is governed by a 9-member Board of Directors. Administrative and program offices are housed at 150 Morning Star Way, Hamilton, MT. No other offices are located throughout the area. SAFE, Inc. currently maintains one checking account, one savings account and one small investment account. The records to be audited are all federal grants and the agency’s financial documents for the preparation of the 990 Tax Return. SAFE, Inc. uses an automated accounting system, Quickbooks, including a payroll module. SAFE, Inc. operates on an accrual basis and performs roughly 1,200 financial transactions each year. SAFE, Inc. has one checking account for administration of all activities and one low-activity savings account. SAFE, Inc. will provide copies of prior year 990’s upon request.

1. **Options**

At the discretion of SAFE, this audit contract can be extended for two additional one-year periods. **The cost for the option periods should be included in the Offeror’s proposal.** SAFE, Inc. anticipates a reduction in federal expenditures for the option periods in that a substantial construction project utilizing federal funding began in FY 2024 and will be completed in FY 2025.

1. **SPECIFICATION SCHEDULE**
2. **Scope of a Financial and Compliance Audit**

The purpose of this RFP is to obtain the services of a certified public accounting firm, whose principle officers are independent certified public accountants, licensed to practice in Montana. Services required are as follows:

* Perform a financial and compliance audit of SAFE, Inc.
* Prepare SAFE, Inc.’s 990 tax return
1. **Descriptions of Programs/Grants/Contracts**

SAFE, Inc. is primarily funded by the following federal agencies:

1. US Department of Justice, Office on Violence Against Women
	1. Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Program (Direct Funding)
		1. Assistance Listing-16.589
		2. Award Period-10/1/23-9/30/26
	2. Transitional Housing Assistance for Victims of Domestic Violence, Dating Violence, Stalking or Sexual Assault Program (Direct Funding)
		1. Assistance Listing-16.736
		2. Award Period-10/1/22-9/30/25
2. US Department of Housing and Urban Development
	1. Continuum of Care Program (Direct Funding)
		1. Assistance Listing-14.267
		2. Award Period-9/1/23-8/31/24
	2. Community Development Block Grant-CV (Pass through funding from MT Department of Commerce to City of Hamilton)
		1. Assistance Listing 14.228
		2. Award Period 8/24/22-3/31/24
3. US Department of Health and Human Services
	1. Family Violence Prevention and Services Program (Pass-through funding from the MT Department of Public Health and Human Services)
		1. Assistance Listing-93.671
		2. Award Period-10/1/2023-6/30/2024
		3. SAFE also received funding via FVPSA ARP I and FVPSA ARP II during FY 2025
4. US Department of Justice, Office for Victims of Crime
	1. Crime Victims Assistance (Pass through funding from the Montana Board of Crime Control)
		1. Assistance Listing 16.575
		2. Award Period 7/1/22-6/30/24
5. Federal Emergency Management Agency
	1. Emergency Food and Shelter Program (Pass through funding from District XI Human Resource Council)
		1. Assistance Listing- 97.024
		2. Award Period-5/1/24-12/31/24

SAFE, Inc. has an annual operating budget of $1,200,000-$1,400,00. Additionally, in FY 2024, SAFE, Inc. had additional capital expenses of $617,000 and anticipates an additional $1,500,000 in capital improvement expenses in FY 2025. Historically, SAFE has not exceeded the $750,000 threshold for a Sindle Audit. Contract periods for federal funds vary by award. In addition to federal funds, SAFE, Inc. receives awards from various foundations, engages in fundraising activities and operates a small thrift store.

1. **Performance**

SAFE Inc.’s records should be audited for the year ending June 30, 2024. The tax returns shall be prepared for the same time frame as the audit.

The Offeror is required to prepare the audit reports in accordance with the Government Auditing Standards, generally accepted auditing standards, and the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

1. **Delivery Schedule**

The Offeror will transmit one copy of the draft audit report to SAFE’s Executive Director no later than February 15, 2025.

The Offeror shall deliver five (5) final audit reports to SAFE no later than March 15, 2025. SAFE, Inc. also requires one electronic copy to be provided to the Executive Director by March 15, 2025.

Reports may be submitted earlier than the above schedule. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports which do not conform to the provisions of this contract, SAFE, Inc. may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances, the contracting agent may extend this schedule upon written request of the Offeror with sufficient justification.

1. **Price**

The Offeror’s proposed price should be submitted with audit and tax return prices listed separately. Include information indicating how the price was determined. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates and total cost by staff level. Any out-of-pocket or reimbursable expenses should also be indicated. Additionally, Offeror must include prosed pricing for two-year option period.

1. **Payment**

Payment will be made when SAFE, Inc. has determined the total work has been satisfactorily completed. Should SAFE, Inc. reject a report, SAFE, Inc.’s authorized representative will notify the Offeror in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Offeror submits the final invoice for payment.

Progress payments will be allowed to the extent that SAFE, Inc. can determine that satisfactory progress is being made.

Upon delivery of the final audit reports to SAFE, Inc. and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the audit.

Upon delivery of the tax returns, the Offeror may submit a bill for the balance due on the tax return.

1. **Audit Review**

All audit reports prepared under this contract will be reviewed by SAFE, Inc. and its funding sources to ensure compliance with General Accounting Office’s (GAO) Government Audit Standards and other appropriate audit guidelines.

1. **Entrance Conference**

An entrance conference with SAFE, Inc.’s representatives explaining the scope of the audit will be held prior to the start of field work.

1. **Exit Conference**

An exit conference with SAF, Inc.’s representatives and the Offeror’s representatives will be held at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with SAFE, Inc. It should include internal control and program compliance observations and recommendations.

1. **Workpapers**
2. Upon request, the Offeror will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
3. The workpapers will be retained for at least three years from the end of the audit period.
4. The workpapers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the General Accounting Office and SAFE, Inc.
5. **Confidentiality**

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to SAFE, Inc., the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror’s possession, to these employees on the Offeror’s staff who must have the information on a “need-to-know” basis.

The Offeror agrees to immediately notify, in writing, SAFE, Inc.’s authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

1. **OFFEROR’S TECHNICAL QUALIFICATIONS**

The Offeror, in its proposal, shall, at a minimum, include the following:

1. **Independence**

The firm must be able to provide an affirmative statement that it is independent of SAFE, Inc. in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States.

1. **License to practice in the State of Montana**

An affirmative statement is required thar the firm and all assigned key professional staff are properly registered and licensed to practice in the state of Montana.

1. **Prior Auditing Experience**

The Offeror should describe its previous experience, including the names of prior organizations audited. Experience should include the following categories:

1. Prior experience auditing multiple grant funded 501 (c)(3) agencies.
2. Prior experience auditing similar programs funded by the State of Montana.
3. Prior experience auditing programs funded by the Federal Government
4. Prior experience auditing similar county or local government activities.
5. Prior experience auditing nonprofit organizations.
6. Prior experience designing and/or installing accounting systems in multiple grant funded 501(c)(3) agencies.
7. **Organization, Size and Structure**

The Offeror should describe its organization, size (in relation to audits to be performed) and structure. Indicate, if appropriate, if the firm is a small or minority-owned business. Offeror should include a copy of the most recent Peer Review, if the Offeror has had a Peer Review.

1. **Staff Qualifications**

The Offeror should describe the qualifications of the staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup.
2. Overall supervision to be exercised
3. Prior experience of individual audit team members. Only include resumes of staff to be assigned to the audits. Education, position in firm, years and types of experience, continuing professional education, state(s) in which licensed as a CPA, etc. will be considered.
4. **Understanding of the Work to be Performed**

The Offeror should describe its understanding of work to be performed, including audit procedures, estimated hours, and other pertinent information.

1. **Certifications**

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. SAFE, Inc will not provide the publications listed in the Certifications to potential Offerors, because SAFE, Inc. desires to contract only with an Offeror who is already familiar with these publications.

1. **PROPOSAL EVALUATION**
2. **Submission of Proposals**

All proposals shall include one copy of the Offeror’s technical qualifications, one copy of the pricing information, one copy of the signed Certifications and one copy of the firm’s most recent peer review. These documents will become part of the contract.

1. **Nonresponsive Proposals**

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the signed Certifications
4. The proposal is not adequate to form a judgement by reviewers that the proposed undertaking would comply with the *Government Auditing Standards* of the US Comptroller General.
5. **Evaluation**

Evaluation of each proposal will be based on the following criteria:

1. Prior experience auditing and/or designing and installing accounting systems
	1. Prior experience auditing multiple grant funded 501 (c)(3) agencies 0-5 points
	2. Prior experience auditing similar programs funded by the state of Montana 0-5 points
	3. Prior experience auditing similar program funded by the Federal Government 0-5 points
	4. Prior experience auditing similar county or local government activities 0-5 points
	5. Prior experience auditing nonprofit organizations 0-5 points
	6. Prior experience designing and/or installing accounting systems in multiple grant funded 501 (c)(3) agencies 0-5 points

SAFE, Inc. will contact prior audited organizations to verify the experience provided by the Offeror

1. Organization, size and structure of the Offeror’s firm. (Considering size in relation to audits to be performed.)
	1. Adequate size of firm 0-5 points
	2. Minority/small business 0-5 points
2. Qualifications of staff to be assigned to the audits to be performed. This will be determined from the resumes submitted. Education, position in firm, years and types of experience, continuing professional education and state(s) in which licensed as a CPA, etc. will be considered.
	1. Audit team makeup 0-10 points
	2. Prior experience of the individual audit team members 0-10 points
	3. Overall supervision to be exercised 0-5 points
3. Offeror’s understanding of the work to be performed
	1. Adequate coverage 0-10 points
	2. Realistic time estimates for each audit step 0-5 points
4. Price 0-20 points

**Maximum Points 100**

1. **Review Process**

SAFE, Inc. may, at its discretion, request presentations by, or meetings with, any or all Offerors to clarify or negotiate modifications to the Offerors proposal.

However, SAFE, Inc. reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

**CERTIFICATIONS**

* + - 1. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
			2. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
			3. The individual signing certifies that the prices in this proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition.
			4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
			5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
			6. The individual signing certifies that the Offeror is a certified public accountant licensed to practice in Montana
			7. The individual signing certifies that the Offeror meets the independence standards of the *Government Auditing Standards.*
			8. The individual signing certifies that she/he is aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing education every two years; and that 24 hours of the 80 hours education will be in subjects directly related to the government environment and to government auditing for individuals.
			9. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review once every three years.
			10. The individual signing certifies that she/he has read and understands the following publications relative to the proposed audit:
1. *Government Auditing Standards* (Yellow Book)
2. *Title 2 US Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (“Uniform Guidance”)
3. *Audits of Not-for-Profit Entities* (AICPA Audit Guide)
	* + 1. The individual signing certifies that the Offeror, and any individual to be assigned to the audits, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state, or local government. (If the Offeror or any individual to be assigned to the audit is found in violation of any state or AICPA professional standards, this information must be disclosed).
			2. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.

Dated this day of , 2024

 (Name of Firm)

(Signature of Offeror’s Representative) (Printed Name and Title of Individual Signing)