



American Samoa Alliance against Domestic & Sexual Violence

PO Box 4459

Pago Pago, AS 96799

Ph: 684-699-0272

Website: as.alliance.co

Facebook Page: American Samoa Alliance against Domestic & Sexual Violence

Email: Administration@asadv.com

Request for Proposal

For Audit Services

OVERVIEW:

American Samoa Alliance against Domestic & Sexual Violence, aka *Alliance*, is a 501(c)(3) organization that incorporated in American Samoa in 2011. *Alliance*'s mission is to assist and educate various coalitions (mostly state) who serve domestic violence victims.

Alliance is supported by government grants, and individuals. *Alliance* is the prime grant recipient on approximately 6 Federal government grants and cooperative agreements. The government grants are from the Office on Violence Against Women at DOJ, and from the Family Violence Prevention and Services Program at HHS.

The financial statements of *Alliance* are prepared on the accrual basis of accounting and in conformity with generally accepted accounting principles (GAAP).

Alliance conducts allocate costs using direct allocation of all costs.

SCOPE OF WORK:

The scope of audit services to be addressed in your proposal is as follows:

- Audit of the financial statements of *Alliance* for the year ending December 31, 2022.
 - Single Audit in accordance with CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* for the year ending December 31, 2022.
 - The Alliance realizes this audit may need to be performed remotely.
-

TENTATIVE AUDIT TIMELINE:

December 31, 2022,	Fiscal year ends
<u>June 12, 2023</u>	Preliminary financial reports available to auditors
July 10, 2023	Complete PBC audit schedules
July 31, 2023, to August 7, 2023	Time available for fieldwork
<u>August 28, 2023</u>	Issue draft audited financial statements
September 11, 2023	Issue final audited financial statements
October 2023 (TBD)	Presentation of audited statements to the Board

HOW TO SUBMIT PROPOSAL:

In order for *Alliance* to better evaluate and compare costs, we ask that your proposal be complete and include a one-to-two-page summary on all of the points listed below. Also, in order for *Alliance* to reduce audit costs, we will be responsible for completing all audit support schedules that you may request and pulling all invoices and documents necessary to support the audit.

Your proposal should include the following:

- I. **Background of your firm, including:**
 - a. one page overview of your firm, including years in business and industry specialties;
 - b. a description of staff levels in your firm;
 - c. a list of your current clients who *Alliance* may contact for references, which are similar in size, nature and complexity to *Alliance*
 - d. detail of your experience with Single Audits;
 - e. a copy of the most recent quality control review of your firm;
 - f. a listing of all adverse peer review findings, if any.
- II. **Summary of the audit approach including:**
 - a. a summary of testing and methods used;
 - b. the level of periodic consultation with our staff during and after the audit engagement;
 - c. your firm's policy and procedures for notifying an organization's officials of suspected illegal acts and malfeasance;
 - d. a preliminary listing of schedules requested from clients by your firm; and
 - e. audit review procedures conducted by your staff (field, manager, partner).
- III. **Resumes of the key staff that will perform the *Alliance* audit. At a minimum, these resumes should include:**
 - a. number of years of experience, including CPA status;
 - b. number of years with your firm, and what level of responsibility within the firm.
- IV. **Proposed audit cost, including:**
 - a. the number of hours at each staff level and the hourly rate for each represented by the scope;
 - b. estimate of out-of-pocket costs and a description of what is included in these costs;

- c. method of billing to *Alliance* and payment terms;
 - d. your firm's policy on handling cost-overruns which might occur;
 - e. your firm's policy on providing any pro bono services.
- V. Any other information which you consider relevant to your firm's proposal and *Alliance* 's better understanding of your firm and its proposal.

For submission of your proposal, please send a copy of your proposal (electronically), including all requested supporting information **no later than May 26, 2023** to:

Frances Thomsen, Administrator,
Executive Director
American Samoa Alliance against Domestic & Sexual Violence
Email: frances.thomsen@asadsv.com

Alliance will conduct interviews with finalists between June 1, 2023, to June 6, 2023, and send notification of selected firm before the end of June 8, 2023

GENERAL CONDITIONS:

Acceptance of a proposal neither commits Alliance to award a contract to any vendor, even if all requirements stated in the RFP are met, nor limits our rights to negotiate in our best interests. We reserve the right to contract with a vendor for reasons other than the lowest price. The pricing, terms and conditions offered in your response to this RFP must remain valid for 90 days from the date the proposal is delivered. Expenses incurred in the preparation of proposals in response to this RFP and any follow-up information provided is the vendor's sole responsibility. The information contained in the RFP is confidential and may not be disclosed without the express written permission of American Samoa Alliance against Domestic & Sexual Assault, aka Alliance.

AUTHORIZATION:

This request for proposal is authorized for release by:

Frances Thomsen
Administrator
American Samoa Alliance against Domestic & Sexual Violence, aka Alliance