



Save the Family Foundation of Arizona (STF) and A.R.M. of Save the Family Foundation (ARM) combined as “The Agency”, Request for Proposal (RFP) Audit and Tax Services

Part 1: General Information

1.1 About Save the Family (STF):

Established in 1988 by Mesa business leaders, Save the Family is the East Valley’s leading provider of housing, case management and supportive services for nearly 700 homeless and impoverished families and children each year. STF mission is *equipping families to address poverty, overcome homelessness, and achieve self-sufficiency.*

Save the Family provides a holistic approach to serving homeless and impoverished families with children. Families are matched with the program best suited to their individual needs and abilities. Once housed, Case Managers help parents set and achieve goals geared toward ensuring the family’s long-term housing and financial stability, which often can include securing employment, moving up in the workplace, improving financial literacy, building life-skills, and addressing substance abuse and mental health. The case manager helps the family through their entire journey to self-sufficiency.

1.2 About ARM of Save the Family Foundation (ARM):

The mission of the A.R.M. Program is to *aid families in maintaining self-sufficiency by bridging the gap between subsidized rent to fair market rent or homeownership, through decent and safe housing that is well below market rate rents.*

In 1992, Save the Family created its affiliate, the Affordable Rental Movement, to develop and operate affordable rental units to help fill the large gap in affordable rentals for formerly homeless and low-income families – “the working poor”. Supportive Services are offered to participants by STF. It also serves as co-developer in 3 LIHTC developments: Escobedo I, Escobedo II, and Valor. ARM applied as the co-developer of a new LIHTC project, notice of awards to be released in June 2023. ARM is registered as a Community Housing Development Organization (CHDO).

1.3 STF and ARM programming includes:

- STF Step Up to Independence™. A new transitional housing model that targets homeless families living doubled up with other families, in motels, or in other temporary situations currently unserved by funding provided by the federal government. This program is fully funded through private contributions.
- STF Families, Adults, and Children's Empowerment Services (FACES) provides supportive services that include a dedicated career development center, financial counseling, and children's services. We also offer in-house mental health and substance abuse support for families in our programs.
- STF Rapid Rehousing (RRH) and Tenant Based Rental Assistance (TBRA) Housing Placement Services are federal programs funded through various government entities. STF provides short-term rental assistance and case management services with access to supportive services to program participants.
- ARM Affordable Housing services includes approximately 150 scattered housing units for low-income families throughout the east valley and 182 LIHTC housing units. Units acquired using government funding generally have 15–30-year affordability restrictions.

1.4 Operations:

STF and ARM are exempt from federal and state income taxes as organizations other than private foundations under 501(c)(3) of the Internal Revenue Code and similar state provision.

STF and ARM have their own board of directors but a combined finance committee. The finance committee acts as the audit committee.

The Agency headquarters are at 125 E University Dr. in Mesa Arizona. STF also has staff working at 444 N Country Club, Mesa (Maintenance), 1001 E 8th St., Tempe (LIHTC-Valor), and 450 N. Hibbert Bldg. 6, Mesa (LIHTC-Escobedo).

STF receives funding from governments, private sources, and participant fees. ARM receives funding from governments for housing unit acquisitions (mostly HOME funding) and rents from tenants.

STF has approximately 45 employees and ARM has 3 employees.

STF provides ARM with management and administrative services which are charged via a facilities service fee. ARM provides STF with supervision which is charged via a supervision fee. Both of which are eliminated during combination.

The Agency's most recent last three audited financial statements and Form 990s for STF are posted at the Agency's website at <https://savethefamily.org/financial-information/>. For ARM's Form 990s, please contact the RFP Coordinator listed in Part 3.2 below.

1.5 Confidentiality Statement:

The information contained in this document is proprietary to Save the Family Foundation of Arizona (STF) and ARM of Save the Family Foundation (ARM). It is distributed to you for the sole purpose of providing information to respond to the Request for Proposal. This document, or any part thereof, may not be reproduced or redistributed without written consent from STF and ARM.

Part 2: Solicitation Purpose and Scope of Work:

The purpose of this 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 to perform a combined financial and compliance audit and prepare tax returns of the Agency.

Save the Family Foundation of Arizona and ARM of Save the Family Foundation, collectively, The Agency is requesting a proposal to provide audit and tax services for a three-year period beginning with year ending June 30, 2023, as described below. The audit of the Agency's combined financial statements must be performed in accordance with *Generally Accepted Auditing Standards*. The Agency's combined federal single audit reports must be performed in accordance with *Government Auditing Standards*.

2.1 Independent Audit Attestation Service:

- a. Combined annual financial statement audit with supplementary schedules (see FY22 audit report),
- b. Combined annual single audit,
- c. Preparation and submission of Data Collection Form,
- d. Report to the Finance Committee.

2.2 Tax Service:

- e. STF Preparation and filing of IRS form 990 beginning with tax year 2022 (FY23).
- f. ARM Preparation and filing of IRS form 990 beginning with tax year 2022 (FY23).

2.3 Other Items:

- g. Financial report versions to include and exclude single audit reports.
- h. Presentation of audit results to the Finance/Audit Committee (annually).
- i. File 990 extensions, if necessary.
- j. Issuance of audit reports no later than January 31 of each year.
- k. File Data Collection form no later than 30 days after audit report or March 31 of each year.

2.4 Contract Term:

Contracts awarded from proposals received in response to this solicitation will be for an initial term of three (3) years with the option to extend the contract, at the Agency's sole discretion.

2.5 Schedule of Events:

Event	Date and/or Time
1. RFP Posted on STF's Website / Invitations to Respond Sent	6/5/23
2. Intent to Respond	6/16/23
3. Deadline for Questions	6/23/23
4. Agency Response to Questions	6/28/23
5. Proposals Due Date and Time	7/14/23
6. Vendor Presentations	7/26/23 – 7:00a-9:00a
7. Vendor Notifications of Decision	7/31/23

NOTE: Vendor should reserve time during presentation window, finalist's contact noted in RFP response will be notified of 30-minute presentation time slot. Presentations will be in person at the headquarters in Mesa. The Agency reserves the right, at its discretion, to adjust this schedule of events as it deems necessary. If necessary, the Agency will communicate adjustments to any event in the schedule of events in the form of an addendum to this RFP. Addendums to this RFP will only be issued and posted on the STF website at www.savethefamily.org. Addendums will not be mailed to potential Respondents. It is the responsibility of the Respondent to monitor the STF website for all updates. Each Respondent must acknowledge all addendums issued to ensure that addendums are considered in their proposal's response by completing the Addendums Acknowledgement Form. This Form must be submitted with the Service Provider's response to this Request for Proposal. Failure to include the Form in the proposal response may subject your firm to disqualification.

Part 3: Evaluation and Selection Criteria

3.1 Procurement Actions:

Procurement actions shall be conducted only with responsible contractors who have technical and financial competence to perform, who have financial responsibility in business dealings and who have a satisfactory record of integrity. Before awarding a contract, the Agency shall review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity, compliance with public policy, record of past performance and financial and technical resources. The Agency shall not award a new contract or conduct new business with a bidding contractor, vendor or applicant who (i) has past due financial obligations or indebtedness to the Agency pursuant to a contract or other transaction and has not fulfilled the obligation prior to submission of a bid proposal or application for a contract, (ii) has an existing claim, demand, litigation action, investigation, hearing, or other legal,

administrative, arbitral or similar preceding or dispute against the Agency whether civil or criminal (including any appeal or review of any of the foregoing) or (iii) in the Agency's reasonable discretion, has taken action that may give rise to or threatened to assert a claim, demand, litigation action, investigation, hearing or other legal, administrative, arbitral or similar proceeding or dispute against the Agency. The Chief Executive Officer (CEO) or Chief Financial Officer (CFO) may waive the requirements of this paragraph for good cause as determined by the CEO and CFO and if it is otherwise in the Agency's best interests.

3.2 Mandatory Submittals:

The RFP Coordinator is the sole point of contact for this solicitation. All communication between the Respondent and the Agency regarding this RFP shall be with the RFP Coordinator:

Name and Title	Erin Million, Chief Financial Officer
E-Mail Address	Erin.Million@savethefamily.org
Mailing Address	125 East University Drive, Mesa, AZ 85201
Phone Number	480-466-7678
Fax Number	480-898-9007

3.3 Evaluation Factors and Award:

The proposal evaluation process is designed to award the contract, not necessarily to the Respondent of least cost, but rather to the best combination of attributes, qualifications based upon the evaluation factors specifically outlined in the RFP. The RFP selection committee is the Agency's Finance and Audit committee members. The review of proposals will include committee members and the Agency's management. Proposals will be ranked based on understanding of the project, experience with similar projects, and the quality of response.

Respondents must provide a contact person's information for RFP submission communication and all information outlined in the Evaluation Factors (defined below) for the Respondent's proposal to be considered.

EVALUATION FACTORS	MAXIMUM POINTS
A. Qualifications, Experience & Capacity of Firm	15
B. Team Knowledge, Experience, and Continuity	15
C. Methodology, Approach to Audit Quality	20
D. Value Added Services	10
E. Fee Proposal/Cost Structure	30
F. Diversity, Uniqueness, and Community Service	10
MAXIMUM POINT VALUE	100

A. Qualifications, Experience & Capacity.....15 points

The Respondent must describe its qualifications and experience to provide the above services. This should include:

- Firm’s history, size, organizational structure, partner bios, and NFP experience,
- Understanding of work to be performed,
- Most recent peer report, the related letter of comments, and the firm’s response to the letter of comments, if applicable.
- Explanation of independence and disclosure of any conflicts of interests.
- Please provide at least five (5) Human Service NFP Organizations or comparable client references to whom you have provided audit and tax services to within the last three (3) years.
- If using a subcontractor, provide the length of time worked together and résumés for key subcontractor personnel.

B. Team Knowledge, Experience, and Continuity.....15 points

The Respondent shall describe in detail its proposed audit team including partners, managers, and staff with an outline of their knowledge and experience. This should include:

- List of proposed audit and tax team outlining everyone’s qualifications (education, experience, nonprofit experience, certifications, licenses, etc.).
- Teams’ length of service with the firm and its position on staff continuity.
- Describe the overall supervision to be exercised separately for audit and tax services.
- Describe how the firm/team ensures it complies with nonprofit industry reporting requirements.

C. Methodology, Approach & Project Timeline.....20 points

The Respondent shall provide a description of the methodology, approach and project plan associated with audit and tax services. The Respondent’s response should include its communication, data tracking, and data security plan. Additionally, Respondent shall provide its proposed timeline for planning, fieldwork [to include place of work – in person, hybrid, remote], review, draft reports, presentation, and issuance/submission.

D. Value Added Services.....10 points

Here the Respondent has the opportunity to describe the value-added services it provides beyond the tax and audit engagement. This may include proactively communicating to clients upcoming accounting changes, industry trends, governmental actions, or sponsoring CPE opportunities to educate and engage clients throughout the year, etc.

E. Fee Proposal/Cost Structure.....30 points

The fee to conduct the basic audit, single audit, and tax return, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. This should include separate line items for audit, single audit, and tax for each year of the 3-year engagement. This should include an estimation of the increased fees and the reason for the increase, if any. Also, include the estimated number of hours to complete the audit by staff type (partner, senior, associate, specialists, etc.) and billing terms. Finally, the Respondent should include a detail of expenses expected to be incurred but not included in the basic fee schedule (mileage, printing, filing, etc.).

F. Diversity, Uniqueness, and Community.....10 points

Respondents are encouraged to provide information on its diversity, uniqueness, and community involvement. Responses should include:

- Describe firm’s culture, mission, values, and community involvement.
- Explanation if the Respondent is a small or minority-owned business or women’s business enterprise.
- Provide any additional information that distinguishes your firm from other firms.
- Provide any additional information that distinguishes your services from other firms.

MAXIMUM POINT VALUE100 points

PART 4: TERMS SHEET

7.1. Compliance with E-Verify:

In compliance with O.C.G.A. §§ 13-10-90 and 13-10-91, effective July 1, 2013, before the Agency can consider Respondent’s proposal for the services requested, Respondent must register and participate in the federal work authorization program operated by the United States Department of Homeland Security, commonly known as E-Verify, to verify employment eligibility information of newly hired employees and must continue to participate in E-Verify during the term of the contract. Such participation is evidenced by submitting to the Agency a signed affidavit in the form of the affidavit either provided by Arizona Department of Audits and Accounts or approved by the Agency (“E-Verify Affidavit”) – see Prerequisites – State of Arizona Contractor E-Verify Affidavit. The E-Verify Affidavit is Respondent’s certification that it has registered with, is authorized to use and uses the federal work authorization program.

Respondent further certifies that all tiers of contractors and subcontractors hired by Respondent to perform the services under the agreement are compliant with E-Verify; that Respondent will continue to use E-Verify throughout the term of the contract; that Respondent and all tiers of its contractors and subcontractors will only contract with other contractors and subcontractors who present an E-Verify Affidavit, or the appropriate documentation in lieu of the E-Verify Affidavit; and, that Respondent will submit the appropriate affidavits and other documents to the Agency from it and all tiers of contractors and subcontractors, as required.

7.2. Licenses, Permits and Certifications:

Before a contract pursuant to this RFP is executed, the apparent successful Respondent(s) must hold all necessary, applicable professional licenses required by the State of Arizona and all other regulatory agencies necessary to complete the Services. The Respondent shall obtain, at the Service Provider's expense, any permits, certificates, and licenses as may be required in the performance of the work specified. All required licenses shall remain active and valid during the entire duration of the subsequent contract. The Agency may require any or all Respondents to submit evidence of proper licensure.

7.3. Compliance with Debarment and Suspension:

Respondent agrees to comply with Executive Orders 12549 and 12689. Respondent certifies that certain subcontractors may not be utilized and are ineligible for providing any portion of the Work due to debarment, suspension or otherwise being ineligible or excluded from participation in federal assistance programs or activities. Respondent will notify Agency of the use of subcontracts and agrees to verify that the Federal Debarred List Registry [Sam.gov] does not include any contractor or subrecipient prior to awarding contracts and will record the date the review was performed.

7.4. Termination for Convenience:

Contract award may be terminated for convenience in accordance with 2 C.F.R. §200.340(a)(3)-(4).

7.5. Byrd Anti-Lobbying Amendment:

Respondent agrees to file a certification with the Agency pursuant to 31 U.S.C § 1352 should the contract award exceed \$100,000.