



## **Request for Proposals**

### **Audit of Financial Statements**

**Release Date**

**June 1, 2018**

**Proposal Submission Deadline**

**July 1, 2018**

## **Introduction**

Atlanta Fire Rescue Foundation (AFRF), has a mission to increase the Atlanta Fire Rescue Department's capacity and capabilities for emergency preparedness and response. AFRF's goal is to accelerate Atlanta's citizens understanding of and preparation for emergencies and support the Atlanta Fire Rescue Department in maintaining world-class professional and leadership development.

## **Purpose of Requests for Proposals (RFP)**

This RFP will identify a professional partnership (Provider) that will assist in performing an audit of the financial statements of AFRF for the years ended December 31, 2018 and 2019. The contract for this Project will be effective for the audit for the years ended December 31, 2018 and 2019, unless otherwise extended.

## **Background**

The Provider will need to audit the financial statements of AFRF and prepare and issue financial statements and related footnotes in accordance with generally accepted accounting principles.

## **Provider Eligibility**

Provider must be an independent licensed Certified Public Accounting firm in the State of Georgia. Provider must provide examples of similar audits. Provider must briefly describe the firm's system of quality control to ensure the audit is adequately performed. The Provider must also be subject to a peer review and have a clean opinion on the most recent peer review inspection.

All Providers must not deny any individual an opportunity to participate in services based on grounds of race, color, religion, ancestry, sex, national origin, age, disability, marital status, political affiliation or beliefs, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.

All providers must complete a confidentiality agreement to protect donor and financial information of AFRF. During the term of this project, the Provider agrees to use its best efforts to maintain the proprietary character of all confidential information disclosed to it by or on behalf of AFRF, to the fullest extent feasible and, except as required in connection with the project, to not disclose, divulge, exploit, or use, in any manner whatsoever, the confidential information for the Provider's benefit or the benefit of another person. Furthermore, to protect the confidential information, the Provider agrees to require in writing its assistants, employees, and contractors to maintain, during the term of this project, the proprietary character of all confidential information disclosed to it by or on behalf of AFRF, to the fullest extent feasible, and, except as required in connection with the project, to not disclose, divulge, exploit, or use, in any manner whatsoever, the confidential information for their own benefit or the benefit of another person. Immediately upon the termination of this project, the Provider shall promptly return to AFRF any materials containing any confidential information which is related to the businesses or operations of AFRF and which were provided to the Provider or are in the Provider's possession or in the possession of any assistant, employee, or contractor of Provider.

### **Scope of Services Required**

The purpose of the audit is to ensure that the financial statements are free from material misstatements and are presented in accordance with generally accepted accounting principles.

### **Compensation and Method of Payment**

The Proposal costs should include the entire scope of the engagement. Upon award, the Provider must complete a W-9, a new Vendor Form, and ACH form. AFRF will provide payment for services within 30 days of the service invoice.

### **Response Format and Content**

Proposals should be no more than 5 pages in length, excluding the cover page and must include the following:

- A narrative that contains the services provided, expected results with timeline and deadline for deliverables and charges for the services.
- Experience conducting audits for not-for-profit entities.
- A listing of staff by position that will actively manage and complete the audit.
- Resumes of key personnel who will oversee and perform the work.

Attachments are limited to no more than 10 pages.

### **Submission of Responses**

All proposals must be sent electronically to [info@atlfrf.org](mailto:info@atlfrf.org) by the designated deadline date, July 1, 2018. All potential Providers must meet AFRF's required insurance minimums and provide evidence of such through a certificate of insurance prior to starting the work. The Finance Committee will maintain a file of insurance certificates and follow up with the Providers for updated copies as the expiration of the certificate approaches. Any Provider that does not provide an updated certificate or AFRF receives notice that the certificate has been revoked, will be restricted from conducting work on behalf of AFRF.

Workers Compensation Insurance (Occurrence) in the amounts of the statutory limits established by the General Assembly of the State of Georgia in Title 34, Chapter 9 of the O.C.G.A. AFRF requires all Providers that are required by statute to hold workers compensation insurance and that occupy the premises or perform work under this proposal to obtain an insurance certificate showing proof of Workers Compensation Coverage.

Commercial General Liability Policy (Occurrence) to include contractual liability of \$1 million per occurrence and \$3 million aggregate policy limits.

### **Evaluation of Responses**

All Proposals will be evaluated based on the criteria including the qualifications of personnel, cost, ability to complete work on time, knowledge and experience with auditing not-for-profit entity financial statements and reporting the results. Provider selections will be made within 30 days of the RFP closing date and will be notified by email or phone.

**General Information**

This RFP process may be repeated throughout the life of the engagement if/as additional services are deemed necessary.

Thank you for reviewing this request. We look forward to receiving your response. Any questions about this opportunity may be referred to Shirley Anne Smith, Executive Director, [s.smith@atlfrf.org](mailto:s.smith@atlfrf.org), 404-538-7112.