



CPA Consultant for Annual External Audit and Yearly Tax Filing Form 990 Request for Proposals

I. Statement of Purpose

Retail, Arts, Innovation, and Livability Community Development Corporation (RAIL CDC), a 501(c)3 nonprofit organization in Mesa, AZ, seeks proposals for a CPA firm to provide annual External Audit and documentation for yearly tax submittal /Form 990. All applicants must have relevant auditing experience for nonprofit organizations, working with private and government funding.

II. Statement of Purpose

RAIL CDC's mission is to positively impact policies and systems that build wealth, pathways out of poverty, and help our community thrive.

RAIL CDC 501c3 (est 2013) is a place-based community development corporation that offers corridor development, small business technical assistance, and neighborhood organizing in LMI census tracts around public transit. Our mission is to Positively impact policies and systems that build wealth, pathways out of poverty, and help our community thrive. Current Programs include the Equitable Business Technical Assistance Program, Asian District Restaurant Entrepreneur Academy, Only On Apache Corridor Development Program, Distrito Latino Junta De Negocios, Southside Neighborhoods Barrio to Barrio & Neighborhood Platicas, CARE neighborhood Heat Action and Resiliency HUB planning, West Mesa #igotmine Covid vaccine engagement and free Vaccine for homeless individuals and students.

In 2020, we provided 3.9 million dollars in grants and technical assistance directly to 264 small mom & pops. 93% of businesses we assisted were BIPOC and/or women-owned, all in the west Mesa and east Tempe transit corridor. 2021 is looking even more promising as our capacity increases through the help of partners like LISC Phoenix. In the first half of 2021 RAIL CDC has provided TA to 150+ businesses and helped small businesses in our corridors gain \$2.5 million dollars in PPP, EIDL, Restaurant Revitalization, Tax Credits direct grants, and corridor program. We will continue our work with small businesses as well as engage and empower leaders in neighborhoods connected to our business districts to help with this work and aggregate power for the neighborhood and business groups in fighting displacement. We have also started to weigh in on regional and city transportation and housing issues.

The organization has a June 30 fiscal year-end, with a requirement to have an external audit for our main funders by October 31 of this year.

The selected consultant will be responsible for providing the following services:



- External Audit to perform:
 - Audit of financial statements
 - Review financial statements
 - Compiling financial statements
 - Internal Audit Service
- Documentation for yearly taxes for 501c3 - Form 990

III. Term of Contract

Initial contract will be for 6 months with an option to extend the contract for one-year contract renewals.

IV. Cost Proposal

Bidders are requested to provide an outline of services and submit an hourly cost and estimated monthly hours needed. Selected proposers will be paid once work is completed with an approved invoice. Any adjustments, additional expenditures, or other services outside of the scope of this proposal must be pre-approved.

V. Proposal Contents

Please use the following format when preparing your response.

- Section 1: Proposer Information: Company name, primary contact, email, phone, etc.
- Section 2: Scope of work/description of services and describe how your firm will approach the audit of the organization, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also, discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with the management and audit committees of the board. Discuss the firm's independence with respect to RAIL CDC.
- Section 3: Consultant's qualifications: Summary of previous similar work for a nonprofit organization and federal and corporate grants; as it pertains to annual external audits.
- Section 4: Attachments:



- Cost Proposal: Budget and description
- Resumes: For personnel working on this project
- Professional References: At least 3 references for which proposer has performed similar work; include the current contact information for each

**Consultant MUST be registered with the System for Award Management (sam.gov)*

VI. Selection Process

Proposals will be reviewed by RAIL CDC for completeness, proposer experience, experience with previous similar work, excellent references, and reasonableness of cost proposal.

Interviews may be requested with select proposers.

VII. Proposal Submission

Questions and completed proposals shall be submitted via email to Ryan Winkle, Executive Director, Ryan@railcdc.org.

Complete proposals are due by 5:00 pm MST on **Friday, August 13, 2021**. The **selected bidder** will be notified in writing by **August 20, 2021**. **Work may begin** on **August 30, 2021**.

RAIL CDC contractual Audit requirement for Proposers knowledge:

2. Audit Requirements and Records Retention

a. Grantee shall maintain all relevant financial data according to generally accepted accounting principles, including records of each expenditure. If Grantee expends \$750,000 or more in federal funding during any fiscal year, Grantee will obtain an audit, which meets the standards and guidelines set forth in Subpart F of 2 C.F.R. Part 200, "Audit Requirements". This will include a general financial audit and compliance audit specific to the Grant Agreement. The audit must be submitted to the LISC Program Officer and LISC's National Government Contracts Division on the earlier of (i) thirty (30) calendar days after receipt by Grantee of the audit report, or (ii) nine (9) months after the end of the audit period (i.e. nine (9) months after the end of Grantee's fiscal year).



b. Grantee shall maintain its records in a manner which enables Grantee and LISC to identify all activities undertaken by and all services being or having been provided by Grantee, any recipient of those services, any person or persons, whether subcontractor or not, assisting Grantee, and the time and resources spent in providing each such service. If LISC has probable cause to believe Grantee is not providing or has not provided services as required by or in accordance with the Grant Agreement, LISC may so inform Grantee, in writing, whereupon Grantee shall document to LISC the services provided and any of the other above information requested by LISC. LISC shall have the right to require further documentation, if necessary, to ensure compliance with the Grant Agreement.

c. All records shall be accessible to LISC, HUD, Inspectors General, the Comptroller General of the United States, or any of their respective authorized representatives, at reasonable times and under reasonable conditions for the purpose of reviewing compliance with the Grant Agreement, including without limitation to make audits, examinations, excerpts and transcripts. If LISC desires to audit Grantee's books, it may do so and may, at its discretion, retain an independent certified public accountant (CPA) to audit Grantee's books to determine whether there is compliance with the Grant Agreement and with federal, state and local laws and regulations. Grantee shall also provide timely and reasonable access to Grantee's personnel for purposes of interview and discussion related to such records.

d. Records shall be retained while any audit requested by LISC and/or HUD is being conducted and any question arising there from is unresolved, or until three (3) years from the date of submission by Grantee to LISC of a final expenditure report, whichever is later; provided, however, that Grantee shall retain records for longer periods if notified by HUD or LISC to extend the record retention period (in accordance with 2 C.F.R. Part 200, Section 200.333).

e. Notwithstanding anything contrary to above, records for equipment acquired with Grant funds must be retained for three (3) years after final disposition, if later than the record retention periods set forth above.