



Request for Proposal for Financial Audit, Single Audit, and Tax Returns – Fiscal Year 2019/20

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Spectrum Community Services, Inc. invites you to submit a proposal for the preparation of its yearly audited financial statements and related filings for the 2019/2020 fiscal year (June/July), with intent of extending a contract for a four year period. Our organization requires a federal single audit. The audit of our financial statements must be performed in accordance with generally accepted accounting principles.

Spectrum Community Services, Inc. (Spectrum) is a California 501(c)(3) organization established in 1971. Our mission is to improve the health and safety of seniors and low income residents in Alameda County by enhancing their quality of life and helping them age at home with dignity. Programs include: Senior Meals, Meals on Wheels, Senior Fall Prevention, Energy Weatherization, and the Home Energy Assistance Program.

Spectrum Community Services, Inc. serves over 10,000 clients each year with funding from grants, contracts, and fees. We receive government funding from various agencies. Spectrum has approximately 50 employees with annual revenue approximately \$6MM.

OUR NONPROFIT requires the following services:

1. Annual financial statement audit.
2. Federal Single Audit
3. Preparation of IRS form 990
4. Preparation of Exempt Organization Tax Returns
5. Management letter

Proposals should include:

- a) Evidence of the firm's qualifications to provide the above services.
- b) Background and experience in auditing nonprofit clients. Specifically the single audit.
- c) The size and organizational structure of the auditor's firm.
- 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 realizing that this year may be remote access.
- f) Proposed fee structure for each of the four years of the proposal period, including whatever guarantees can be given regarding increases in future years and the maximum fee that would be charged.
- g) Describe your billing rates and procedures for technical questions that may come up during the year or whether these occasional services are covered in the proposed fee structure.

- h) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.
- i) 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
- j) References and contact information from at least three (3) comparable nonprofit audit clients who have been served by members of the same team assigned to Spectrum.

Proposals need to be received by 5 pm August 21, 2020. The above services need to be completed by end of the calendar year. We realize with the late start, we may need to file an extension on our Form 990 which is due November 15, 2020. In future years, we would request completion by October 15. In addition, we would require a meeting of the auditor(s) and our board audit committee and staff members to discuss a draft version of the financial statements and that the auditor meets at least yearly with the Board of Directors.

Given the truncated time frame for this year's audit, we are requesting you notify us if you are interested in submitting a proposal and confirming you are available to meet this year's audit schedule. Please send your responses via email to PHerndon@Spectrumcs.org

Regards,



Peggy Herndon

Chief Financial Officer

510-881-0300 ext. 212