

Request For Proposal

April 16, 2019

Pacific Asian Consortium In Employment (PACE) invites you to submit a proposal for the preparation of its yearly audited financial statements and related filings beginning with fiscal year 7/1/18. Our organization requires a federal single audit. The audit of PACE's financial statements must be performed in accordance with generally accepted auditing standards.

We are a 501(c)(3) organization. PACE is a non-profit community development organization founded in 1976 to create economic solutions to meet the challenges of employment, education, housing, business development and the environment in our communities. We have about 300 employees. Our annual revenue is about \$26M from mainly federal grants, but also include contracts from state, county, city and private grants. Programs include: Head Start, Low Income Home Energy Assistance Program (LIHEAP), Workforce development (WIOA), Home Care, Microloans and Small Business loans and various Handyworker programs.

Required services are per below:

1. Annual financial statement audit
2. Federal Single Audit
3. Preparation of IRS form 990 and 990T
4. Preparation of Charitable Organization Annual Report
5. Management letter

All of the above must be completed within 150 days of the end of each fiscal year (June 30th) in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, a presentation of the draft version of the financial statements to our board members is required.

All proposals must include:

- a) Firm's background and evidence of the firm's qualifications to provide the above services;
- b) Biographical information (resumes) of key firm member who will serve PACE
- c) Background and experience in auditing nonprofit clients;
- d) Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- e) A proposed timeline for fieldwork and final reporting;
- f) Proposed fee structure and whatever guarantees can be given regarding increases for at least a 4-year period, and the maximum fee that would be charged;

- g) 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; and
- h) References and contact information from at least three comparable nonprofit audit clients.

Proposers must email their proposal to kchoi@pacela.org no later than **5:00 PM (PST) on May 1, 2019**. If attached files are deemed too large to suit a single email transmission, a Proposer may also submit the proposal by link to a web-based file storage system. The Proposer must send the link via email following the above format before the closing date and time of the RFP.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact Grace Choi, Controller, by email: kchoi@pacela.org or phone: (213) 989-3286.