

# Request for Proposal (RFP)

## Audit

### Issued By:

Oregon Human Development Corporation



### Proposal Due Date:

November 19th, 2021 by 3:00 p.m. PST

#### **Point of Contact:**

Brian York  
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Gresham, OR 97030  
(503)719-8681  
[Brian.york@ohdc.org](mailto:Brian.york@ohdc.org)

### **Organization Overview:**

Oregon Human Development Corporation (OHDC) is a not-for-profit human service organization that has been providing services for farmworkers and disadvantaged individuals throughout Oregon since 1979. Services include employment and training, wrap around support services, referrals, advocacy, housing assistance, and education. These programs are funded through a variety of federal, state, and local contracts and private funding sources.

### **Locations**

OHDC provides services at local offices throughout Oregon, a local office in Northern Nevada, supported by a central administrative office in Portland.

In Oregon: Hermiston, Klamath Falls, Medford Ontario, Central Oregon, Hood River, Woodburn, Medford, Tigard, Tillamook, and Hillsboro. In Nevada: Fallon/Fernley

### **Farmworkers**

The history of our community of farmworkers in Oregon dates back to the early 1940's, when thousands of Latino farmworkers first came to Oregon as part of an agreement between the United States and Mexico known as the Bracero Program. The Bracero Program began shortly after the U.S. entered World War II, which took many men and women out of the fields to work in the War effort.

The Bracero Program continued in various forms until 1964. Today, the Department of Labor's H2A Visa program takes the place of the Bracero program.

Agriculture has historically been one of Oregon's leading industries with an estimated \$50 billion annual impact on Oregon's economy (2019 State of Oregon Agriculture). An estimated 87,000 farmworkers are employed annually (Oregon Employment Department).

### **Who is a farmworker?\_**

According to Oregon Housing and Community Services, a farmworker is defined as:

A person working in connection with cultivating the soil, raising or harvesting any agriculture or aquaculture commodity.

A farmworker may also work in connection with catching, netting, handling, planting, drying, packing, grading, storing, or preserving in its unmanufactured state any agriculture or aquaculture commodity.

A farmworker may deliver to storage, market, or a carrier for transportation to market, or to processing, any agricultural or aquaculture commodity.

A farmworker can work in the forestation or reforestation of lands, including but not limited to the planting, transplanting, tubing pre-commercial thinning, thinning of trees and seedlings, clearing, piling and disposal of brush and slash and other related activities.

### **Farmworker facts:**

- The average life expectancy for migrant farmworkers is 49 years, compared to 73 for the general U.S. population (Centers for Disease Control and Prevention).
- Oregon produces some 220 crops and livestock commodities ,a greater variety than any state except Florida and California.

- There are approximately four million migrant and seasonal farmworkers in the U.S. today. Oregon farms and agricultural industries rely on up to 87,000 each year.
- An estimated 55,943 farmworkers and their dependents live below the poverty line in Oregon.
- An estimated 40% or more of farmworkers are ineligible for health insurance thru the ACA.
- OHDC internal data shows that our clients spend more than 45% of their income on housing. Families who pay more than 30% of their income for housing are considered “cost burdened” and may have difficulty affording other necessities including food, transportation and medical care, according to the Department of Housing and Urban Development.

## **OHDC Programs**

### **National Farmworker Jobs Program (NFJP)**

OHDC’s flagship program helps farmworkers prepare for and obtain permanent and higher paying employment opportunities.

Services:

Vocational Classroom Training

English-as-a-Second-Language

General Educational Diploma (GED) Instruction

On-the-Job Training

Direct Job Placement

Job Development and Referral

Training-Related Support Services, Counseling, and Case Management

Funding: Department of Labor: Workforce Innovation and Opportunity Act (WIOA)

Eligibility: Disadvantaged seasonal/migrant farmworkers or dependents who are legally authorized to work in the United States.

Results: Over 90% are employed after the program.

### **Housing Assistance**

OHDC provides assistance to farmworkers and other disadvantaged individuals.

Services:

Financial assistance

Eviction prevention

Temporary emergency lodging

Other homeless prevention services.

Funding:

Emergency Housing Program (EHA)

Weatherization Services (WX) Klamath Falls

COVID Related - Various Rental/Support relief programs

Funding: Oregon Housing and Community Services: Various

Eligibility: Some programs are only for disadvantaged seasonal/migrant farmworker at risk of becoming homeless. In others programs, preference is given to disadvantaged seasonal/migrant farmworker households, and other eligible individuals receive help on a first come, first serve

basis.

### **Farmworker CSBG Emergency Service**

OHDC helps farmworkers with an emergency, necessity or important cost that they cannot currently cover on their own in these categories:

Cash Assistance

Homeless aid

Information & Referral

Donated Goods & Services

Funding: Community Service Block Grant (CSBG)

Eligibility: Low income farmworkers who have exhausted all other benefits or community resources.

### **Mission Statement**

**Promoting economic advancement and self-sufficiency of farmworkers and underserved communities.**

### **Proposal Overview:**

CPA services being procured:

- Annual audit of the financial statements, meetings with management and board of directors, as necessary
- Occasional questions from staff regarding accounting matters
- Annual Single Audit of federal expenditures
- Form 990 informational and CT-12 returns

We are looking to partner with a CPA firm committed to providing opportunity for historically disadvantaged or underrepresented people, including people of color, women, and low-income people. Please discuss your firm's commitment to providing such opportunities, including ownership structure, workforce diversity, hiring vendors and suppliers.

Please be prepared to provide:

1. Your firm's experience providing auditing and tax services to not-for-profit organizations in compliance with Uniform Guidance.
2. Summaries about the partner, manager, and in-charge accountant expected to manage our account.
3. A fee proposal for the FYE June 30, 2022 audit.

4. Names and contact information for other similarly sized clients of the partner and manager that will be assigned to our organization for reference purposes.
5. 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.

### **Evaluation of Proposals**

This includes our review of the firm's peer review report, interviews with senior engagement personnel to be assigned by our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

### **Instructions on Proposal Submission:**

#### **1. Closing and Submission Date**

Proposals should be submitted to OHDC no later than 3:00 p.m. PST on November 19th, 2021

#### **2. Inquiries**

Inquiries concerning this RFP should be directed to Brian York at (503) 719-8681 and [Brian.York@ohdc.org](mailto:Brian.York@ohdc.org)

#### **3. Conditions of Proposal**

All costs incurred in the preparation of the Proposal will be the responsibility of the Respondent and will not be reimbursed by OHDC.

#### **4. Instructions to Prospective Respondents**

It is the responsibility of the Respondent to ensure that OHDC receives the proposal by the date and time specified above.

**Electronic Submissions:** Submit proposal via email to [Brian.York@ohdc.org](mailto:Brian.York@ohdc.org) with the subject line "OHDC Audit RFP" no later than 3:00 p.m. PST on November 19th, 2021. All files should be submitted as a PDF. Your submission email should include the completed cover page that is attached to this RFP as "Appendix A".

Please direct questions to [Brian.York@ohdc.org](mailto:Brian.York@ohdc.org) and put "OHDC Audit Question" in the subject line.

***\*\*\*Late proposals will not be considered.***

#### **5. Right to Reject**

OHDC reserves the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the interest of OHDC. A contract for the accepted proposal will be based on the factors described in this RFP.

## **6. Small/Minority-Owned Businesses and Women's Business Enterprise**

Efforts will be made by OHDC to utilize small businesses, minority-owned firms and women's business enterprises.

A Respondent qualifies as a small business if it meets the definition of "small business" as established by the Small Business Administration (*13 CFR 121.201*) for businesses in which the applicant is primarily engaged. Respondents that qualify as certified minority, woman owned, or veteran owned firms should include proof of certification by the state of Oregon.

## **7. Notification of Award**

A decision regarding the selection of the successful Respondent is expected to be made on or about the week of November 19th, 2021 by 3:00 p.m. PST or before. Upon conclusion of final negotiations with the successful Respondent all Respondents submitting proposals will be informed in writing of the decision.

### **Proposal Format and Content:**

All proposals must include:

- 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 2 comparable nonprofit audit clients.

### **Technical Assistance:**

Questions regarding this RFP may be directed to Brian York by email [Brian.York@ohdc.org](mailto:Brian.York@ohdc.org)

\*\*\* No proposals will be accepted after 3:00 p.m. PST on November 19th, 2021

### **Proposal Review Process:**

OHDC RFP for Audit Services

The review process will be conducted in two stages, as follows:

1. Preliminary Proposal Review examines the proposal to ensure it contains all requirements specified in the RFP. If it does not, it will be rejected. A proposal must meet the following mandatory conditions and requirements:
  - a. The proposal must have been received in the format indicated in the RFP by the deadline. A proposal not received by the specified date and time will be rejected.
  - b. As detailed in the RFP, all relevant qualifications must be in order, and attachments must be included and received by the deadline. The cover page and cover letter of the proposal must be signed by an authorized representative of the applicant.
  
2. Review Committee Process
  - a. All proposals meeting the requirements above will be evaluated by a Review Committee composed of OHDC Staff and select key stakeholders. Review Committee representatives will not include applicants to this RFP or anyone else who may have any conflict of interest that would prohibit a fair and equitable review process. A standardized review tool will be used.
  - b. An interview with the top applicant(s) may be conducted.
  - c. The Review Committee will submit its recommendation to the OHDC Executive Director and presented to the board for approval. Once an applicant is selected and approved by the board notification will be sent electronically.
  
3. OHDC will evaluate proposals on a qualitative basis. This includes review of the firm/consultant's previous engagements and the related materials, interview with personnel to be assigned to OHDC, results of discussions with references and the Respondent's completeness and timeliness in its response to OHDC. Please note that the lowest/best bid will not be used as the sole basis for awarding this contract.

***\*\*\*Minority Owned, Service-Disabled Veteran Owned, or Woman Owned Small Business concerns are encouraged to respond.***

## Appendix A

# Cover Sheet

## OHDC Response: Audit Proposal

Applicant	Contact Person
<b>Name of Business:</b>  <b>Address:</b>  <b>Organization Director/CEO:</b>  <b>Telephone:</b>  <b>Fax:</b>  <b>Website:</b>  <b>Federal Tax Identification Number:</b>	<b>Name:</b>  <b>Address:</b>  <b>Telephone:</b>  <b>Email:</b>  <b>How did you hear about the RFP?</b>

*The applicant certifies to the best of their knowledge and beliefs, the data and information in this proposal are true and correct and this document has been duly authorized by the governing body of the applicant. Further, the applicant certifies that, if the proposal is approved, the project will be conducted in the accordance with the project proposal and any special condition included in the Request for Proposal. The applicant certifies that the organization does not discriminate in the provision of project services on the basis of race, color, religion, national origin, gender, gender identity, ethnicity, age, marital status, disability, pregnancy, military/veteran status, genetic information, sexual orientation, creed, human immunodeficiency virus status or other federal, state or local protected classes, and is not in violation of any local, state or federal laws, statutes, ordinances or resolutions.*

**Authorized representative to complete the following:**

**Name and Title (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_