



Special Olympics Rhode Island, Inc.
Request for Proposal
Financial Statement Audit and Tax Services

Special Olympics Rhode Island, Inc. (the "Organization") invites independent certified public accountants and/or qualified professional finance service firms to submit proposals to perform financial statement audit and tax services for the organization.

DEADLINE: Responses are due on or before 4:00PM December 21, 2022

Respondent should submit an electronic proposal and/or a hand delivered original copy by the deadline to:

Special Olympics Rhode Island, Inc.
Attn: Ed Pacheco, President and CEO
edwin@specialolympicsri.org
370 George Washington Highway
Smithfield, RI 02917
401-349-4900

NOTE: Proposals received after the due date and time will not be considered.

QUESTIONS: Questions concerning this solicitation must be submitted by December 2, 2022 4:00 p.m. to robin@specialolympicsri.org. Questions should be submitted as a Microsoft Word attachment. All questions received and the respective responses will be posted the organization's website, www.specialolympicsri.org/about-us/financial-info/.

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SECTION 1. Description of the Corporation

Special Olympics Rhode Island (SORI) is a 501c3 nonprofit corporation established to provide athletic programs for persons with intellectual disabilities. The organization is an affiliate of Special Olympics Inc., providing year-round training, sport and athletic competition for children and adults with intellectual disabilities. The organization provides athletes with continuing opportunities to develop physical fitness skills, express courage, experience joy, and participate in the sharing of gifts, skills, friendship with their families, other Special Olympic athletes, and the larger community. Visit www.specialolympicsri.org or www.specialolympicsri.org/about-us/financial-info/ for more information.

SECTION 2. Instructions and Notifications to Offers

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are welcomed. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or to provide oral or written clarification of its content shall be borne by the vendor.

4. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
5. Proposals misdirected to other locations, or which are otherwise not present in the organization at the time of opening for any cause will be determined to be late and may not be considered.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
7. All proposals should include the vendor's EIN or Social Security number as evidenced by a W-9.

SECTION 3. Scope of Required Services

1. Financial Statement Audit for the year ending December 31, 2022.
 - A. Audit of the Statement of Financial Position and the related Statements of Activities, Cash Flows, and Functional Expenses, and notes to the financial statements.
 - B. Assist with the preparation of the financial statements and footnotes.
 - C. Issuance of the auditor's report, which includes an opinion as to whether the financial statements are presented fairly, in all material respects and in conformity with general accepted accounting principles.
 - D. Management letter.
 - E. Communication to those charged with governance.
2. Preparation of Internal Revenue Service *Form 990* - Return of Organization *Exempt* from Income Tax for year ending December 31, 2022.
3. Audit Conferences.
 - A. Meeting(s) to be held with the organization's Finance Committee and Board of Directors to review the draft financial statements and Tax Form 990.

SECTION 4. Dates of Performance

The term of services requested shall be for the period of February 1, 2023, until June 30, 2023. The organization reserves the right to cancel the agreement prior to the ending date by giving thirty (30) days written notice to the vendor.

February/March 2023

- Fieldwork/ drafting of financial statements

April 2023

- Finance Committee Presentation

May 2023

- Board of Directors Presentation and review/consideration of audited financial statements

June 2023

- Board of Directors Presentation and review/consideration of organization's Tax Form 990

SECTION 5. Request for Proposal Requirements

1. Please provide the legal name, address and contact information for your firm.
2. The title, background, and engagement team's estimated years of experience.
3. Please describe your firm's commitment to Diversity, Equity and Inclusion. Include a copy of your firm's DEI policy and/or statement.
4. The proposed fee, in total, plus an itemized list of anticipated out-of-pocket costs. Proposals may include projected future fees for three years in addition to the estimated fee schedule. The initial contract period is for audit and tax preparation services for year ending December 31, 2022.
5. A narrative describing the firm's professional experience and working history with non-profit agencies that are similar in size and scope to the organization.
6. Describe your client service roles and responsibilities
7. A narrative of the examination standards, tests and other audit procedures to be conducted.
8. A statement that the financial statements will be completed by the deadlines indicated in the Request for Proposal.

9. A statement that firm's audit work papers will be retained for a least seven years.
10. The firm's latest peer review report and letter of comments.
11. At least three references from audit clients that are similar to the organization.

SECTION 6. Selection Criteria

1. Relevant experience.
2. Qualifications and experience of the principal(s) and subordinate team members to be assigned.
3. Ability to advise, communicate and provide exceptional services to the organization's Board of Directors and professional staff.
4. Proposed fee structure for the services requested.

It is anticipated that, following the receipt of proposals, the executive officer of the organization shall review the proposals and determine the need to conduct interviews with any respondents. Following the review of proposals and interview process, if any, the organization's Finance Committee will select a contractor to provide the services by no later than January 10, 2023.

SECTION 7. Contract Award Decision and Award Notification

An award will be made to the firm whose proposal is responsive to the solicitation and aligned with the organization and its needs; fee and other factors will be considered. The organization is not responsible for costs incurred in the preparation of this proposal. The organization's Finance Committee will select a contractor to provide the services by no later than January 10, 2023.

SECTION 8. Proposal Submission

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