



5665 Greendale Road, Suite D, Johnston, IA 50131
phone (515) 243-1713 | toll-free (800) 450-8667
askresource.org | transitioniowa.org

Independent Firm Audit and Tax Service Request for Proposals July 19, 2023

ASK Resource Center, Inc. is accepting proposals from CPA firms to provide financial review and tax services for the year ending September 30, 2023, and up to three years beyond this Fiscal Year. We invite your firm to submit a proposal to us by August 14, 2023 at 5:00 PM Central Time for consideration. Note that the Finance Committee of the organization's Board of Directors is the decision-maker in the engagement of the organization's independent accountant. The organization is acting at the direction of the Finance Committee in sending this request for proposal (RFP). A description of the organization, the services requested, and other pertinent information follow.

Background of ASK Resource Center

Access for Special Kids Resource Center, Inc., doing business as ASK Resource Center, Inc., is a 501(c)(3) not-for-profit organization serving the state of Iowa. Annual revenues are between \$500,000 and \$1 million per year. Less than \$750,000 of ASK's funds are sourced from Federal grants at this time. However, that may change over the next three years. Federal and State contracts and grants make up the majority of funding received by ASK. Fundraising and fee for service income exists, and is currently minimal. ASK Resource Center, Inc., referred to as ASK in the remainder of this request, currently employs 7 part time and 2 full time staff members in 1 central office and multiple home-office locations. ASK is not membership based, and has a September 30 fiscal year-end. ASK is seeking to continue and/or develop a relationship with a reputable firm capable of performing financial reviews, audits, and Single Audits so that the firm may be potentially capable of performing services for more than one year as ASK grows. It is noteworthy that an RFP may be released for services annually based on the needs of the organization each year, or that ASK may retain the same firm for up to three years.

Services to Be Performed

Proposals are expected to cover the following services:

1. Financial Review for the current fiscal year ending September 30, 2023
2. General ability to offer a scope of services up to and including Single Audits with related filing requirement(s). Note, ASK does not expect to require a Single Audit for the current fiscal year, and is seeking **general assurance only** that the firm selected is capable of performing any future audit or Single Audits needed if the firm is retained for up to three years.

3. Form 990 Tax filings for the organization for the current fiscal year ending September 30, 2023.
4. Meetings with the Executive Director, Finance Committee and Board of Directors as necessary.

Key Personnel

Following is a list of key persons you may wish to contact with respect to this engagement.

Karen Thompson, Executive Director, 515-243-1713 or Karen@askresource.org

Anthony Nguyen, Finance Manager, 515-243-1713 or Bookkeeper@askresource.org

Ken Gertler, President, (515) 240-7504 or kgert823@aol.com

Dennis Burns, Treasurer, (515) 371-6768 or Rally191@gmail.com

For control purposes, we ask that you coordinate any requests for additional information, visits to our site, review of prior financial statements and tax returns, and/or appointments with the Executive Director, Karen Thompson.

Relationship With A CPA Service Provider

ASK Resource Center, Inc. was founded over 20 years ago. Over the past four years, ASK has utilized TD and T and Forge Financial & Management Consulting as its external auditor and tax preparer.

Timeline and Other Information

ASK expects to determine and inform of this engagement, and to establish the start date with a firm by September 8, 2023. The following timeline outlines the expectations regarding this award:

By July 20, 2023 = Release RFP

By August 14, 2023 = 5:00 PM Central Time Deadline for Receipt of Proposals

By September 8, 2023 = Announce Firm and Begin Engagement Process

By September 30, 2023 = Engage and Schedule Financial Review

By December 7, 2023 = Prepare FY 2022 Documentation for Review

Before January 15, 2024 = Complete Financial Review



By February 5, 2024 = Complete Form 990 Draft for Board Review/Acceptance

By February 15, 2024 = File Final Form 990

Additional information may be available to the CPA firms interested in making serious proposals only after signing a nondisclosure agreement.

Your Response to This Request for Proposal

In responding to this request, please provide the following information:

1. Detail your firm's experience in providing review, auditing and tax services to entities in the not-for-profit sector, as well as associations of a comparable size to ASK.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss the firm's independence with respect to ASK. Explain how you monitor and maintain your independence on an ongoing basis.
4. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
5. Discuss instances when loss of a client was due to an unresolved auditing or accounting matter. Explain your strategies to resolve the issue(s).
6. Identify the partner, manager, and/or in-charge accountant who will be assigned to ASK's engagement if you are successful in your bid; provide biographies for these individuals.
7. Describe how your firm will approach the review of the organization and Form 990 tax preparation and filing, 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 review. Finally, discuss the communication process used by the firm to discuss issues with the management and finance committees of the board.
8. Describe how you bill for questions on technical matters that may arise throughout the year.
9. Provide the names and contact information of two or three other similarly sized not-for-profit clients of the partner and manager that will be assigned to our organization.
10. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our independent accountants is the best decision we could make.
11. Describe how your firm will prioritize the work you do for ASK.
12. Describe, in general terms, your firm's ability to perform Single Audits and Filings should the firm be retained for more than one year.
13. Describe the firm's approach to the resolution of technical disagreements between the firm and the not-for-profit client.

14. Provide a statement assuring your firm has following policies in place:

- a. Ethics
- b. Privacy
- c. EEO

15. Set forth your itemized fee proposal for the 2023 review and Form 990 preparation including incidental costs such as travel, technology, etc. with whatever guarantees you offer regarding fee increases in future years. Ensure that the fee as proposed is sufficient to cover the work that you expect to perform if you are awarded this opportunity.

Evaluation of Proposals

The Finance Committee of the Board of Directors of ASK will evaluate proposals on a qualitative basis. This includes a review of the firm's proposal and related materials, potential interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

If you choose to respond to this request, please do so by 5:00 PM Central Time, July 31, 2023 via email to karen@askresource.org.

If you have been directly sent this RFP, and choose not to respond, please let us know.

Sincerely,



Karen Thompson
Executive Director