



Opportunities, Inc.

Request for Proposal For Annual Financial Audit Services

Contact Person for RFP:
Kathaleen Sanders
Chief Financial Officer
903-791-2271
ksanders@oppinc.org

Request for Proposal

Proposer's Certification

The undersigned, by his/her signature, represents that he/she is authorized to bind the Proposer to fully comply with the terms and conditions of this Request for Proposal, including all forms and attachments included and/or referenced herein, if accepted within ninety (90) calendar days after solicitation closing.

Firm Name: _____

Telephone: _____

Address: _____

Fax: _____

City: _____

Web Address: _____

State: _____ Zip: _____

Email: _____

Signature of Person Authorized to Sign Proposal

Date: _____

Printed Name

Title: _____

Request for Proposals Opportunities, Inc. Annual Independent Audit

Opportunities, Inc. invites qualified independent licensed auditors (hereinafter called “auditor”) having sufficient governmental and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal(RFP) to submit proposal for Annual Financial Audit Services. The contract will begin upon award by the Board of Trustees and will be subject to renewal annually for four (4) additional years. There is no expressed or implied obligation for Opportunities, Inc. to reimburse auditor for any expenses incurred in preparing proposals in response to this request. The RFP process has been developed to allow a fair and timely evaluation of experienced applicants. Proposals will be received until 2:00 p.m., March 16, 2018, by Opportunities, Inc., 6101 North State Line, Texarkana, TX 75503. The envelope containing your Proposal should be plainly marked: **Proposal for Annual Financial Audit Services**

OVERVIEW

Texarkana Special Education Center dba Opportunities, Inc., is a nonprofit corporation that began in 1966 when a family searching for local services for their three year old son with severe mental retardation joined with others to develop a community program which would meet special needs. Together they formed a corporation and the program grew over the next 51 years to provide additional services including transportation, meals, nursing, and therapies. Today a continuum of services exists for both children and adults with developmental disabilities as well as a residential services for both elderly and adults with special needs. Responding to community needs the Board of Directors undertook a \$7 million renovation and construction project which was completed in 2002. The 30 acre main campus now provides more than 65,000 square feet of space serving more than 250 clients daily.

The nonprofit corporation is headed by a volunteer Board of Directors. They are representative of the local community, and are responsible for oversight of the Agency. Their philosophy is to provide a continuum of cost effective quality services for those members of society who have special needs. The board authorizes the management to the Executive Director, Sherry Young, M.Ed. The board consist of 20 members, with one Emeritus Member. An audit subcommittee of the board consist of 7 members.

Opportunities, Inc. is committed to a mission of providing developmental and support services which assist individuals in attaining a full life in the community through the values of a commitment to excellence, respect and compassion, and integrity and accountability.

Opportunities, Inc. provides specialized services including:

Children with Special Needs (State of Arkansas) Children with developmental disabilities, from birth to 5, are provided daily specialized services in a center based program on the Main Campus.

Early Intervention (EI – State of Arkansas) Program for infants and toddlers, ages 0-3, who have developmental disabilities. Services include infant development, family support and parenting education, therapies, and case management for children living in Miller and Little River Counties.

Early Childhood Intervention (ECI – State of Texas) Service Coordination is provided for children, birth to 3, who have developmental delays, atypical development, and disabilities. They receive therapies, case management, and developmental rehabilitation services in their natural environment. Serving Bowie, Camp, Cass, Franklin, Morris, Red River and Titus counties.

Early Head Start A comprehensive center and home-based program, for children, ages 0-3, from low-income families in Bowie County. Program is designed to reinforce and respond to the unique strengths and needs of each individual child and family, and services include quality early education, parenting education, school readiness, comprehensive health and mental health services, services to women before, during, and after pregnancy, nutrition, education, and family support services.

Adult Services Daily living skills and work training skills are provided for adults with developmental disabilities in a center-based, full day program. Services include money management, nursing, socialization, homemaking, leisure time and recreation.

Senior Day Care A program designed to restore, maintain, and stimulate independence while providing support and respite for family and caregivers. Services provided for adults, age 18 and older, who have medical needs.

Residential Programs Two group homes, an ICF/MR and independent living apartments for adults with developmental disabilities. Both group homes and independent living apartments are subsidized residential living, with special amenities including transportation, nutrition and maintenance for elderly.

Entities operating under the name of Opportunities, Inc. include Texarkana Special Education Center, Inc., Housing Opportunities, Inc., Housing Opportunities Extension, Inc., and Housing Opportunities Addition, Inc.

ACCOUNTING INFORMATION

Opportunities, Inc. computerized budget and accounting records are processed using Solana Provider Pro Accounting software. The modules used are GL, Payroll, Accounts Payable, Human Resources and Billing.

The finance department consists of the following staff:

Chief Financial Officer employed with Opportunities, Inc. since August 2017.

Billing Manager employed with Opportunities, Inc. since October 1999.

Billing Specialist employed with Opportunities, Inc. since May 2001.

Compensation & Benefits Manager employed with Opportunities, Inc. since October 2012.

Accounts Payable Specialist/Billing Specialist employed with Opportunities, Inc. since March 2017.

Accounts Receivable Specialist employed with Opportunities, Inc. since September 2006.

Opportunities, Inc. fiscal year ends June 30, 2018 for Texarkana Special Education Center, Inc., Housing Opportunities, Inc., Housing Opportunities Extension, Inc. and Housing Opportunities Addition, Inc. The ECI federal award fiscal year end is August 31st, 2018 and Early Head Start federal award fiscal year end is July 31, 2018.

AUDIT SERVICE REQUIREMENTS

1. The audit will be conducted in accordance with audit standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the *Uniform Guidance*, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures necessary to enable your firm to express an opinion and to render the required reports.
2. Preparation and submission of Form 990, Return of Organization Exempt Form Income Tax with supporting schedules for Texarkana Special Education Center, Inc., Housing Opportunities, Inc., Housing Opportunities Extension, Inc., and Housing Opportunities Addition, Inc.
3. Preparation and submission of required annual financial data to The United States Department Housing and Urban Development's (HUD) Real Estate Assessment Center and ensure it is complete, accurate and timely filed, in accordance with the regulatory and contractual obligations to HUD for Housing Opportunities, Inc. and Housing Opportunities Extension, Inc.
4. Opportunities, Inc. has terminated our 403b annuity plan as of January 2, 2018, a final audit on this plan will be required.
5. The auditor will prepare a draft of the audits, which will be reviewed in detail and approved by the Chief Financial Officer and Executive Director of Opportunities, Inc.
6. The financial statements must be completed by October 31st to comply with AR DHS deadline and a presentation of final audited financial statements and management letter will be requested to present to our Board of Directors, and/or audit/executive committee.
7. Availability to answer questions throughout the entire year.
8. Preparation of reports to comply with OMB Circular A-133.
9. Provide an original, one copy to a board representative, nine (9) copies (one unbound), and one copy remitted to Opportunities, Inc. in PDF format of the audit reports.
10. Should circumstances arise during the audit that require significant additional work to be performed in excess of the amounts set forth in the contract, additional costs shall be negotiated prior to commencement of the work and an amended contract will be submitted.

If you are interested in submitting a proposal we will make available to you the following information:

- Current Financial Statements
- Latest Tax Returns
- Organizational Chart
- Other Documents Requested by you for preparation of a proposal

PROPOSAL SPECIFICATIONS

Please provide the following information in your proposal. We will be comparing the qualifications of a number of firms so please provide the information in the order requested.

1. Provide the Vendor Questionnaire enclosed.
2. Describe engagements your firm currently conducts in the non-profit sector. Please include a list of non-profit clients that you believe are comparable to our organization.
3. Describe your firm's basic approach to performing an audit and the resulting advantages that will accrue to our agency. Include description of the activities undertaken by your firm to promote/ensure audit quality.
4. Describe the extent to which our organization's personnel will be expected to contribute to the work effort.
5. Indicate the expecting timing and completion of the fieldwork/audit and the expected delivery of the financial statements and management letter.
6. Provide information regarding your audit and tax fees for each organization operating under Opportunities, Inc. Include travel & per diem rates if any and a pricing list including incremental costs for additional services. Please provide for 2018, 2019, 2020 and 2021.
7. Describe whether or how you bill for overruns. State how you manage against overruns and how we can be assured of no "surprise" billings.
8. Please give any additional information, not specifically requested previously, considered essential to your proposal.
9. Provide W-9. (Enclosed)

PROPOSAL DEADLINE

The deadline for receipt of your proposal submission is March 16th, 2018. Documents should be mailed to 6101 North State Line, Texarkana, TX 75503, Attention: Kathaleen Sanders. No proposals received after this date will be considered. All proposal submissions will be responded to once a decision has been made.

The proposals must be signed by a duly authorized representative. Consideration may be given to such matters as contractor integrity, record of past performance, and financial and technical resources. Upon request, bidders must be willing to provide information concerning these matters.

There will be no public opening of Proposals and evaluation of the proposals is expected to be completed within sixty (60) days after the Proposal due date.

ADDITIONAL INFORMATION

Questions or Comments are to be directed in writing or electronically to:

Opportunities, Inc.
Finance Department – Attn: Kathaleen Sanders
6101 North State Line Avenue
Texarkana TX 75503
ksanders@oppinc.org

A prospective Proposer may submit a request for clarification or interpretation of any aspect of the Request for Proposal. Opportunities, Inc., in its judgement, may issue written addenda if it determines the answer to the question is relevant to all Proposers. Opportunities, Inc. shall not be obligated to respond to requests for clarification or interpretations not received on a timely basis.

Opportunities, Inc. will not be liable for any costs incurred in the preparation and submission of proposals.

The submission of a proposal shall be evidence that the proposer has full knowledge of the scope, nature, quantity, and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.

The proposer shall furnish such additional information that Opportunities, Inc. may reasonably require. Opportunities, Inc. may conduct personal interviews of finalist as part of the selection process. Opportunities, Inc. will not be responsible for any costs incurred by the proposer in connection with such interviews (i.e., travel, accommodations, etc.)

Opportunities, Inc. reserves the right to reject any and all proposals or accept the proposal it considers most favorable to Opportunities, Inc.'s needs and reserves the right to waive minor irregularities in the procedures. Opportunities, Inc. further reserves the right to reject all proposals and seek new proposals when such procedure is in the best interest of Opportunities, Inc.

The contract for audit services based upon Board approval of the proposal will be for the fiscal year ending June 30, 2018. The contract will begin upon award by the Board of Trustees and will be subject to renewal annual for four (4) additional years.

Vendor Questionnaire

General Information

Vendor Name: _____

Contact Representatives:

Name	Title	Telephone/Email
_____	_____	_____
_____	_____	_____
_____	_____	_____

Company Information:

How many years has the company provided services as required by this RFP? _____

How many employees does the company have? _____

Support Personnel in office who will be serving Opportunities Inc.? _____

Vendor References:

Agency Name, Address, Contact, Phone Number

Description of Services

1. _____	_____
_____	_____
_____	_____
2. _____	_____
_____	_____
_____	_____
3. _____	_____
_____	_____
_____	_____

