



**BIG BEND COMMUNITY BASED CARE, INC.**

**Request for Proposals**

**#01-2012**

**AUDIT SERVICES**

**for the period**

**7/01/2011 to 6/30/2012**

**Closing Date: March 19, 2012**

**2:30 P.M. EST**

**Contact Person:**

**Margaret Petronio/ Contract Administrator**

**525 N. Martin Luther King Blvd.**

**Tallahassee, FL 32301**

**850-410-2010 ext. 123**

**[margaret.petronio@bigbendcbc.org](mailto:margaret.petronio@bigbendcbc.org)**

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## RFP #01-2012 AUDIT SERVICES

### I. GENERAL INFORMATION

#### A. Purpose

This Request for Proposals (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 "Bidder", to perform a financial and compliance audit of Big Bend Community Based Care, Inc. (BBCBC) and Independence Village, LLC (a wholly owned subsidiary) for the year ending 6/30/2012. The Bidder will also be responsible for preparing and submitting 990 tax returns and other related tax filings that are applicable. The proposal includes options for four additional years.

#### B. Who May Respond

Only Certified Public Accounting Firms may respond to this RFP.

#### C. Instructions on Proposal Submission

<u>Event</u>	<u>Date</u>
RFP Release Date	February 17, 2012
Requests for Information by	February 24, 2012
Written Proposal Due	March 19, 2012 2:30 P.M. EST
Evaluation Period	March 20-April 12, 2012
Posting of Award	April 13, 2012
Anticipated Contract Start Date	May 1, 2012

##### 1. Closing Submission Date

Proposals must be submitted no later than 2:30 P.M. EST on 3/19/2012.

##### 2. Inquiries

Inquiries concerning this RFP should be directed to Margaret Petronio, Contract Administrator at [margaret.petronio@bigbendcbc.org](mailto:margaret.petronio@bigbendcbc.org) or by phone (850) 410-1020 ext.123.

BBCBC has made available the BBCBC Consolidated Financial Statements for June 30, 2010 and June 30, 2011. We would like to be responsive to requested additional information not provided on our website at <http://bigbendcbc.org/competitive-bids.php>; however, each request will be evaluated for BBCBC's ability to respond. Requests for additional information must be submitted by the date shown above.

### 3. Conditions of Proposal

All preparation costs incurred in response to this RFP will be the responsibility of the firm submitting the proposal and will not be reimbursed by BBCBC.

### 4. Instructions to Prospective Bidders

Your proposal should be addressed as follows:

**CONFIDENTIAL**  
**Big Bend Community Based Care**  
**Margaret Petronio, Contract Administrator**  
**525 N. Martin Luther King Jr. Blvd.**  
**Tallahassee, FL 32301**

It is important that the Bidder's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Big Bend Community Based Care  
Request for Proposal  
#01-2012  
Audit Services  
7/1/2011 to 6/30/12

It is the responsibility of the Bidder to insure that the proposal is received by BBCBC by the date and time specified above.

Late proposals will not be considered.

### 5. Right to Reject

BBCBC 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

All efforts will be made by BBCBC to utilize Florida Based small businesses and minority-owned businesses.

A Bidder qualifies as a small business firm, if it meets the definition of "small business" as established by the United States Small Business Administration (13 CFR 121.201).

#### 7. Notification of Award

It is expected that a decision to select the successful audit firm will be made after the evaluation period ending April 12, 2012. Final approval to award the contract must be made by BBCBC's Board of Directors.

Upon conclusion of final negotiations with the successful audit firm, all Bidders submitting proposals in response to this RFP will be informed the name of the successful audit firm through an announcement posted on BBCBC's web site at <http://bigbendcbc.org/competitive-bids.php> on April 13, 2012.

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**

BBCBC is a Florida, non-for-profit charitable corporation formed in 2002, headquartered in Tallahassee, Florida whose primary purpose is developing community based services and support for children and families served by the child protection and foster care system. BBCBC has been determined to be exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code. BBCBC is governed by a community Board of Directors. Independence Village, LLC is a wholly owned subsidiary of BBCBC sharing common management. The administrative offices are located at 525 North Martin Luther King Boulevard, Tallahassee, FL 32301. All program records will be available at this same address. BBCBC has other offices located throughout the Big Bend area.

Consolidated financial statements include the amounts from BBCBC and Independence Village, LLC. Independence Village LLC is a sole purpose limited liability company for which BBCBC is the sole member.

BBCBC currently has five (5) bank accounts two (2) that are used for operations two (2) which serve as client trust accounts and one (1) for Independence Village, LLC. The agency utilizes SAGE MIP accounting software and has balancing fund accounts. Payroll is outsourced through a 3<sup>rd</sup> party (VISION HR). The organization writes approximately 2,000 checks per month.

#### **E. Options**

At the discretion of BBCBC, this audit contract can be extended for four (4) additional one-year periods. The cost for the option period(s) will be agreed upon by BBCBC and the Bidder. It is anticipated that the cost for the optional year(s) will be based upon the same

approximate cost per thousand dollars of audited expenditures as the contract for the initial year.

## **II. SPECIFICATION SCHEDULE**

### **A. Scope of a Financial and Compliance Audit**

The financial and compliance audit of BBCBC and Independence Village, LLC must be performed in accordance with Federal Government Audit Standards; the provisions of OMB Circular A-133, as revised; State Requirements Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; Chapters 10.650 (nonprofit and for profit organizations), rules of the Auditor General. As well as complete 990 tax returns and other related tax returns and filings, as applicable.

*Government Audit Standards-2011 Revision (GAO-12-331G), states in Chapter 2, 2.07 Pages 14- 15:*

Financial Audits:

2.07 Financial Audits provide an independent assessment of whether an entity's reported financial information (e.g. financial condition, results, and use of resources) are presented fairly in accordance with recognized criteria. Financial audits performed in accordance with GAGAS include financial statement audits and other related financial audits:

- a. Financial statement audits: The primary purpose of a financial statement audit is to provide an opinion about whether an entity's financial statements are presented fairly in all material respects in conformity with an applicable financial reporting framework. Reporting on financial statement audits performed in accordance with GAGAS also includes reports on internal control over financial reporting and on compliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements.
- b. Other types of financial audits: Other types of financial audits conducted in accordance with GAGAS entail various scopes of work, including: (1) obtaining sufficient, appropriate evidence to form an opinion on single financial statements, specified elements, accounts, or items of a financial statement;(2) issuing letters for underwriters and certain other requesting parties; and (3) auditing compliance with applicable compliance requirements relating to one or more government programs.

## **B. Description of Programs/Contracts/Grants**

Big Bend Community Based Care (BBCBC) is a private organization that was created as a direct response to the Florida Legislature's and Department of Children and Families' (DCF) initiative to improve child welfare services by developing solutions to care for children and families in their home communities.

BBCBC's contract with DCF and subsequent subcontracts are authorized by Section 409.1671, Florida Statutes, which requires the Department to privatize the provision of foster care and related services by contracting with competent community-based agencies.

In the Big Bend region of 12 counties, [Circuit 2 -Franklin, Gadsden, Jefferson, Leon, Liberty and Wakulla and Circuit 14- Bay, Calhoun, Gulf, Holmes, Jackson, and Washington] there are approximately 1,600 children receiving in-home and out-of-home services on any given day. BBCBC has developed a local System of Care based upon the belief that child welfare services should be focused on children and families and embedded in the communities in which they live.

During fiscal year 2008, BBCBC formed Independence Village, LLC a wholly owned subsidiary that shares common management with BBCBC. It was formed in order to construct apartments for its eligible Independent Living youth who require affordable housing using funding obtained through loans received from a corporation and a bank.

As the result of a competitive ITN solicitation administered by DCF, BBCBC was awarded a five (5) year renewal contract with the Department of Children and Families for the amount of \$32,146,929.00 in the first year's schedule of funds. It began July 1, 2011 and runs through June 30, 2016, and unifies the previously two distinct contracts into one servicing both Circuit 2 and Circuit 14.

BBCBC provides child welfare services through a combination of staff and contracts with a network of providers, to include case management, independent living, adoption, foster home management, visitation and prevention/intervention services for each District. Our partners include Life Management Center and Anchorage Children's Home, DISC Village, Camelot Community Care, Children's Home Society and Habilitative Services of North Florida, Boys Town North Florida, among others. For more details please visit our website at [www.bigbendcbc.org](http://www.bigbendcbc.org). Contracted services are subject to competitive procurement in agreement with BBCBC's policies and procedures.

## **C. Performance**

1. The BBCBC's records will be audited through 6/30/2012.
2. The Bidder is required to prepare audit reports in accordance with the *Government Audit Standards*, provisions' of OMB Circular A-133, as revised and Section 215.97, Florida Statutes and applicable rules of the Department of Financial Services; Chapters 10.650 (nonprofit and for profit organizations), rules of the Auditor General.

#### **D. Delivery Schedule**

1. Bidder is to transmit one copy of the draft audit report to BBCBC's Chief Financial Officer. The draft audit report is due on *11/15/2012*.
2. The Bidder shall deliver twenty (20) final audit reports to BBCBC's Board of Directors no later than the December 2012 Board of Directors meeting to be held December 13, 2012. Bidder will review the final audit report with the Finance Audit Committee and present at the December 2012 Board meeting.

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

#### **E. Price**

The Bidder's proposed price should be submitted with the proposal and include information indicating how the price was determined. For example, the Bidder should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should also be indicated.

#### **F. Payment**

Payment will be made when BBCBC has determined that the total work effort has been satisfactorily completed. Should BBCBC reject a report, BBCBC's authorized representative will notify the Bidder 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 Bidder submits the final invoice for payment.

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

Upon delivery of the twenty (20) copies of the final reports to BBCBC and their acceptance and approval, the Bidder may submit a bill for the balance due on the contract for the audit.

#### **G. Exit Conference**

An exit conference with BBCBC's representatives and the Bidder's representatives will be held at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with BBCBC. It should include internal control and program compliance observations and recommendations.

## **H. Workpapers**

1. Upon request, the Bidder 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.
2. The workpapers will be retained for at least seven (7) years from the end of the audit period.
3. The workpapers will be available for examination by authorized representatives of the corresponding federal or state audit agency, the General Accounting Office, and BBCBC.

## **I. Confidentiality**

The Bidder agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to BBCBC, the Bidder agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Bidder's possession, to these employees on the Bidder's staff who must have the information on a "need-to-know" basis. The Bidders agrees to immediately notify, in writing, BBCBC's authorized representative in the event the Bidder determines or has reason to suspect a breach of this requirement.

## **J. AICPA Code of Professional Conduct**

The AICPA Code of Professional Conduct has been updated for all Official Releases through November 30, 2011 and states in Section 500 - Other Responsibilities and Practices-ET Section 501.04 - Acts Discreditable:

### **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 or she is obligated to follow such requirements. Failure to do so is an act discreditable to the profession in violation of rule 501 [[ET section 501.01](#)], unless the member discloses in his or her report the fact that such requirements were not followed and the reasons therefore.

### **III. BIDDER'S TECHNICAL QUALIFICATIONS**

The Bidder, in its proposal, shall, as a minimum, include the following:

#### **A. Prior Auditing Experience**

The Bidder 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 nonprofit organizations.
2. Prior experience auditing similar programs funded by the Department of Children and Families.
3. Prior experience auditing programs financed by the Federal Government.
4. Prior experience auditing similar county or local government activities.
5. Prior experience designing and/or installing accounting systems for nonprofit organizations.

#### **B. Organization, Size, and Structure & Location**

The Bidder should describe its organization, size (in relation to audits to be performed), structure and location (will the firm be quick to respond to BBCBC needs; closeness of the firm to BBCBC headquarters). Indicate, if appropriate, if the firm is a small or minority-owned business. Bidder should include a copy of the most recent Peer Review, if the Bidder has had a Peer Review. The firm should also indicate if they are able to provide other services such as consulting work.

#### **C. Staff Qualifications**

The Bidder 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. Prior experience of the individual audit team members.

Only include resumes of staff to be assigned to the audits and include staff's: education, position in firm, years and types of experience, continuing professional education, state(s) in which licensed as a CPA, etc.

#### **D. Understanding of Work to be Performed**

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

#### **E. Certifications**

The Bidder must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. The publications listed in the Certifications will not be provided to potential Bidders by BBCBC because BBCBC desires to contract only with a Bidder who is already familiar with these publications.

### **IV. PROPOSAL EVALUATION**

#### **A. Submission of Proposals**

All proposals shall include one (1) original and four (4) hard copies, for a total of five (5) copies, as well as a PDF copy on a CD. Please make sure to include the Bidder's technical qualifications, pricing information and 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. Evaluation**

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

Please see below

Factors	Maximum Possible Points = 90					
	0-1 yr	1-2 yrs	3-4 yrs	5-7 yrs	7-10 yrs	10+ yrs
<b>1. Prior experience auditing and/or designing and installing accounting systems.</b>						
a. Prior experience auditing non-profit organizations	0	1	2	3	4	5
b. Prior experience auditing similar programs funded by DCF	0	1	2	3	4	5
c. Prior experience auditing programs financed by the Federal Government	0	1	2	3	4	5
d. Prior experience auditing similar county or local government activities	0	1	2	3	4	5
e. Prior experience designing and/or installing accounting systems in nonprofits	0	1	2	3	4	5
BBCBC will contact prior audited organizations to verify the experience provided by the Bidder. - see attached reference check	0	1	2	3	4	5
<b>2. Organization, size, and structure of Bidder's firm. (Considering size in relation to audits to be performed.)</b>	not addressed	insufficient size and structure	limited size and structure	adequate size and structure	more than adequate size and structure	size more than sufficient with very supportive structure
a. Adequate size, proximity, and structure to be able to respond to BBCBC needs in a timely manner	0	1	2	3	4	5
b. Minority/small business	no = 0			yes = 5		
<b>3. Staff Qualifications</b>	not addressed	contains numerous deficiencies	somewhat deficient	adequate	very good	outstanding
Staff qualifications are described including: audit team make-up and experience. Resumes included with staff education, position if firm, years and types of experience, state(s) in which licensed as CPA, CPE's etc	0	2	4	6	8	10
Overall supervision to be exercised is described and will assure accuracy and quality	0	1	2	3	4	5
<b>4. Understanding of work to be performed.</b>	not addressed	contains numerous deficiencies	somewhat deficient	adequate	very good	outstanding
a. Bidder describes the work to be performed, including audit procedures	0	2	4	6	8	10
b. Realistic time estimates of each audit step is given	0	1	2	3	4	5
<b>5. Price</b>	not addressed	contains numerous deficiencies	somewhat deficient	adequate	very good	outstanding
Includes information on how price was determined: i.e. estimated number of hours by staff level and the hourly rates, total cost by staff level, out-of-pocket expenses.	0	4	8	12	16	20

#### **D. Review Process**

BBCBC may, at its discretion, request presentations by or meetings with any or all Bidders, to clarify or negotiate modifications to the Bidders' proposals. However, BBCBC 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 Bidder can propose. BBCBC contemplates award of the contract to the responsible Bidder with the highest total points.

## CERTIFICATIONS

On behalf of the Bidder:

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

B. The individual signing certifies that the Bidder is not involved in any agreement to pay money or any other consideration for the execution of this agreement, other than to an employee of the Bidder.

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 Bidder prior to an award to any other Bidder or potential Bidder.

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

F. The individual signing certifies that the Bidder is a properly licensed certified public accountant, or a public accountant licensed on or before 07/01/2012.

G. The individual signing certifies that the Bidder meets the independence standards of the *Government Auditing Standards*.

H. The individual signing certifies that he/she is aware of and will comply with the GAO Continuing Professional 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.

I. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.

J. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits:

1. *Government Auditing Standards* (Yellow Book)
2. *OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations* (06/24/1997, includes revisions published in *Federal Register* 06/27/03)
3. *OMB Circular A-133 Compliance Supplement 2011*

4. *OMB Circular A-110 Revised 11/19/93 As Further Amended 9/30/99 Relocated to OMB 2 CFR Part 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations*

5. *OMB Circular A-122, Cost Principles for Non-Profit Organizations (05/10/2004) Relocated to OMB 2 CFR Part 230 Cost Principles for Non-Profit Organizations*

6. Department of Children and Families- *Guidelines on Expenditures by CBC Providers for Foster Care and Related Services July 1, 2011 found at:*  
<http://www.dcf.state.fl.us/programs/cbc/fiscalAttachments.shtml>

7. *Not-for-Profit Entities - AICPA Audit and Accounting Guide updated March 2011*

8. *Government Auditing Standards and Circular A-133 Audits -- AICPA Audit Guide (Updated as of April 1, 2011)*

9. *Government Auditing Standards and Circular A-133 Developments Audit Risk Alert (2011)*

10. *Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (non-profit and for-profit organizations), Rules of the Auditor General*

K. 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.

L. The individual signing certifies that the Bidder, 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 Bidder 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\_\_\_\_\_.

\_\_\_\_\_  
(Bidder's Firm Name)

\_\_\_\_\_  
(Signature of Bidder's Representative)

\_\_\_\_\_  
(Printed Name and Title of Individual Signing)

**Attachment I**  
**CBC Schedule of Funds**  
**Big Bend Community Based Care, Inc. - Contract# BJ101**

**FY 2011-12 Use Designation - As of 12/14/2011**

<b>Sections A and B</b>	<b>Other Cost Accumulators</b>	<b>Federal</b>	<b>State</b>	<b>Total</b>
Other Fund Sources	Multiple			24,885,871
<b>Subtotal Sections A and B</b>				24,885,871
<b>Section C</b>				
Maintenance Adoption Subsidies and Non Recurring Expenses	WR001/MP000 WO006/39MAS PRAIA			5,330,446
Independent Living Services - Chafee Administration Eligible and Other	CH0AT/CHT0T KRE00/CHF0T KRLE0	122,512	30,628	153,140
Chafee Road to Independence - Scholarship	CHFSS	99,705	24,926	124,631
Chafee, ETV, Road to Independence	ETVSS/ETV0T	88,006	22,001	110,007
All State Funded Independent Living Services	KRI00/SFAG0 SFSIL/SF0SS SFTRB/SFT0T SFSRA/SF0AT KRLI0		606,940	606,940
Medicaid Administration	PR005	42,292	42,292	84,584
State Access and Visitation	PRSAV	37,667		37,667
SSFA Family Preservation	PRE04	217,398		217,398
SSFA Family Support	PRE06	-		-
SSFA Time Limited Reunification	PRE11	174,918		174,918
SSFA Adoption	PRE12	100,092		100,092
PI Training	BAT00	-	-	-
Children's Mental Health CW Wraparound Funding	19MCB		421,235	421,235
Casey Foundation Funding - Foster Care Redesign	PRFCR		-	-
Casey Foundation State Funded-Foster Care Redesign	CFRSF		-	-
Special Projects				-
<b>Subtotal Section C</b>				7,361,058
<b>Total All Fund Sources</b>				32,246,929