



AUDIT/TAX REQUEST FOR PROPOSAL

The mission of the Arizona Foundation for Legal Services & Education (“The Arizona Bar Foundation”) is to promote access to justice for all Arizonans. The State Bar of Arizona created the Arizona Foundation for Legal Services & Education in 1978, charging it with the mission of promoting access to justice for all Arizonans. The Foundation today is a separate 501(c) 3 organization striving to fulfill this mission by preparing Arizona youth for civic responsibility and providing access to justice for Arizonan's most in need. Through the provision of technical and financial assistance to probation & resource officers, teachers & administrators, private attorneys & judges, and legal service attorneys & advocates, the Foundation works to level the playing field, so that all in Arizona have knowledge and access to the justice systems.

Information about the Foundation and the financial statements for the year ended December 31, 2016 & 2017 can be located on our website:

<http://www.azflse.org/azflse/about/financials.cfm>

Services to Be Performed

The Foundation is in need of audit services and tax preparation for calendar year 2018 through 2020. The proposal should include the following services:

1. Annual Audit: As the Foundation receives federal funding in excess of \$500,000, a Single Audit (A-133) in addition to a standard financial audit will need to be performed.
2. Annual Tax: IRS forms 990, and Arizona Department of Revenue forms 99.

Your proposal should address the following basic requirements

1. The audit fieldwork and review must be scheduled so that it may be discussed at our mid-March 2019 Finance Committee meeting. The Foundation staff will be prepared to start field work as early as mid-February, 2019.

2. The proposal shall include issuance of a letter to the Audit/Finance Committee (“Management Letter”) outlining any issues with the audits or internal accounting controls, if applicable.
3. The proposal shall include a provision for meeting with the Audit/Finance Committee.
4. The proposal shall include preparation of the reports, based on information provided by the Arizona Bar Foundation staff. An electronic file of the final reports is requested.

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 auditing and tax services to organizations in the not-for-profit industry.
2. Discuss commitments made to staff continuity, including your staff turnover experience in the last three years.
3. Identify the partner, manager and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies.
4. Describe how your firm will approach the audit of our Foundation, 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 audit. And finally, discuss the communication process used by the firm to discuss issues with the management and audit committees of the board.
5. Set forth your fee proposal for the three-year engagement with whatever guarantees can be given regarding increases in future years. Provide your proposed fee for the tax preparation of the above referenced tax returns.
6. Describe how you will bill for questions on technical matters that may arise throughout the year.
7. Provide the names and contact information for three other similarly sized clients of the partner and manager that will be assigned to our organization for reference purposes.
8. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our external accountants is the best decision we could make.
9. Include a copy of your firm’s recent peer review report, the related letter of comments, and the firm’s response to the letter of comments.
10. Proof of liability insurance and amount.

11. Agreement to indemnify the Arizona Bar Foundation from any liability resulting from the auditor's work on this engagement.

The Arizona Foundation for Legal Services & Education is an Affirmative Action and Equal Opportunity Employer. Respondents must comply with Title VII of the Civil Right Act of 1964, as amended, the Age Discrimination in Employment Act, and the State Executive Order No.99-4 which mandates that all persons, regardless of race, color, religion, sex, age, national origin, or political affiliation, shall have equal access to employment opportunities. The parties shall also comply with the Rehabilitation Act of 1973, as amended which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap, and the Americans with Disabilities Act and shall not deny any individual any services or other benefits provided under this agreement on the grounds of age, race, color, religion, sex, sexual orientation, national origin, or handicap.

Due Date for Proposals

Please fax or e-mail the RFP Response by Friday, October 19th to:

Arizona Bar Foundation
Attn: Stephanie Sandner, CFO
4201 N. 24th Street, Suite 210
Phoenix, Arizona 85016
Fax: (602) 773-3105
E-mail: steph.sandner@azflse.org

Notification of Successful Proposal and Questions

The Arizona Bar Foundation expects to notify the firm submitting the successful proposal by November 2, 2018.

Questions regarding this proposal and requests for additional information, visits to our site, review of prior financial statements and tax returns, and appointments with the CEO or CFO can be coordinated through the CFO at the contact information listed below.

Stephanie Sandner, CFO
steph.sandner@azflse.org
(602)773-3430

We look forward to receiving your proposal and discussing this further with you.