



**SACRAMENTO  
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

**REQUEST FOR PROPOSAL**

**Auditing Services**

**For**

**Sacramento Steps Forward**

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

**Nick Lee**  
**Chief Operating Officer**  
**Sacramento Steps Forward**  
**1331 Garden Highway, Suite 100**  
**Sacramento, CA 95833**  
[RFP@sacstepsforward.org](mailto:RFP@sacstepsforward.org)

**I. GENERAL INFORMATION.**

- A. **Purpose.** This request for proposal (RFP) is to contract for auditing services to be provided to **Sacramento Steps Forward**. Sacramento Steps Forward (SSF) requests proposals from qualified firms of certified public accountants to audit the financial statements of SSF for the fiscal years ending December 2018, subject to mutual agreement to continue.
- B. SSF's audits are to be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, and the U.S. Office of Management and Budget (OMB).

**C. Instructions on Proposal Submission.**

- 1. **Closing Submission Date.** Proposals must be submitted no later than **4:00 pm on April 15, 2019**
- 2. **Inquiries.** Inquiries concerning this RFP should be emailed to:

**Nick Lee**  
**Chief Operating Officer**  
**Sacramento Steps Forward**  
**1331 Garden Highway, Suite 100**  
**Sacramento, CA 95833**  
[RFP@sacstepsforward.org](mailto:RFP@sacstepsforward.org)

- 3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by SSF.
- 4. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

**Nick Lee**  
**Chief Operating Officer**  
**Sacramento Steps Forward**  
**1331 Garden Highway, Suite 100**  
**Sacramento, CA 95833**

It is important that all proposals be sent to [RFP@sacstepsforward.org](mailto:RFP@sacstepsforward.org) with the subject line **"RFP for Auditing Services"** and submitted in PDF format clearly marking in the lower left-hand corner of the cover page with the following information:

Request for Proposal  
**4:00 pm, April 15, 2019**  
Proposal for Auditing Services

It is the responsibility of the Proposer to ensure that the proposal is received by SSF, by the date, time and in the manner specified above. Late proposals will not be considered.

5. **Notification of Award.** It is expected that a decision selecting the successful proposal will be made within four (4) weeks of the closing date. Upon conclusion of final negotiations regarding the successful proposal, all other Proposers will be informed by email of the results.

- D. **Description of Entity.** Sacramento Steps Forward, a private non-profit organization (State ID: C3356574). SSF is committed to ending homelessness in our region through collaboration, innovation and connecting people to services. Walking side-by-side with our partners, we seek to provide people experiencing homelessness with the support and services they need to find stability and long-term housing.

Sacramento Steps Forward is the lead agency for the Sacramento Continuum of Care and as such, directly reports to the U.S. Department of Housing and Urban Development (HUD) on more than 20 different homeless service agency contracts worth more than \$13 million. Each contract has a different reporting cycle and different program requirements. In addition, HUD audits Sacramento Steps Forward sub-contracts biennially. In order to report to HUD, Sacramento Steps Forward has built a web-based reporting portal for contracted entities that allows them to provide required data.

As the HUD designated administrator of the Homeless Management Information System (HMIS), Sacramento Steps Forward is responsible for Sacramento County's Annual Homeless Assessment Report, Housing Inventory Count, and Point-in-Time Count reports to HUD. In addition, Sacramento Steps Forward oversees and ensures quality control for monthly performance reports generated by HUD funded sub-recipients.

For direct outreach services, Sacramento Steps Forward generates 11 unique reports per month that provide a wide variety of information for funding agencies. Specific information includes demographics, housing resolutions, and service linkages.

Additional information on SSF, including our Annual Report, is available on our web site:  
<https://sacramentostepsforward.org/>

- II. **SCOPE OF SERVICES.** The Proposer shall be readily available to perform auditing services, as requested by the Chief Executive Officer and/or Board of Directors.

SSF expects the auditor to express an opinion on the fair presentation of SSF's financial statements in conformity to generally accepted accounting principles.

The auditor shall be responsible for performing procedures involving supplementary information required by Government Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor will prepare, for filing by SSF, the organization's annual 990 tax return and advise us regarding unrelated business income tax and associated reporting.

The auditor will be available for financial statements, accounting and tax advice throughout the year.

The auditor will meet with our Board of Directors Audit Committee not less than two times, including a kick-off meeting and a final report. The audit report, financial statement audit and Form 990 will then be presented to the Board of Directors after the audit is complete.

**III. PROPOSAL CONTENTS.** The Proposer, in its proposal, shall, as a minimum, include the following:

- A. **Firm qualifications and history.** Include a brief resume and qualifications of your firm.
- B. **Names and biographies.** Please provide names and biographies of all parties involved in the process, including the Engagement Partner, Concurring Partner, Audit Manager, and Primary preparer of the tax returns.
- C. **Price.** The Proposer's proposed price should include information on the hourly billing rates of each staff as applicable to the expected work they will be providing. SSF reserves the right to negotiate with the Proposer on the structure of the billing or any fees therein.

**IV. PROPOSAL EVALUATION.**

- A. **Submission of Proposals.** All proposals shall consist of all documents together in one PDF format.
- B. **Evaluation Procedure and Criteria.** SSF's Audit Committee and appropriate staff will review proposals and may request a meeting with some qualified Proposers prior to final selection. Proposals will be reviewed in accordance with the following criteria:
  - 1. Timeliness of proposal,
  - 2. Proposed approach to scope of work,
  - 3. Level of experience of the individual(s) identified to work on this matter,
  - 4. Cost, and
  - 5. Interviews, if conducted.
- C. **Required Format for Proposals.** All proposals must follow the required format. Failure to follow the required format may result in disqualification of a proposal:
  - 1. Page Limit: 13, including cover page
    - i. Attorney Qualifications section is not included in the page limit
  - 2. Page Size: 8 ½ x 11; portrait
  - 3. Font Size: 12
  - 4. Font Type: Arial
  - 5. Margins: 1" minimum on the top, bottom, and sides of all pages
  - 6. All pages must be numbered

**V. PROPOSAL TIMELINE.**

During the period from your organization’s receipt of this Request for Proposals and until a contract is awarded, your organization shall send all questions to Nick Lee at [RFP@sacstepsforward.org](mailto:RFP@sacstepsforward.org). Please include **“RFP for Auditing Services”** in the subject line.

**VI. QUESTIONS.**

Questions for the purpose of clarifying the RFP must be submitted **in writing by email** to [RFP@sacstepsforward.org](mailto:RFP@sacstepsforward.org) and must be received no later than **4:00 p.m. on March 25, 2019**. All questions and responses will be posted on <https://sacramentostepsforward.org/> by March 27, 2019. Please include **“RFP for Auditing Services – Question(s)”** in the subject line.

**VII. RESERVATION OF RIGHTS.**

**A. Contract Award**

SSF reserves the right to award the contract in a manner deemed to be in the best interests of SSF.

SSF reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by SSF to be in its best interests.

**B. Stability of Proposed Prices**

Any price offerings from Proposers must be valid for a period of 45 days from the due date of the proposals.

**C. Amendment or Cancellation of the RFP**

SSF reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interests of SSF.

**D. Proposal Modifications**

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by SSF in writing. SSF, at its option, may seek Proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.

**E. Proposer Presentation of Supporting Evidence**

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that SSF deems necessary or appropriate to fully establish the performance capabilities represented in their proposals.

**F. Proposer Demonstration of Proposed Services and/or Products**

Proposers must be able to confirm their ability to provide all proposed services.

**G. Erroneous Awards**

SSF reserves the right to correct inaccurate awards. This includes revoking the awarding of a contract to a Proposer and subsequently awarding the contract to a different Proposer. Such action shall not constitute a breach of contract on the part of SSF because the contract with the initial Proposer will be deemed voided as if no contract were ever in place.

**H. Ownership of Proposals**

All proposals shall become the property of SSF and will not be returned.

**I. Ownership of Subsequent Products**

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of SSF unless otherwise stated in the contract.

**J. Oral Agreement or Arrangements**

Any alleged oral agreements or arrangements made by Proposers with SSF will be disregarded in any proposal evaluation or associated award.

**K. Not a Contract**

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. SSF will pursue negotiations with the highest scoring proposal. If, for some reason, SSF and the initial Proposer fail to reach consensus on the issues relative to a contract, then SSF may commence contract negotiations with other Proposers. SSF may decide at any time to start the RFP process again. The selected Proposer will be required to sign a formal contract.

**L. Subcontractors**

SSF must approve, in writing, any and all subcontractors utilized by the successful Proposer prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of SSF and that the SSF CEO or designee may communicate directly with any subcontractor as SSF deems necessary or appropriate.

It is also understood that the successful Proposer shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful Proposer to SSF upon request. The successful Proposer must provide the majority of services described in the specifications.