



**Financial Statement Audit  
REQUEST FOR PROPOSAL  
RFP# 14-02**

This document constitutes a Request for Proposals (RFP), to be received from qualified organizations to perform the Scope of Work set forth herein. Offerors are strongly encouraged to carefully read the entire request for proposals.

**Firm Deadline: Wednesday, May 23, 2014, 5:00 p.m. Eastern Time**

**About the Organization**

Experience Works, Inc., (formerly Green, Thumb, Inc.) was established in the District of Columbia in October, 1965 as a Domestic Non-Profit Organization under IRS Code 501(c)(3). The Organization is also registered as a Foreign Corporation in most states including the Commonwealth of Puerto Rico and as a Charitable Organization in all states. The Organization's Federal Identification Number is 52-0817955 and is exempt from sales tax in many states. (States Sales tax exemption certificates are available upon request.)

EW is one of the nation's leaders in the field of older workers training and employment. As a National Human Services Organization, it serves more than 13,500 seniors annually through a dedicated network of 300 staff blanketing the rural counties where it is authorized to operate. For more information, please visit our website at [www.experienceworks.org](http://www.experienceworks.org).

Nearly 99% of annual revenue is obtained through grant funding from the US Department of Labor ("DOL") and state government grants and contracts in 30 states and the Commonwealth of Puerto Rico. These funds are used to operate the Senior Community Service Employment Program ("SCSEP"). Other revenue is also raised through fundraising initiatives in the areas where EW operates. The revenue for our 2013/2014 grant year is approximately \$101 million.

As the recipient of Federal funds awarded directly and indirectly through pass-through entities, EW is obligated to ensure that all funds are used prudently in support of its mission and in full compliance with Federal Grant Management requirements. EW satisfies this responsibility by

periodically reviewing services received from all vendors and seeking competitive proposals to maintain compliance with federal awards procurement requirements.

### **Statement of Work**

The Organization is looking for an independent accounting firm to conduct the annual audit of its financial statements. The contract will be awarded for a minimum of five years subject to annual renewal based on performance. The contract will be performed on a firm fixed price basis. Any additional charges must be agreed to in advance and in writing by the Organization. The contract shall commence with the audit for the fiscal year ending June 30, 2014.

The engagement shall include the issuing (and printing) of the following reports:

- Audit of the Financial Statements of Experience Works, Inc.;
- Audit of federal awards expenditures in accordance with OMB Circular A-133;
- Preparation of the 990 for Experience Works, Inc.;
- Audit of the Experience Works, Inc. Defined Contribution Pension Plan;
- Preparation of the Form 5500, SAR and IRS Form 8955-SSA for Experience Works, Inc. Defined Contribution Pension Plan.

Respondents should plan to issue all applicable audit reports by November 15, 2014 and the completion of SF-SAC Form by December 15, 2014.

### **Engagement Term**

The initial audit will cover the fiscal year ending June 30, 2014. The engagement is renewable for four (4) additional fiscal years on a year to year basis, at the sole option of the Experience Works, Inc. In the event that the Organization exercises its right to renew this engagement, the costs for the future engagements shall be those determined in accordance with the fees section of your proposal, subject to adjustment based on changes in our funding level and funding sources. All other terms and conditions will remain unchanged.

### **Submission Instructions**

Proposals should provide a straightforward, thoughtful and a concise description of the firm's capabilities to satisfy the requirements of the RFP.

*Please note:* Firms submitting a proposal in response to this RFP will be required to be available for an onsite interview discussing the scope of their proposal. This interview may provide an opportunity for the firms to clarify or elaborate on the proposal but will in no way change the original submission.

Interested firms are invited to submit proposals that contain the following information:

1. *Experience of Firm*

- a. A history of the firm's experience providing similar services to not-for-profits or other organizations

2. *Overall proposal cost*

- a. The proposer's fee structure for the services outlined, including standard billing rates for all personnel expected to be assigned to the engagement. Although proposed fees will be taken into account, the Organization reserves the right to negotiate a lower or different fee structure during the offer process.

3. *Contact Information*

- a. As the cover page to your proposal, please provide:
  - i. The firm's name;
  - ii. The firm's responsible contact person;
  - iii. Telephone/fax numbers and email addresses for firm principals and individuals working on the Organization's proposal;
  - iv. The mailing address of the firm;

4. *Engagement Staffing and Methodology*

- a. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide current resumes of each
- b. Describe how your firm will approach the audit of the organization, including any areas that will receive primary emphasis as well as the audit approach employed for those areas. Also discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with the audit committee of the board of directors
- c. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments

5. *Final Submission*

- a. The final proposal should be submitted by e-mail as a PDF attachment to:

gijs\_deleede@experienceworks.org  
Gijs deLeede  
Controller  
Experience Works, Inc.

verna\_tyree@experienceworks.org  
Verna Tyree  
Procurement Manager  
Experience Works, Inc.

## **Timeline**

Firms must be available to meet the estimated deadlines outlined below. The project timeline, subject to change, is as follows:

- April 29, 2014 – Release of RFP
- May 9, 2014 – Submission of Intent to Bid to Gijs deLeede and Verna Tyree
- May 9, 2014 – Submission of Questions from Offerors in Writing to Gijs deLeede and Verna Tyree
- May 12, 2014 – Response to Questions released to all Offerors
- May 23, 2014 – Submission of Proposals to Gijs deLeede and Verna Tyree
- June 2<sup>nd</sup> & 3<sup>rd</sup> 2014 – Finalist Meetings
- June 9, 2014 – Final decision announced and Offerors Notified
- June 16, 2014 – Interim audit fieldwork to begin
- September 20, 2014 –Final field work to begin
- November 15, 2014 – Final Audit report
- December 15, 2014 - completion of online SF-SAC Form

## **Requirements**

The Organization is committed to selecting the most competitive offer for contract award but does not base its evaluation solely on price. The Organization reserves the right to award a contract to an Offeror who may not necessarily be the lowest bidder based upon cost comparisons.

*Our evaluation criteria will include:*

- Capabilities of the firm
- Professional team experience
- Service offering and audit approach
- Quality of the proposal and proposal process
- Total cost
- Ability to meet the Organization's needs
- References from current clients

## **Conclusion**

This RFP is not an offer to enter into an agreement with any party, but rather a request to receive proposals from persons or firms interested in providing the described services. Such

proposals shall be considered and treated by the Organization as offers to enter into an agreement. The Organization reserves the right to reject all proposals, in whole or in part, and/or enter into negotiations with any party.

The Organization shall not be obligated for the payment of any sums whatsoever to any recipient of this RFP until and unless a written contract between the parties is executed. Consultant's time spent on preparing a proposal to respond to this solicitation will not be compensated by the Organization.

Inquiries as well as completed proposals should be directed to:

Gijs de Leede, Controller, at [gijs\\_deleede@experienceworks.org](mailto:gijs_deleede@experienceworks.org) with a cc to Verna Tyree, Procurement Manager, at [verna\\_tyree@experienceworks.org](mailto:verna_tyree@experienceworks.org).