



PARTNERSHIP FOR  
**STRONG  
FAMILIES**

**Request for Proposals to Provide Financial & Single Audit Services**

Partnership for Strong Families, Inc. (PSF) is requesting proposals for the completion of financial and single audit services for the fiscal years ending June 30, 2021 through June 30, 2023, with the potential for a two-year extension. PSF is a 501(c)(3) organization that is a child welfare lead agency organized under the laws of the State of Florida to serve Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor and Union counties. Approximately 99% of funding comes from the State of Florida and Federal Government. Annual revenues are approximately \$39 million. PSF is subject to both the Federal and State Single Audit Acts. The organization employs 160 full-time staff members.

Partnership for Strong Families, Inc. (PSF) subcontracts financial services from Service Management Solutions for Children, Inc. (SMS). SMS Financial Services Department, in conjunction with our contracted fiscal agent James Moore and Company, develops and manages all aspects of the agency's budget and financial services to make informed evidence-based projections based upon past data and current trends. SMS Financial Services oversees the funding associated with the contract between DCF and PSF, managing the financial reporting requirements for any funding sources received. PSF also manages Client Trust fund accounts in conjunction with the Social Security Administration and adheres to Federal SSA Master Trust spending requirements. SMS Financial Services in conjunction with our fiscal agent, James Moore and Company, undergoes several internal and external auditing processes associated with PSF annually. In addition to the external audit being pursued through this RFP, additional audits include SSA federal audit, DCF Quarterly desk reviews, Office of Inspector General audits, Office of the Auditor General audits, COA accreditation review and annual COU on site audits.

Your proposal is expected to address experience and fees associated with completion of the following services:

1. The financial audit shall be performed in compliance with the requirements of:
  - a. Generally Accepted Accounting Principles, as prescribed by the Financial Accounting Standards Board (FASB)
  - b. Generally Accepted Governmental Auditing Standards (GAGAS).
  - c. Florida Single Audit Act, Section 215.97, Florida Statutes and Chapter 10.650, Rules of the Auditor General.

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- d. *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)
2. Audit to include Partnership for Strong Families, Inc. and Service Management Solutions for Children, Inc.
3. Fieldwork needs to be completed in October of each year and will be performed at both the PSF office located at 5950 NW 1<sup>st</sup> Place Suite A, Gainesville, FL 32607 and James Moore & Co. P.L.'s Gainesville office located at 5931 NW 1<sup>st</sup> Place, Gainesville, FL. 32607.
4. Present audited financials to the PSF Board of Directors at the December board meeting.
5. Deadline to submit all financial statement and single audit reports to the Department of Children and Families and the Auditor General is December 31 of each year.

**Response Format**

In responding to this request, please provide the following information. (Not including all of the information requested may be grounds for disqualification of the responder's proposal.)

1. Your firm's experience in providing financial and single audit services to organizations in the nonprofit sector, as well as associations of a comparable size to PSF. Direct experience serving Community Based Care entities is preferred. A minimum of four references is requested. Please include the following for each reference: organization, contact name, title, phone number, email address, and scope of services provided. Also include the names of the assigned partner and manager.
2. Please note any relationships which may jeopardize your objectivity or independence with respect to PSF. Also address commitments you will make to staff continuity. Include your staff turnover experience in the last three years.
3. Your firm's audit approach, including review of internal controls over financial reporting and internal controls over compliance. Include hours, according to staff level, for each phase of the engagement. Include your proposed schedule to complete each phase of the engagement.
4. The key personnel who will be assigned to this engagement, including experience on similar engagements, educational background, and relevant CPA experience for the past three years.
5. The communication process used by the firm to discuss issues with management and the audit committee.

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6. Your fee proposal for fiscal years ending June 30, 2021 through June 30, 2023. The fee proposal should indicate how the price was determined, including the estimated number of hours by staff level, hourly rates, total cost by staff level, and associated travel costs. The fee presented must be all inclusive. Also, describe your progress payment requirements. (As a nonprofit organization it is our hope that responders to this RFP would consider a portion of their work to be of an in-kind services donation. If part of your work would be an in-kind donation, please explain and list the approximate value of that consideration.)
7. A copy of your firm's most recent peer review letter, related letter of comments, and the firm's response to the letter of comments.
8. Please provide your proposed timeline in order to meet the deadlines presented in this RFP.

**Prior Auditing Experience**

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

1. Prior experience auditing a Community Based Care Lead Agency.
2. Prior experience auditing similar programs funded by the State of Florida and Federal government.
3. Prior experience auditing nonprofit organizations. (Must have been completed within the last 5 years.)

**Submission of Questions**

All questions regarding this proposal, should be submitted to Alison Glover via email (alison.glover@pfsf.org) no later than **March 12, 2021 at 5:00 p.m.** A response to all questions posed will be posted on PSF website by close of business **March 19, 2021 by 5:00 P.M.**

**Submission of Proposals**

Submit one flash drive containing a pdf of your proposal, delivered to the address below. The proposal should also be emailed to the Procurement Manager. Proposals must be received no later than **March 31, 2021 at 12 p.m. (Noon):**

Alison Glover  
Procurement Manager  
c/o Partnership for Strong Families, Inc.  
5950 NW 1<sup>st</sup> Place, Suite A  
Gainesville, FL 32607

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On the outside of the envelope please include "Proposal to Provide Financial Audit Services" and the firm's name. PSF reserves the right to refuse proposals not providing the information requested or by the time requested within this proposal.

The final decision is not necessarily tied to the highest score or lowest cost. The PSF Board reserves the right to make a determination based on what is in the best interest of the agency.

**Notification of Award:**

1. It is expected that a decision selecting the successful audit firm will be made within 30 days of the closing date for the receipt of proposals.
2. Upon conclusion of final negotiations with the successful audit firm, all agencies that submitted a proposal in response to this Request for Proposal will be informed in writing, of the name of the successful audit firm.

**Small, Certified Minority and Florida Certified Veterans Businesses Participation:**

Small businesses, certified minority, and Florida certified veteran business enterprises are encouraged to participate in this solicitation. All responders shall be accorded fair and equal treatment.

**Evaluation:**

**Mandatory Requirements**

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 have the specified number of references with required contact information.
4. The proposal does not contain a copy of the most recent peer review letter.

**Protest:**

Please note that this and all other postings are secondary to the electronic postings on pfsf.org, which is the sole official posting for this advertisement. Communication of any protest regarding this advertisement must be made to the PSF Procurement Manager and documented within 72 hours of the first official posting. Physical posting will not extend that 72-hour deadline. Likewise, it is the responsibility of those submitting a response to this advertisement to obtain the results from the pfsf.org official posting site in sufficient time to protect their own interests should they care to do so.