Audit Services Request for Procurement Process Proposal (RFP)

Issued by:
Child Care Associates Procurement
3000 East Belknap, Fort Worth, Texas 76111
December 7, 2016

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1. INTRODUCTION AND INFORMATION

1.1 Corporate Overview

As the largest child development nonprofit organization in North Texas, Child Care Associates (CCA) prides itself on being on the champion of the early learning field. CCA has served over 545,000 at risk young children and their families since its establishment in 1968. CCA has been a trusted community partner for the last 48 years, working at the forefront of quality early childhood care and education. CCA serves approximately 17,000 young children per year and has an annual budget in excess of $70 million. Child Care Associates is a non-profit organization that provides subsidized childcare to low income families in North Central Texas as well as West Texas. CCA is a non-profit corporation under Section 501 (c)(3) of the Internal Revenue Code. A volunteer Board of Directors governs CCA. Administrative offices and all records are located at 3000 E. Belknap Fort Worth, TX 76111.

1.2 RFP Goals and Overview

1. The goal of this RFP is to provide all bidding Suppliers with CCA requirements in order to respond to CCA regarding Audit and Tax services for establishing a formal procurement process. This RFP is requesting bidding Suppliers to be knowledgeable of federal regulations concerning the procurement process for nonprofit organizations. The subsequent engagement of a firm will be made in 2017. Please note that due to the structure of the contracts CCA is seeking vendors that are more customer service based rather than sales representative based. Our greatest need is for a vendor that can insure requested services are delivered on time and technical knowledge of the industry and grants managed by CCA.

Overview: CCA is accepting competitive open proposals to contract for the audit and tax services for the periods ending December 31, 2016, 2017 and 2018. The goal of the Request for Proposal (RFP) is to establish a formal procurement process where all solicitations will be open and free to competition, and support timely, technical and dependable services at the best value. The RFP will be used to select the most qualified vendor for the CCA’s requested services. Contracted vendor will be expected to provide quality services in a timely manner. It is expected that licensed Certified Public Accountants respond to this RFP.

Services Being Requested:

2. Audited Single Audit Report
3. Audited Employee Benefit Plan Report
4. Form 5500 Review
5. Data Collection Form
6. Form 990 preparation
The requirements listed in Attachment C are very important to CCA for platform requirements – now and into the future. This solution is for a very small population of personnel within CCA; keep this in mind when reviewing and pricing your proposed solution.

2. SUPPLIER PREREQUISITES

2.1 Mutual Confidentiality Agreement must be either: on file with CCA, or be signed prior to your company receiving the RFP documents.

3. CCA CONTACT, COMMUNICATION RULE, AND PROPOSAL SUBMISSION INSTRUCTIONS

3.1 The CCA contact (the “CCA Contact”) for this RFP, including for submission of all proposals via electronic media is:

RFP@childcareassociates.org.

3.2 COMMUNICATION AND LIMITED CONTACT RULE AND DISQUALIFICATION

THE CCA CONTACT LISTED ABOVE IS THE SOLE CONTACT FOR SUPPLIERS REGARDING THIS RFP AND THE SELECTION PROCESS UNTIL SUPPLIERS RECEIVE FURTHER NOTICE TO THE CONTRARY IN WRITING FROM CCA. EXCEPT AS SPECIFICALLY ALLOWED IN THIS SECTION 3, NO ONE DIRECTLY OR INDIRECTLY REPRESENTING SUPPLIER MAY CONTACT, VISIT, OR MEET WITH (OR ATTEMPT TO DO ANY OF THE FORGOING) ANY CCA EMPLOYEE, OFFICER OR AGENT, REGARDING THIS RFP OR THE SELECTION PROCESS. CCA WILL IMMEDIATELY DISQUALIFY A SUPPLIER FROM PARTICIPATION IN THIS RFP IF ANY SUPPLIER OR SUPPLIER’S AGENT OR EMPLOYEE VIOLATES THIS RULE.

***DO NOT SUBMIT COPIES OF ANY PROPOSAL TO ANYONE OTHER THAN THE CCA CONTACT NAMED ABOVE UNLESS INSTRUCTED IN WRITING BY CCA TO DO SO***

3.3 Additional Proposal Submission Instructions

3.3.1 All proposals must be submitted to CCA Contact identified above at the email set forth above by December 21, 2016.

3.3.2 All proposals must be submitted electronically with a subject line of “Proposal-Audit & Tax Services”.

3.3.3 All proposals must be submitted in the format identified within each Attachment for this RFP; and

3.3.4 Sections and subsections on each attachment should be followed by “N/A” if Supplier has no answer or input for a particular section; and

3.3.5 As submitted to CCA must be in an unprotected format electronic copies submitted via email; and

3.3.6 An electronic copy should be compatible with recent versions of Microsoft® Word or Adobe PDF®; Microsoft® Excel and;
3.3.7 The electronic copy should not include any tables or graphs inserted into the RFP word document (tables and graphs should be included in the RFP Response as separate Exhibits); and

3.3.8 If there are any questions prior to submission about format, send an email to the point of contact listed in this RFP by 12/14/2016. Your Pricing Proposal – fill out Exhibit E only – this will be due on 12/21/2016.

3.3.9 Your RFP Response should be sent using WinZip or other like product; there is a 10MB restriction on emails. You may send more than one email for responses; do NOT provide an FTP site for CCA to download your RFP Response, as this is not an acceptable or allowed methodology for receiving responses.

3.4 Evaluation Criteria
Selection of an Awarded Supplier shall be at the sole discretion of CCA. In addition, CCA reserves the right to reject or select any Supplier for any reason. The evaluation criteria may or may not be weighted, with respect to relative importance at CCA’s sole and complete discretion, and include but may not be limited to the following:

3.6.1 Proposal content, past contract performance (if applicable), integrity, business ethics, financial strength and stability; and

3.6.2 The Supplier’s understanding of the RFP subject matter and scope as evidenced by the final solution submitted; and

3.6.3 Demonstrated and successful experience delivering solutions/services in a timely manner, and

3.6.4 Competitiveness of price; and

3.6.5 Negotiations; and

3.6.6 Any information about Supplier from any source.

4. REQUIRED PROPOSAL CONTENT, DUE DATE AND TIME
There are four additional Attachments, listed below, to this RFP that must be completed and returned to CCA no later than the proposal due date of December 21, 2016. Early submission of the RFP and all Attachments would be accepted and appreciated. All Suppliers must provide all requested information and documentation and must respond to all questions contained in each such attachment in the format presented and as described in each attachment. If information requested or a question is not applicable to Supplier, or if Supplier does not have, or cannot provide such information, then Supplier should insert “N/A” adjacent to the relevant request for information or question with an explanation regarding your “N/A” answer.

Mutual Confidentiality Agreement – separate document

Attachment A – Intent to Bid and Attachment B, Terms of Participation in CCA RFP.
Attachment C, “Supplier Profile” in Microsoft® Excel spreadsheet format (Do not password protect or lock any cells), which includes the following elements:

Exhibit D – Business Requirements


Attachment F – VRAQ, Vendor Risk Assessment Questionnaire – NOT INCLUDED NOW, WILL BE SENT UNDER SEPARATE COVER UPON FINAL SUPPLIER SELECTION

Each bidding Supplier must understand that any award of business will require review and redlining of CCA’s Agreement and this must be returned to CCA contact along with the RFP response.

****QUESTIONS REGARDING THE ABOVE INSTRUCTIONS OR ANY OTHER ASPECT OF THE RFP PROCESS OR THE ATTACHMENTS OR ANYTHING CONTAINED IN ANY OF THE ATTACHMENTS SHOULD BE DIRECTED TO CCA CONTACT IDENTIFIED IN SECTION 3.1 ABOVE VIA EMAIL ONLY.****

5. DISCLAIMER

This RFP is not an offer to enter into a contract. Any and all expenses incurred in responding to this request are the sole responsibility of Supplier. All materials submitted become the property of CCA. CCA reserves the right to modify, reject or use, without limitation, any or all of the ideas from submitted information.

6. *ESTIMATED TIMELINE

12/07/2016 Release of RFP, by EOB Day
12/14/2016 Attachment A & B signed and returned via email/Inquiries
12/21/2016 RFP Requirements and Pricing Proposal due to CCA POC
12/21/2016 Opening
1/6/2016 (12PM – 1PM) Panel Interview (Top 2 Scores)
Contracts Awarded January 13, 2017
Any Award of Business will be dependent upon Negotiation of Pricing and Contractual Agreement. Any previous pricing submitted informally to CCA will not be considered as part of this RFP.

This Timeline has been created to provide all bidding Suppliers with the basic outline of events that will take place and the best approximated timing of such events.

CCA reserves the right to make any alterations needed to the Timeline in order to ensure the best possible outcome for CCA.
ATTACHMENT C SUPPLIER PROFILE

[SEE ATTACHMENT]

Attached is the Supplier Profile and Reference request for this RFP which has been combined with multiple, detailed proposal items. Supplier MUST fill out Attachment C in order to participate.

Responses should be provided in the “Response” box following each requirement posed in the RFP document. For each response where you meet the CCA requirements, provide a description with detailed verbiage regarding how the requirement will be met, along with any written or visual examples/samples (included as Attachments separate from the document itself) of how the Supplier has met the requirement in the past or proposes to meet it for this project as a separate Attachment.

Do NOT embed documents with your response; instead, provide a reference to the document you are attaching.

If separate attachments are necessary, please number and label it accordingly.
ATTACHMENT C CONTAINS - EXHIBIT D BUSINESS REQUIREMENTS

1. For each question in the labeled sections, please provide a brief, but concise answer.

2. Any additional details or attachments need to be included as Exhibits; however, do NOT embed your Exhibits within Attachment C, D. You are welcome to reference the document that you are including as a response, but label the Exhibit accordingly for easy retrieval by the CCA Team members.

3. You are welcome to include Exhibits within the additional tabs in the Attachment C spreadsheet, if your company prefers.

EXHIBIT E –Pricing Proposal
This can be found in Attachment C
GRIEVANCE PROCEDURES

A. Definition

1. A grievance is defined as and limited to an alleged improper interpretation, application, or violation of an individual’s terms and conditions regarding the Request for Proposal/Bid/Information or Request for Proposal/Proposal (RFP, RFB, RFI or RFP, IFP) process. Note that appealing because a proposal was submitted past the deadline or required information was omitted is not considered a valid grievance.

2. A “party of interest” is the person or persons making the appeal and any person whom might be required to take action or against whom action might be taken to resolve the claim.

3. Workdays are those days when administrative offices are scheduled to be open.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise affecting individuals. Both parties agree that these proceedings will be kept confidential as may be appropriate at any level of the procedure.

It is the policy of this company to respond promptly to any grievances, which may arise.

C. Procedure – General

1. Failure by the Administration at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.

2. The time limits specified may be extended by mutual agreement and shall be exclusive of discretionary leave and scheduled vacation.

3. Failure by the aggrieved at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be acceptance of the decision rendered at that step.

D. Action and Appeal

Level 1

The grievance must be discussed with the Procurement Specialist within three (3) calendar workdays after the individual(s) first knew or should have known of the event or series of events causing the grievance. If failure to resolve the matter at issue, then the aggrieved shall present the grievance in writing proceeding to Level 2.

Level 2

If the outcome of the conference at Level 1 is not to the individual’s satisfaction, the individual(s) must submit a grievance in writing to the COO within seven (7) calendar days.

The grievance shall specify:

a. A description of the action being appealed

b. A citation of the law or regulation allegedly violated that forms the basis of the appeal.

c. A thorough explanation of the appeal.

d. An original signature by the appealing organization’s authorized representative.

Appeals submitted by way of fax or e-mail will not be accepted. If the appeal does not include the minimum
required information, the appealing organization will be notified and requested to respond accordingly before the deadline arrives in order for the appeal to proceed. No exception will be made to an appealing organization that does not file their appeal within the published deadline.

The document shall contain all points to be included in the grievance. Facts not contained in the document may be introduced at appeal levels and in the procedure only with consent of all parties of interest.

The meeting shall be held within seven (7) calendar workdays or at a mutually agreed time, after the appropriate Vice-President receives the request to discuss the complaint.

The Vice-President will then investigate the matter fully and render a decision as soon as practical, not to exceed five (5) days.

**Level 3**
If the grievance is not resolved to the individual’s satisfaction at Level 2, then the individual may appeal to the President/CEO in writing within seven (7) calendar workdays. The decision of the President/CEO will be final.
END OF RFP INSTRUCTIONS