



## **Dorchester Seniors, Inc.**

312 North Laurel Street  
Summerville, SC 29483  
(843) 871-5053 - Fax (843) 821-2693

### **Request for Proposals – Independent Audit and Tax Filing Services**

The Board of Directors of Dorchester Seniors, Inc. is presently accepting proposals from CPA firms to provide audit and tax filing services for our organization. We invite your firm to submit a proposal to us for consideration. A description of our organization, the services needed, and other pertinent information is set forth below.

#### **Proposal Guidelines:**

<b>RFP Release date:</b>	March 2, 2020	(10:00am)
<b>Intent to Submit Notice:</b>	March 12, 2020	(12:00pm)
<b>RFP Submit Deadline:</b>	April 20, 2020	(5:00pm)
<b>Award Date:</b>	May 14, 2020	

- All proposals should be stapled. Proposals should not be bound, clipped or in folders.
- Submit six (6) copies of your proposal by due date and time specified above.
- Proposal should include a cover page with the name of the firm submitting proposal and titled *RFP- Independent Audit/Tax Filing Services for Dorchester Seniors, Inc.*
- Proposals should be submitted in a sealed envelope addressed to:

Jean K. Ott  
Executive Director  
Dorchester Seniors, Inc.  
Attention: RFP  
312 North Laurel Street  
Summerville, South Carolina 29483

#### **Background**

Dorchester Seniors, Inc. is a nonprofit organization recognized by the IRS as a Section 501(c)(3) public charity. During fiscal year 2018-2019, it received \$2,345,036 in restricted/unrestricted revenue (consisting of county funding, grants, contributions, fees, and other receipts related to its exempt purposes) and employed 41 staff. The organization's fiscal year runs from July 1 to June 30. Dorchester Seniors, Inc. staff will prepare requested audit schedules and will be available to assist the auditors and tax preparers.

## **Services to be Performed**

The selected firm will:

1. Produce, by November 2, 2020, audited financial statements for the year ending June 30, 2020, in accordance with accounting principles generally accepted in the United States, with an opinion letter and management letter examining compliance with applicable laws, regulations, contracts, and grants.
2. Prepare, by November 11, 2020, IRS Form 990 with applicable schedules and related filings.
3. Meet, as necessary, with the Dorchester Seniors, Inc. Executive Director, Finance Manager, Treasurer, Finance committee, and Board of Directors, to review and present documents.
4. With Dorchester Seniors, Inc. Staff and Treasurer, establish and meet intermediary deadlines for the field work and preparation of statements and forms, allowing for reasonable time for internal review by Dorchester Seniors, Inc. Staff and Treasurer, and then, with the Board's consent, file the tax filings with the appropriate state and federal authorities before their established deadlines, filing for any extensions that may be needed.
5. Agree to keep in strict confidence the information related to all funds audited, related contracts, and all information regarding Dorchester Seniors, Inc. and its donors and members obtained in the course of the services provided. No DSI information/data will be released to a third party without prior DSI consent.
6. Retain audit reports and related working papers in compliance with generally accepted auditing standards and according to federal and state requirements. Audit documents shall be made available to Dorchester Seniors, Inc. upon request by authorized representatives of Dorchester Seniors, Inc. or its designee.

## **Deliverables**

1. Initial meeting with Dorchester Seniors, Inc. Staff to deliver and discuss "Materials Prepared By Client" list.
2. Electronic, PDF and 12 bound copies of the final audit report and management letter, and Form 990 with applicable schedules.
3. A presentation of the final audit report and/or Form 990 to the Finance Committee.
4. Filing of Form 990, along with required schedules, in accordance with IRS filing deadlines.
5. Regular progress reports to the Executive Director and/or Treasurer of Dorchester Seniors, Inc. or its designated accounting representative during the audit and 990 preparation process.
6. An exit interview to review the draft audit report and management letter with the Executive Director and Board Finance Committee.

## **Period Covered**

The specific period covered is July 1, 2019 through June 30, 2020, with up to a two-year renewable option for the periods July 1, 2020 through June 30, 2021 and July 1, 2021 through June 30, 2022, depending upon quality of service and fee costs.

## **Key Personnel**

The following individual will serve as the key contact for information you may seek in preparing your proposal:

Jean K. Ott  
Executive Director  
Dorchester Seniors, Inc.  
312 North Laurel Street  
Summerville, South Carolina 29483  
843-871-5053  
[jkott@dorchesterseniors.com](mailto:jkott@dorchesterseniors.com)

Requests for additional information, visits to our site, review of prior financial statements and information/tax returns, and appointments with key personnel should be coordinated through the above contact. In preparing your proposal, be advised that management will give permission to contact the prior auditors.

## **Your Response to This Request for Proposal**

In responding to this request, we ask that you submit the following information:

1. Detail your firm's experience and number of years in providing auditing and 990 preparation services to organizations in the nonprofit industry, as well as associations of a comparable size to Dorchester Seniors, Inc.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss the firm's independence with respect to Dorchester Seniors, Inc.
4. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid and provide their biographies. Indicate any complaints, if any, against them that have been leveled by the state board of accountancy or other regulatory authority. Indicate any corrective actions that have been taken by the firm with respect to these individuals.
5. Describe how your firm will approach the audit of the organization, your security methods for data and storage, including the use of any associate or affiliate member firm personnel and the areas that will receive primary emphasis. Also, discuss the firm's use of technology in the audit. Discuss the communication process used by the firm to discuss issues with management and the finance committee of the board.

6. Set forth your fee proposal for the YR 2020, YR 2021, and YR 2022 audits and 990 preparation, separately itemized, with whatever guarantees can be given regarding increases in future years. Your fee proposal should also delineate hours by level of staff.
7. Furnish current standard and discounted billing rates for classes of professional personnel.
8. Describe how you will bill for technical matters that may arise throughout the year.
9. Provide the names and contact information for other similarly-sized clients to serve as a reference of your services.
10. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our external accountants is the best decision we could make.
11. 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.
12. Include a statement outlining the expected time needed for completion of the services.

### **Evaluation of Proposals**

Dorchester Seniors, Inc. Finance Committee, chaired by its Treasurer, will evaluate proposals on a qualitative basis. This includes our review (not in order of priority) of the firm's peer review report and related materials, (possible) interviews with senior engagement personnel to be assigned to our organization, staffing levels, technical and relevant experience within the nonprofit sector, costs, results of discussions with other clients/references, and the firm's completeness and timeliness in its response to us. While cost is a key factor in our decision-making process, the Committee will also consider a firm's experience in preparing 990 returns and conducting audits for the nonprofit sector, staffing levels, and other relevant criteria. The Committee will recommend to the Board that it select a particular firm based on the above criteria.

Thank you for your interest and please do not hesitate to contact us if you have any questions or need additional information.