

TRI-COUNTY ACTION PROGRAM, INC.

Request for Proposal for Audit Services and Tax Form Completion

For the period

October 1, 2021 to September 30, 2026

Proposals should be directed to:

Name: Lori Schultz

Title: Executive Director

Entity: Tri-County Action Program, Inc.

Address: 1210 23rd Ave S, PO Box 683, Waite Park, MN 56387

Phone: 320-257-4478

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GENERAL INFORMATION

A. Purpose

Tri-County Action Program, Inc. (“Agency”) is issuing a Request for Proposals (“RFP”) seeking a professional, licensed and certified firms to:

- Audit the Agency’s annual financial statements in accordance with generally accepted auditing standards (GAAS), OMB Code of Federal Regulation Part 2 CFR Part 200 and the appropriate compliance supplements with a goal of expressing an opinion on the financial statements’ conformity with generally accepted accounting principles (GAAP).
- Prepare the annual IRS Form 990 for the Agency
- Preparation of the Minnesota Charitable Organization Annual Report and required state filings.
- Submit any required, written communications to those charged with governance, and any management or similar recommendations that may result from the audits.

The first audit under this proposal will be for the fiscal year ending September 30, 2022. The Agency is seeking to engage a firm of a period of five years (through and including the fiscal year ending September 30, 2026).

B. Who May Respond

Only licensed Certified Public Accountants may respond to this RFP.

C. Instructions on Proposal Submission

1. Closing Submission Date: Proposals must be submitted no later than 3:30 p.m. on July 15, 2022.
2. Inquiries: Inquiries concerning this RFP should be submitted in writing to:

Name: Lori Schultz
Title: Executive Director
Entity: Tri-County Action Program, Inc.
Address: 1210 23rd Ave S, PO Box 683, Waite Park, MN 56387
E-Mail: lori.schultz@tricap.org

3. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Agency.

4. Instructions to Prospective Contractors:

Your proposal should be addressed as follows:

Name: Lori Schultz
Title: Executive Director
Entity: Tri-County Action Program, Inc.
Address: 1210 23rd Ave S, PO Box 683, Waite Park, MN 56387

It is the responsibility of the Offeror to ensure that the proposal is received by the Agency by the date and time specified above. Two copies of the proposal must be submitted.

Late proposals will not be considered.

5. Right to Reject: The Agency reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.
6. Small and/or Minority-Owned Businesses: Efforts will be made by the Agency to utilize small businesses and 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).
7. Notification of Award:
- It is expected that a decision selecting the successful audit firm will be made approximately 4 weeks of the closing date for the receipt of proposals.
 - Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this RFP will be informed, if they were accepted or not accepted.
 - It is expected that the contract shall be a one-year fixed price contract with options for four additional one-year periods.

D. Description of Entity and Records to be Audited

Tri-County Action Program, Inc. is a private nonprofit organization which serves primarily 3 counties in Minnesota. The Corporation and has been determined to be exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code. It is governed by an 18 - member volunteer Board of Directors. Administrative offices and all records are located at 1210 23rd Ave S, Waite Park, MN 56387. Other satellite offices are located throughout the three- county service area.

Prior year records have been audited and are available for review, upon request.

SPECIFICATION SCHEDULE

A. Scope of a Financial and Compliance Audit

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Offeror" to perform a financial and compliance audit of the Agency.

B. Description of Programs/Contracts/Grants

A description of the current programs/contracts/grants to be audited in the fiscal year 2022, are included on Attachment B. This list may not be fully inclusive due to programs ending and new programs being developed.

C. Performance

The Agency's records are required to be audited under this RFP upon conclusion of the next corporate fiscal year year-end for the period of October 1, 2021 through September 30, 2022.

The Offeror is required to prepare audit reports in accordance with applicable government audit standards including, but not limited to:

- State of Minnesota Low Income Home Energy Assistance Program (LIHEAP);
- State of Minnesota Weatherization Assistance Program;
- Volunteer Income Tax Assistance Matching Grant Program (Federal);
- State of Minnesota Public Transit Participation Program; and,
- The audit requirements in the publications listed in the Certification section of this RFP and all other requirements of existing grant contract obligations.

D. Delivery Schedule

Tri-County Action Program, Inc is anticipating the following timeline of activities:

Date	Milestone
June 21, 2022	RFP published.
June 28, 2022 1:00 PM	Bidder's Conference (conducted virtually; connection details to follow.) Please RSVP to Gloria Olson (via e-mail at gloria.olson@tricap.org) before June 24, 2022.

July 15, 2022	All proposals due to: Lori Schultz Executive Director Tri-County Action Program, Inc. 1210 23rd Ave S, PO Box 683, Waite Park, MN 56387
August 18, 2022	Tentative date for Finance & Audit Committee review and recommendation to the Board of Directors
August 19, 2022	Tentative date of final selection and notification
September 30, 2022	End of Tri-County Action Program fiscal year Preliminary audit field work
December 22, 2022	Completion of audit fieldwork (including exit conference at end of fieldwork).
January 20, 2023	Draft audit report and financial statement due to Gloria Olson (gloria.olson@tricap.org) for publication to the Board of Directors and its committees.
Week of January 23, 2023	The firm shall present the report and statements to Finance & Audit Committee (schedule for each is determined).
February 3, 2023	Paper copies and an electronic (pdf preferred) copy of the final audit report and draft IRS Form 990 to be submitted to management for dissemination to the Board of Directors.
February 16, 2023	The firm shall present the report and statements to Board of Directors meeting and deliver 20 final audit reports to the Agency.

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 all of the provisions of this contract, the Agency 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.

E. Price

The Offeror's proposed price should include a not-to-exceed total fee, a fee per service (audit services, tax services, etc.) and average hourly billing rates by position. Any out-of-pocket expenses should also be clearly indicated.

F. Payment

Payment will be made when the Agency has determined that the total work effort has been satisfactorily completed. Should the Agency reject a report, the Agency'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 Agency can determine that satisfactory progress is being made.

Upon delivery of the final report's copies to the Agency, including the Agency's acceptance and approval reports, the Offeror may submit a bill for the balance due on the contract for the audit.

G. Audit Review

All audit reports prepared under this contract will be reviewed by the Agency, and its funding sources to ensure compliance with General Accounting Office's (GAO) *Government Audit Standards* and other appropriate audit guides.

H. Exit Conference

An exit conference with the Agency'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 the Agency, including internal control and program compliance observations and recommendations.

I. Work Papers

- 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.
- The workpapers will be retained for at least five years from the end of the audit period.
- The workpapers will be available for examination by authorized representatives of the grant funded programs and the Agency.

J. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to the Agency, 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, the Agency's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

K. AICPA Professional Standards

The AICPA Professional Standards state:

Ethics Interpretation 501-3 - Failure to follow standards and/or procedures or other requirements in governmental audits.

Engagements for audits of government grants, government units or other recipients of government monies typically require that such audits be in compliance with government audit standards, guides procedures, statutes, rules and regulations, in addition to generally accepted auditing standards. If a member has accepted such an engagement, and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, he is obligated to follow such requirements.

Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report the fact that such requirements were not followed and the reasons therefor.

TECHNICAL QUALIFICATIONS

Tri-County Action Program is requesting the following information to be included in your firm's proposal (at a minimum):

A. Prior Auditing Experience

The Offeror should describe its prior auditing experience including the names, addresses, contact persons, and telephone numbers of three prior organizations audited. Experience should include the following categories:

1. Prior experience auditing nonprofit organizations.
2. Prior experience auditing community action agencies.
3. Prior experience auditing similar programs operated by Tri-County Action Program, Inc, including:
 - a. Prior experience auditing similar programs funded by the Federal Government.
 - b. Prior experience auditing similar programs funded by the State of Minnesota.

C. Organization, Size, and Structure

The Offeror should describe its organization, size (in relation to audits to be performed) and structure. Description should include:

1. Size of the Offeror, including number of employees and physical site locations.
2. Explanation of independence.
3. Any conflicts of interest that exist.
4. A copy of the firm's most recent peer review report, including any accompanying letter(s) of findings.
5. Explanation if the Offeror is a small or minority-owned business of women's business enterprise.

D. Staff Qualifications

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

1. Audit team makeup.
2. Overall supervision to be exercised.
3. Documented experience of the individual audit team members: Include resumes of only the staff to be assigned to the audits. Include education, position in firm, years with the firm, and industry specific experience.

E. Audit Approach to the Engagement

The Offeror should describe its understanding of work to be performed, including audit procedures, estimated hours, and other pertinent information. Additionally, please include a general discussion of your firm's basic approach to performing the audit, including:

1. Your firm's philosophy on communications throughout the year, scheduling of engagements, management letter, and tax returns.
2. Your expectations of the Agency's Board, executive, finance and accounting staff.
3. A provisional timeline for planning, fieldwork, completion of the audit, and the expected delivery of the financial statements, management letter, and tax returns

F. Certifications

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP.

PROPOSAL EVALUATION

A. Submission of Proposals

All proposals shall be submitted by hard copy and must include two copies of the Offeror's technical qualifications, two copies of the pricing information (in a separately sealed envelope), and two copies of the signed Certifications. These documents will become part of the contract.

B. Nonresponsive Proposals

Proposals may be judged nonresponsive 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 Certifications.
4. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the Government Audit Standards of the U.S. Comptroller General.

C. Proposal Evaluation

Evaluation of each proposal will be scored on the following factors outlined in the Technical Qualification section of this document:

Criteria	Point Range
Prior Audit Experience , including: a. Prior experience auditing nonprofit organizations b. Prior experience auditing community action agencies c. Prior experience auditing similar programs operated by Tri-County Action Program, Inc	0 - 30
Organization, size, and structure of Offeror's firm , including: a. Size of the Offeror b. Explanation of independence. c. Conflicts of interest, if any. d. Copy of firm's most recent peer review report e. Minority-owned/small business/women's business enterprise	0 - 10
Staff Qualifications , including:	0 - 20

a. Audit team composition. b. Overall supervision to be exercised c. Documented experience of the individual audit team members	
Approach to the Engagement , including: a. Communication approach b. Expectations for Agency's staff and Board of Directors c. Provisional timeline	0 – 15
Price	0 – 25
Range of Possible Points	0 - 100

D. Review Process

The Agency may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, the Agency 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, that the Offeror can propose.

The Agency contemplates award of the contract to the responsible Offeror with the highest total points.

When submitting the proposal, firms should be aware of and understand the following items:

1. A change in auditor rotation requirements from one (or more) funding sources of the Agency could impact (reduce) the proposed five-year time period sought in this RFP.
2. Upon request, the bidder will provide a copy of the work-papers pertaining to any questioned costs determined in the audit. The work-papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
3. The work-papers will be retained for at least five years from the end of the audit period. The work-papers will be available for examination by authorized representatives of the applicable federal or state audit agency, the General Accounting Office, and the Agency.
4. If the firm has prepared or prepares the indirect cost proposal or cost allocation plan, the same firm cannot also perform the audit when the indirect costs recovered by Tri-County Action Program during the prior year exceed \$1 million.

Tri-County Action Program, Inc. Information Enclosed

Please find attached to this RFP the following information. Please read each item in its entirety prior to responding.

Attachment A – Offeror Certifications

Attachment B - Tri-County Action Program Information

Attachment C - Tri-County Action Program organization chart (or key governance and management personnel).

Prior year reports for Tri-County Action Program will be made available upon request.

ATTACHMENT A

Certifications

On behalf of the Offeror:

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 properly licensed certified public accountant, or a public accountant licensed on or before January 1, 2022.
7. The individual signing certifies that the Offeror meets the independence standards of the *Government Auditing Standards*.
8. The individual signing certifies that he/she is aware of and will comply with the GAO continuing education requirements
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.
10. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits:
 - Government Auditing Standards (Yellow Book)
 - Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
 - Audits of Not-for-Profit Entities (AICAP Audit Guide)
 - Audits of State and Local Governments (AICPA Audit Guide)
 - Minnesota Statutes which include, but are not limited to: Minnesota Government Data Practices Act, Affirmative Action and Non-Discrimination, Minnesota's Charities Laws and Public Transit Operations Statutes
 - Health Insurance Portability Accountability Act (HIPAA)
 - Title 10 of the Code of Federal Regulations regarding Weatherization Assistance for Low Income Persons

- Title 29 of the Code of Federal Regulations regarding the “Common Rule”
 - Title 45 of the Code of Federal Regulations of Health & Human Services
 - Title 48 of the Code of Federal Regulations Federal Acquisition regulations regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions
 - Title 49 of the Code of Federal regulations for the Federal Transit Administration
 - The VA Financial Guide for Grantees
 - The Federal Transit Authority regulations
 - Single Audit Act
11. 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.
 12. The Bidder has an Affirmative Action Plan.
 13. The Bidder will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
 14. The Bidder will comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
 15. The Bidder will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Bidder. The Bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisement and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.
 16. The individual signing certifies that the Offeror, and any individuals 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 audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this _____ day of _____, 20____.

(Offeror's Firm Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)

ATTACHMENT B

Administration:

- Community Action Grant Funding
- Community Services Block Grant Funding

Community Development

- MURL – Minnesota Urban and Rural Homesteading Program
- Weatherization Program
- Energy Assistance Program

Family Resources:

- FAIM – Family Assets for Independence in Minnesota Program
- Financial Fitness Program
- Supplemental Nutrition Assistance Program
- Volunteer Income Tax Assistance Program
- Rebuilding Lives – Displaced Homemaker Program
- Renting 101 Program
- Transitional Housing Program
- Long-Term Homeless Program
- Getting to Work Program
- Childcare Access Assistance Program

Transportation:

- Public Bus Program, including Capital Acquisitions
- Volunteer Driver & Contract Services

