

Crowley's Ridge Development Council, Inc.

Request for Qualifications

For Audit Services

For the Period

May 1 to April 30, 2019, 2020, and 2021
(Optional Two Additional Years)

Responses should be directed to:

Tami Freeman
Executive Administrative Assistant
Crowley's Ridge Development Council, Inc.
2401 Fox Meadow Lane
P.O. Box 16720
Jonesboro, AR 72403
(870) 333-5113

RFQ Response Deadline: October 9, 2018

Purpose

Our organization, Crowley's Ridge Development Council, Inc. (CRDC), is accepting proposals from CPA firms to provide audit (and tax) services for our organization for the years ended April 30, 2019, 2020, and 2021 – with an option for two additional years. We invite your firm to submit a proposal to us by October 9, 2018, for consideration. A description of our organization, the services needed, and other pertinent information follows.

Background of Crowley's Ridge Development Council, Inc.

CRDC is a 501(c)(3) private non-profit organization incorporated under Arkansas law in 1969. Annual revenues are approximately \$10 million per year, and the organization employs 70 people covering an eight county area. The organization, whose mission and principal activities are to provide total family resources for individuals and communities in their achievement of economic, social and interpersonal goals, by the provision of temporary assistance in an efficient and nondiscriminatory manner, and to provide education and resources for strengthening the family unit on a long-term basis, operating in certain counties of northeast Arkansas. CRDC's primary sources of funds for operations are grants from the United States Department of Health and Human Services and the United States Department of Agriculture. The acceptance of these grants requires compliance with prescribed grant conditions and other special requirements. The organization has an April 30 fiscal year end, with a requirement to file an audited financial statement with the State of Arkansas by August 31 of each year.

The consolidated financial statements include the accounts of CRDC; Jackson County Housing, Ltd., a non-profit entity that provides rental houses to low income individuals; and, Mature Living of Harrisburg, Inc., a non-profit entity that provides rental houses to low income and elderly individuals. The organization shares a common board of directors with the entities.

Services to Be Performed

Your proposal is expected to cover the following services:

1. Annual audit to be completed in compliance with the above filing requirement and meetings with audit committee and or board of directors, as necessary.
2. Preparation of IRS Form 990 for the organization.
3. Submission of data collection form as required.
4. Annual state corporation filing.

Key Personnel

Following are key contacts for information you may seek in preparing your proposal:

Tony Thomas

Executive Director

(870) 333-5114

Rhonda Gillis
Tami Freeman

Chief Financial Officer (870) 333-5122
Executive Administrative Assistant (870) 333-5113

Requests for additional information, visits to our site, review of prior financial statements and tax returns, and/or appointments with the Executive Director or Chief Financial Officer should be coordinated through our Executive Administrative Assistant. You may reach her at the number listed above. Please return the completed proposal to the address on the cover of this document.

Your Response to This Request for Qualifications

In responding to this request, we request the following information:

1. Detail your firm's experience in providing auditing and tax services to companies in the not-for-profit sector, as well as associations of a comparable size to CRDC, including those with international memberships.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss the firm's independence with respect to CRDC.
4. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
5. Identify the five largest clients your firm (or office) has lost in the past three years and the reasons. Also discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
6. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
7. Describe how your firm will approach the audit of the organization, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. 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 management and audit committees of the board.
8. Set forth your fee proposal for the 2019 audit, with whatever guarantees can be given regarding increases in future years. Provide your proposed fee for tax preparation.
9. Furnish standard billing rates for classes of professional personnel for each of the last three years.

10. Provide the names and contact information for other, similarly sized clients of the partner and manager that will be assigned to our organization for reference purposes.
11. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our independent accountants is the best decision we could make.
12. 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.

Evaluation of Proposals

CRDC will evaluate proposals on a qualitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

Please submit your response to this request for proposal by October 9, 2018.