



Request for Proposal
Audit Services

Release Date: May 1, 2024

Proposals Due: May 31, 2024 at 5:00 PM Pacific Standard Time

Introduction and Company Background

The Marjaree Mason Center is a 501(c)(3) organization who is Fresno County's only dedicated provider of domestic violence shelter and support services, including education for victims and youth. The mission of MMC supports and empowers adults and their children affected by domestic violence, while striving to prevent and end the cycle of abuse through education and advocacy. Programs include Individual and group counseling, crisis intervention, housing, batterer's intervention program, a youth education program within Fresno County high schools and middle schools and other community services.

Marjaree Mason Center serves over 7,500 clients each year with funding from grants, contracts, and fees. We receive government funding from Department of Housing and Urban Development, California Office of Emergency Services, County of Fresno, City of Fresno, and First 5 of Fresno County. We have approximately 95 employees located in 8 office(s). Our annual revenue has ranged between \$8.6 million and \$18 million over the past 2 years. This include a capital campaign for a building purchased December 2022. Building renovations for the fiscal year 2023-2024 will include \$4.7 million in Federal American Rescue Plan Act funds. Attached is a copy of our most recent audit.

Engagement Overview

Scope of Services

The Marjaree Mason Center seeks to retain the services of an independent certified public accounting firm to perform a financial and compliance audit of the Marjaree Mason Center, Inc (MMC) in accordance with OMB Circular A-133, the Single Audit Act, Governmental Auditing Standards, and applicable federal, state laws and regulations. The audit will cover MMC's year ended 9/30/2024, with an option to extend the contract for up to four additional years.

Required services include:

1. Annual financial statement audit.
2. Federal Single Audit
3. Preparation of IRS form 990
4. Preparation of Annual Registration Report to Attorney General of California
5. Management letter

The annual financial statement audit must be completed within 110 days after the end of each fiscal year, in order for our Audit Committee to review each document prior to its submission to the appropriate recipients. In addition, MMC requires that a meeting of the auditors and selected Audit Committee be held to discuss a draft version of the financial statements.

Previous financials can be found on our website: <https://mmcenter.org/who-we-are/agency-transparency>

Proposal Guidelines and Requirements

Timeline

The following tentative timeline will govern the RFP process:

Date	RFP Process Component
April 29, 2024	RFP Issued and Posted on MMC Website
April 29 – May 20, 2024	Question Submission Period
May 24, 2024	Questions & Answers Posted to MMC Website
May 31, 2024 at 5:00 PM PST	Proposals Due
June 3, 2024	Board Audit Committee Review and Recommendation
June 13, 2024	Highest Three Scoring Firms Present to Board Audit Committee
June 27, 2024	Marjaree Mason Center Board Approval of Recommended Vendor
July 1, 2024	Tentative Kickoff Meeting with Top Firm

The Marjaree Mason Center reserves the right to adjust the timeline at any time and for any reason but will notify all firms that have submitted their intent to bid. MMC may at any time choose to discontinue this RFP process without obligation to any firm.

Required Proposal Components/Deliverables

- a) Evidence of the firm’s qualifications to provide the above services;
- b) Background and experience in auditing nonprofit clients;
- 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;
- f) A proposed timeline for fieldwork and final reporting;
- g) Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- h) 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;
- i) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.
- j) 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
- k) References and contact information from at least 3 comparable nonprofit audit clients.
- l) Include a sample contract and expected contract inclusions.

Submission of Responses

Please submit an electronic version of the proposal to:

Marcus Martin, CFO

Email Address: RFPAudit@mmcenter.org

Email Subject: Response to RFP for Audit Services

Deadline: May 31, 2024 @ 5:00 p.m. Pacific Standard Time

Evaluation Guidelines

Submissions received after the deadline will be immediately rejected. All submissions will be evaluated by a selection committee made of members of the Marjaree Mason Center Board of Directors and agency leadership staff. The factors that will be taken into consideration are (in priority order):

- Completeness of proposal
- Experience in government relations with similar corporations/organizations
- Past success in securing budgetary asks
- Costs and associated value
- Communication skills and ability to train MMC employees and Board members on successful advocacy.

The evaluation process is not designed to simply award the contract to the lowest bidder, but to select the proposal with the best combination of attributes, including price, based on the evaluation factors.

Finalists will be required to present their solution in front of the Review Committee in person, tentatively scheduled June 13, 2024.

MMC may choose not to disclose reasons for the rejection of any given proposal.

Pricing

The Marjaree Mason Center is a nonprofit and holds a 501(c)(3) tax exemption certificate. Please be sure to apply any nonprofit/charitable/pro bono discounts where applicable.

Proposals should include a breakdown of the applied pricing system(s) such as whether jobs are priced per project, by the hour, or a combination. Include a detailed description of the process and all revision rounds allowed in the pricing structure. All prices for consultancy, custom design, and development should include a binding “not to exceed” price. If optional components are proposed, these should be clearly marked, listed, and priced separately.

Questions

If you have questions regarding the RFP, please compile those and submit one document/email that contains all questions by the date/time listed under Timeline.

Contact Information

All communications must be directed to:

Marcus Martin

Chief Financial Officer

rfpaudit@mmcenter.org

(559) 487-1304

The preferred method of communication is email.