



Coquille Watershed Association
Request for Proposal – Auditing Services
For the year ending December 31, 2019

COQUILLE WATERSHED ASSOCIATION
REQUEST FOR PROPOSAL – AUDITING SERVICES

The Coquille Watershed Association invites you to submit a proposal for auditing and 990 and CT-12 tax return services for the calendar year ending December 31, 2019, in accordance with the following requirements and specifications.

I. GENERAL INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

A. All proposals must be submitted no later than **December 1, 2019, at 4:00 p.m.** Proposals must be both mailed and emailed to the following addresses:

Coquille Watershed Association
c/o Melaney Dunne
390 N. Central Blvd.
Coquille, OR 97423

Email: director@coquillewatershed.org, Subject Line: “Proposal Submission for Auditing Services”

B. Contact: Melaney Dunne, Executive Director to answer any questions. Email or Phone: 541-396-2541

C. The audit contract may start as soon after the contract document is executed as is agreeable with both parties. The Association intends to award the contract by December 15th, 2019. The requested deliverables (See *Section II. H*), shall be completed and delivered within a reasonable time but no later than May 30, 2020.

D. The Coquille Watershed Association reserves the right to reject any and all proposals, and has the right in its sole discretion, to accept the proposal it considers most favorable to the Association’s interest and has the right to waive minor irregularities in procedure.

E. Please email Melaney Dunne, Executive Director (director@coquillewatershed.org) by November 1st, 2019 with a notice that your firm intends to submit a proposal (this notice will not be binding on any firm, it is simply to provide Association staff with information to best plan the RFP review and firm selection process in December).

II. AUDIT OBJECTIVES AND SCOPE OF SERVICES

The audit will be for all funds for the Coquille Watershed Association. The following objectives and scope of services are a preliminary list of items and contain the minimum items that the Association believes would be necessary for this audit. However, it is anticipated that the proposers will amend the list as necessary and provide any recommendation to their submittal package.

A. The proposal will be for one year, with the possibility of extending services for two additional years. The period to be audited is the fiscal calendar year ending December 31, 2019, and possibly for the additional years of 2020 and 2019.

B. The Association is specifically requesting the preparation of financial statement for audit, Federal Single Audit, and preparation of 990 and CT-12 tax returns. The auditing services performed by the Coquille Watershed Association

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CPA shall allow the firm to express an opinion on (a) whether the financial statements of the Association present fairly the financial position and financial results of financial operations in conformity with generally accepted accounting principles (GAAP); and (b) whether the Association has complied with laws and regulations that may have a material effect on the audited financial statements.

C. The annual financial report will be used as a single document which will contain the basic financial statements, notes, and required other supplemental data. Included in the fee shall be the cost of printing two copies of the final audit report. The auditors will provide electronic copies and hold a preliminary review of the Draft Audit and 990 and CT-12 Tax Returns with the Finance Committee and Executive Director. The Final Audit shall be reviewed with and approval shall be authorized by the Coquille Watershed Association Executive Committee.

D. Any unusual conditions encountered during the course of the audit where services of the auditing firm must be extended beyond the normal work anticipated will require written notification to the Executive Director who will respond in writing concerning the additional services.

E. An exit conference is required of the auditing firm on completion of all field work so as to inform the Board of Director's Finance Committee and Executive Director of pertinent findings. A presentation explaining the audit process and findings to the Executive Committee is required upon completion of the audit.

F. The auditors shall provide a letter to the Executive Director that summarizes their observations regarding good practices that are currently being performed at the Association. The letter shall also include any recommendations for additional practices that the Association should start implementing in the next calendar year.

G. The Association staff will work with the auditors to provide all necessary supporting documentation they require, including but not limited to grant contracts, accounts receivable, accounts payable, payroll, bank statements, and board minutes.

H. Deliverables:

- a. Electronic copies and two paper copies of Prepared Financial Statement for Audit, Federal Single Audit and 990 and CT-12 Tax Returns for the Association's Finance Committee and Executive Director.
- b. One Letter to the Executive Director (See Item F Above)
- c. Submit the Federal Single Audit reporting and documentation, 990 and CT-12 tax returns, and tax extensions as applicable.

III. PROPOSAL REQUIREMENTS

A. Indicate your firm's experience auditing non-profits. Include a resume for each key personnel who will be working on the audit.

B. Give an overview of areas of the Association to be included in the audit process such as the sample size of individual grants to be audited, personnel files, internal controls, components of a Federal Single Audit, etc.

C. Provide a minimum of three references that you have worked with on similar audits. Reference information shall include name, title/position, and contact information.

D. Price quote. Please line item the cost of the preparation of financial statement for audit, Federal Single Audit, and 990 and CT-12 tax returns separately in the proposal. Please itemize costs and provide detail such as: estimated labor with per unit costs, travel expenses, etc.

IV. DESCRIPTION OF THE ASSOCIATION AND ITS ACCOUNTING SYSTEM

The Coquille Watershed Association is a non-profit located in Coquille, Oregon. The Association works toward watershed restoration to improve water quality, fish and wildlife habitats, and working lands, primarily in the Coquille Watershed. Association projects range from monitoring, education and restoration actions including riparian planting, large wood placements, culvert replacements, etc. throughout the watershed. More information about our projects can be found on our website at www.coquillewatershed.org. Our projects are located on Federal, State, County, municipal and local private landowner's properties.

The Association is governed by an 11-member Board of Directors who represent local ranching and agriculture, tourism, small woodland owners, industrial timber operators, environmental groups, Tribes, Port of Bandon.

The Association uses QuickBooks premier Nonprofit 2018 for our accounting software and subsidiary ledgers are maintained on Excel spreadsheets. The Association's funding is comprised of federal, state, local government, and foundation grants, as well as fee for service contracts and donations. We currently have approximately 50 active grants or contracts and an operating budget of about \$1.9 million for 2019. We currently employ five full time employees, one part-time employee, and hire seasonal workers.