



**REQUEST FOR PROPOSALS
Audit Services for the Mayor's Fund for Philadelphia**

Issued by:

The Mayor's Fund for Philadelphia

Questions about this RFP should be submitted to Ashley Del Bianco at Ashley.DelBianco@phila.gov by Friday 5/3/19. Responses to all questions will be posted on the Mayor's Fund website and provided to all potential respondents.

Proposals must be received no later than 5:00 p.m. Philadelphia, PA, local time, on Friday 5/17/19. A pdf version of the proposal must be emailed to: Ashley.DelBianco@phila.gov.



I. Introduction – Statement of Purpose

The Fund for Philadelphia, Inc. (d/b/a The Mayor's Fund for Philadelphia) seeks qualified firms and independent certified public accountants to perform financial audits for a period of four (4) consecutive years:

- Fiscal Year 2015 (January 1, 2015 – December 31, 2015);
- Fiscal Year 2016 (January 1, 2016 – December 31, 2016);
- Fiscal Year 2017 (January 1, 2017 – December 31, 2017); and
- Fiscal Year 2108 (January 1, 2018 – December 31, 2018).

Renewals: the contract may be renewed for one 3-year term, thereafter, if mutually agreed.

II. Organization Overview and Project Background

The Mayor's Fund for Philadelphia (the "Fund") is a 501(c)(3) non-profit organization whose mission is to advance the City of Philadelphia's goals through leveraging public-private partnerships for the benefit of the citizens of Philadelphia.

The Fund serves as a fiscal sponsor for projects and programs administered by the City of Philadelphia and City-Related Agencies in support of the Mayor's core priorities. The Fund is responsible for implementing procedures that honor Chapter 17-1400 of the Philadelphia Code.

The Fund currently manages more than 100 different programmatic funds totaling more than \$12 million dollars. Its services include:

- Management of all accounting activities related to grant-awarded funds, including the processing of payments and deposits, and the compilation of quarterly reports, or as requested, detailing financial activity.
- Contract administration and vendor procurement in accordance with grant award terms and City policies.
- Receipt of tax-deductible charitable contributions on behalf of City programs and initiatives and reporting and compliance-related functions for these contributions.

The Fund receives grants from many of the private philanthropies and corporate foundations in the Philadelphia region and is required to submit timely copies of the audited financial statements as well as the form 990. Currently, The Fund is not managing any grants that require special or separate audits.

Since 2013, the Fund has utilized the services of an outside accounting firm (Your Part-Time Controller, LLC) to assist and consult with the Fund's financial reporting and accounting functions. The outside accounting consultant will prepare workpapers and reports for each of the annual audits and Form 990. The Fund currently uses Sage 50 as its accounting software system.

The staff, the Board of Directors and the accounting consultant are available to the independent auditor to answer questions, retrieve documents, explain contracts and relationships, and otherwise support the performance of the audit.



III. Scope of Work to be Performed:

A. Audit Services

The audit of The Fund's statement of financial position and the related statements of activities, cash flows and functional expenses shall be performed in accordance with generally accepted auditing standards in the United States. The scope of the audit is to be sufficient to provide reasonable assurance the financial statements are fairly presented and free of material misstatement.

B. Tax Services

The Fund has filed IRS Form 990 annual returns for 2015, 2016 and 2017. The auditor will be required to prepare the 2018 IRS 990. If warranted by the results of the prior years' audits, the auditor may need to assist the Fund in preparing amended 990 returns for 2015, 2016 and/or 2017.

C. Review of Internal Controls (Optional)

The Fund may, at the recommendation of the auditor, request that the audit include a performance review and report on the Fund's internal financial controls. The audit proposal response may include a description of work and a separately itemized cost proposal for an internal control review.

D. Meetings with Management

Planning meetings in preparation of the audit shall be held with the Fund's finance committee and/or other members of the Board of Directors as requested. The results of each audit, along with the management letter, shall be presented to the Finance Committee and/or other members of the Board of Directors upon conclusion.

Proposals will be accepted only from parties that are free from all obligations and interests that might conflict with the best interests of The Fund and have the capacity to provide services on a timely basis. The initial contract will be for a one-year period, with an annual option to renew for two additional annual periods.

IV. Contact Information and Assistance to be Provided to the Auditor

Requests for additional information, visits to our site, review of prior financial statements and tax returns or appointments with the Executive Director, Board of Directors, staff or internal controller may be coordinated through Ashley Del Bianco, at Ashley.DelBianco@phila.gov or (215) 686-6131. The Fund commits to providing the following assistance to the auditor:

- A. Books of Account: The Fund represents that the books of account will be fully balanced, all ledgers reconciled, and all bank accounts for all months reconciled no later than 90 days immediately following statement date.
- B. Schedules: The staff or Fund accounting consultant will provide the following reports and information:

1. Draft of the Basic Financial Statements and Footnotes;



2. Supplemental Financial Schedules;
 3. All schedules needed to substantiate Basic Financial Statements;
 4. Copies of all contracts in force at statement date of a material amount; and
 5. Such reasonable additional schedules as may be requested for financial audits.
- C. **Other Assistance:** The staff of The Fund, accounting consultant and responsible management personnel will be available during the audit to assist the firm by providing information and explanation as requested.

V. Relationship with Prior CPA Service Provider

The audit services have been provided by RSM LLC most recently. In preparing your proposal, be advised that management will give permission to contact the prior auditors.

VI. Audit Proposal Format

To achieve a uniform process and obtain the maximum degree of comparability, it is preferred proposals be organized in the manner specified.

- *Letter of Transmittal* - Briefly state your understanding of the work to be done and the recommended time frame for performance of the scope of work.
- *General Information of the Firm* – Detail your firm’s experience in providing auditing and tax services to companies in the not-for-profit sector, as well as organizations of a comparable size to The Funds. Discuss the firm’s independence with respect to The Fund. Also discuss commitments you make to staff continuity, including your staff turnover experience in the last three years.
- *Summary of the Proposed Team's Qualifications* – Identify the partners, managers and in-charge accountant who will be assigned to our job if you are successful in your bid. Provide resumes for each of those persons specifying any recent experience and continuing education they have related to the type of services requested.
- *Audit Approach* – Describe how your firm will approach the audit of NONPROFIT, 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 management and audit committees of the board.
- *Annual Fee Estimate* - Estimate your annual charges and maximum fee (including estimated out-of-pocket expenses. Specify the projected number of hours by staff category and your standard billing rates for each class of professional personnel for each of the last three years.
- *Client References* – Include a list of the nonprofit clients the firm has audited in the past three years and furnish the names and telephone numbers of three of these clients whom we may contact.
- *Peer Review Report* - Provide a copy of the firm's latest peer review report, the related letter



VII. Evaluation of Proposals

Proposal will be evaluated using the following criteria:

- The firm's qualification and experience.
- The presentation and understanding of the scope of work.
- The firm's audit approach.
- The proposed audit team's technical experience with nonprofit organizations, organizations with revenues greater than \$5M.
- The proposed team's recent continuing education related to nonprofit organizations.
- Cost-effectiveness of audit proposal.
- Client references.

VIII. Additional Information

- The Fund will take every effort to ensure each firm submitting a proposal has equal access to information.
- The Fund will not be liable for any cost incurred in the preparation of proposals.
- The Fund will not be liable for any fees or costs omitted from the proposal.
- The submission of a proposal shall be *prima facie* evidence the firm submitting a proposal has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
- The Fund reserves the right to conduct personal interviews and conduct pre-contract negotiations with any or all the firms submitting proposals.
- The Fund reserves the right to accept the proposal it considers most favorable to The Fund's interest, and the right to waive minor irregularities in the procedures.
- The Fund further reserves the right to reject any and all proposals and seek new proposals when such procedure is reasonable and in the best interest of The Fund.

Proposals must be addressed to Ashley Del Bianco and received by 5:00 p.m. on Friday 5/17/19 at:

Ashley.DelBianco@phila.gov