REQUEST FOR PROPOSAL

- Single Audit & 990 Tax Return

For fiscal periods ending:

June 30, 2019
June 30, 2020
June 30, 2021
June 30, 2022
June 30, 2023

Contract can be issued for five consecutive audit years with condition for management review each year, to verify selection based on performance during contract years.

Inquiries and proposals should be directed to:

Foundation for Early Childhood Education, Inc. (FFECE, Inc.)
Attention: Qi Xu, Fiscal Officer
Email: Q_xu@foundationheadstart.org
3360 Flair Drive, Ste 100
El Monte, CA 91731

(626) 572-5107 Ext 145

Foundation for Early Childhood Education, Inc.
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I. **PROFILE OF FFECE, Inc.**

*Foundation for Early Childhood Education, Inc. (FFECE)* is a 501(c)(3) private nonprofit organization that serves the Los Angeles County in CA. It is governed by a volunteer board of directors.

Administrative offices and all records are located at 3360 Flair Drive, Ste. 100, El Monte, CA 91731.

The records to be audited are a combination of hard copy and electronica data and reports from our Micro Information Products (MIP) SAGA/Abilia nonprofit accounting software.

There are three bank accounts for which two are checking account and one vacation trust account. Mainly we have three funds are maintained on our automated system. There are Head Start, California Dept. of Education CSPP and Child Care Food Program. The payroll records are a combination of manual time sheets and an automated payroll system with Paylocity for current around 100 employees. Substitutes are paid through a vendor contracts with a temporary agencies.

Foundation operates three programs that are awarded thru grants and contracts for Fiscal Year July 1, 2018 to June 30, 2019

- Head Start Program—Contract with LACOE for $7.2 million
- State Preschool Program—CSPP grant for $1.2 million
- Food Program—for $420,000
Summary of financial operations:
- Annual budget around $10 million
- Total employees, approximately 100. Paylocity is the payroll provider
- Accounts Payable writes around 3,000 checks a year
- Abila/sage/MIP is the software used for accounting funds
- There is one concentration checking account for all grants
- Head Start compliance supplement is required
- California Department of Education for CSPP reporting required
- CACFP funds regulations are included with the food program

II. Proposal Specifications

A. Purpose

This Request for Proposal (RFP) intent is to procure the services of an Independent Public Accountant or firm to perform a single audit and 990 Tax Return for the year ending June 30, 2019 and the subsequent 4 years, 2020, 2021, 2022 & 2023.

B. Conditions of Proposal

1. Closing Submission Date: no later than 4:30 p.m. on April 5, 2019. Late proposals will not be considered.

2. Inquiries: regarding this RFP should be directed to Q_xu@foundationheadstart.org
   Attention Qi Xu

3. Submission Proposal:
   a. either email to Q_xu@foundationheadstart.org
   b. or should be addressed as follows:

   Foundation for Early Childhood Education, Inc.
   Qi Xu, Fiscal Officer
   3360 Flair Drive, Ste 100
   El Monte, CA  91731

   RFP - For Audit Service & Tax Return for Year Ended 06/30/2019.

C. Requirements of Proposal - must include the following:(please index the response):

1. A letter of transmittal signed by an owner, principal or officer of the firm who is authorized to commit the firm to contractual obligations.
2. Non-debarment Certification. A certified statement that the firm is not debarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency.

3. Experience and Qualifications. Resumes or descriptions of the Firm’s principals and staff who will be assigned to the work, including the relevant license numbers of the CPAs and/or other staff. The resumes or descriptions should detail the individual’s expertise and firm’s expertise in handling the type of services solicited in this RFP.

4. References. Contact information from several professional references. Provide the name, address, telephone number and email address of three clients for whom the firm has performed services similar to those required under this RFP. These references should include the type of work performed and comment on the timeliness and quality of service provided.

5. Prior Auditing Experience. The Offeror should describe its prior auditing experience, including the names, addresses, contact persons, and telephone numbers of prior organizations audited.

6. Most Recent Peer review report

7. Fee Schedule / Compensation. The Firm must indicate its hourly rates for the staff assigned to the project and its proposed reimbursable expenses.

8. Small and/or Minority-Owned Businesses: An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

D. Evaluation of Audit Proposal – can you adjust dates for RFP due 4/5?

1. RFP Timeline. The following are proposed dates relating to this selection process.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 11, 2019</td>
<td>RFP Issued</td>
</tr>
<tr>
<td>March 25, 2019</td>
<td>Questions in writing, due by 4:00 pm.</td>
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<tr>
<td>March 27, 2019</td>
<td>Responses to questions</td>
</tr>
<tr>
<td>March 29, 2019</td>
<td>Proposals due by 4:00 pm. pst</td>
</tr>
<tr>
<td>April 1st to April 5th, 2019</td>
<td>Review of Proposals</td>
</tr>
<tr>
<td>April 17, 2019</td>
<td>Recommendation to the Foundation for Early Childhood Education, Inc. board and auditor selection</td>
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2. Questions. All questions must be submitted in writing no later than 4:00 pm on March 25, 2019. All questions will be answered in writing by March 27, 2019. No questions will be responded to after the question and answer period has expired. Questions are to be emailed to:
Email: Q_xu@foundationheadstart.org

3. Proposals will be initially evaluated based on the criteria set forth in the proposal requirements (see section D1.). A certain number of top proposers (firms) may be invited to make an oral presentation to a selection committee by conference call, if necessary. The Foundation for Early Childhood Education, Inc. reserves the right to re-evaluate written proposals upon the completion of the oral presentation.

4. Notification of Award:
   a. It is expected that a decision selecting the successful audit firm will be made within one week of the closing date for the receipt of proposals.
   b. Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful audit firm.

5. Nonresponsive Proposals:
   Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:
   a. The proposal is not received in a timely manner in accordance with the terms of this RFP.
   b. The proposal does not follow the specified format as described in section D. proposal requirements. Make sure to index your response to the requirement list.

E. Selection of Audit Firm

Selection of firm to perform the audit will be based on the extent to which the firm(s) responds to the criteria listed in section D. proposal requirements:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Experience and qualifications</td>
<td>20</td>
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<tr>
<td>References</td>
<td>10</td>
</tr>
<tr>
<td>Prior auditing experience</td>
<td>25</td>
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<tr>
<td>Peer review</td>
<td>5</td>
</tr>
<tr>
<td>Fee schedule / compensation</td>
<td>35</td>
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<tr>
<td>Small or minority owned business</td>
<td>5</td>
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<td>100</td>
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F. Audit Payment Terms

1. Payment of audit fees shall be in accordance with the Foundation’s disbursement procedures. Payment of a lump sum fee for each single audit shall be made only after the
audit report has been submitted and approved. Requests for partial payments may be made but has to be accompanied by an audit progress report.

2. Delivery Schedule
Offeror is to transmit one copy of the draft audit report to Foundation for Early Childhood Education, Inc.'s Executive Director. The draft audit report is due on October 11, 2019.

The Offeror shall deliver 15 final audit reports to Foundation for Early Childhood Education, Inc.’s Board of Directors no later than October 16, 2019.

If the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports that do not conform to all of the provisions of this contract, Foundation for Early Childhood Education, 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.

3. Exit Conference
An exit conference with Foundation for Early Childhood Education, Inc.’s representatives and the Offeror’s representatives will be held at the conclusion of the fieldwork. Observations and recommendations must be summarized in writing and discussed with Foundation for Early Childhood Education, Inc.
G. Certifications

On behalf of the Offeror:

A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.

B. 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.

C. 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.

D. 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.

E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.

F. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.

G. The individual signing certifies that the Offeror, and any individuals to be assigned to the contract, does not have a record of substandard work and has not been debarred or suspended from doing work with any governmental organization.

Dated this ______ day of ______________, 20____.

__________________________________________
(Offeror’s Firm Name)

__________________________________________
(Signature of Offeror’s Representative)

__________________________________________
(Printed Name and Title of Individual Signing)

THANK YOU for your RFP!