

**Epiphany Community Health Outreach Services  
Request for Proposals for  
Professional Audit and 990 Services (PA1)**

Epiphany Community Health Outreach Services (ECHOS) is a 501(c)(3) nonprofit corporation soliciting proposals from qualified auditors registered to work in the state of Texas to provide professional audit and 990 services.

**RFP TIMELINE**

Official Release Date: Wednesday, September 6, 2023 Full RFP posted at: <a href="https://EchosHouston.org/vendor-opportunities/">https://EchosHouston.org/vendor-opportunities/</a>
Deadline to submit questions: Friday, September 22, 2023, at 12 PM CST
Please submit questions in writing to <a href="mailto:jfernilius@EchosHouston.org">jfernilius@EchosHouston.org</a> with the subject line “ECHOS Financial Audit and 990, RFP Question(s) Agency Name”
Answers to written questions posted on the website on or before: Friday, September 29, 2023, by 12:00 PM CST
Proposals Due: Friday, October 6, 2023, by 5:00 PM CST
Anticipated Preliminary Award Announcements: on or around Friday, October 13, 2023.
Addenda and answers to questions will be posted at <a href="https://EchosHouston.org/vendor-opportunities/">https://EchosHouston.org/vendor-opportunities/</a>

Responses to this request for proposals should be emailed to:  
ECHOS Procurement Director  
Jennifer Fernelius [jfernilius@EchosHouston.org](mailto:jfernilius@EchosHouston.org)

The proposal cover sheet must be signed and dated by an authorized representative of the proposing organization.

Late proposals will NOT be accepted. Proposals must be received by the due date. Suppose all or any portion of a response submitted is received late or is otherwise nonresponsive due to equipment failure or operator error. In that case, the response or the applicable portion of the response will not be considered. In addition, ECHOS is not liable for equipment failure or operator error.

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**I. General**

Epiphany Community Health Outreach Services (hereinafter referred to as ECHOS), a 501(c)(3) nonprofit corporation under the Episcopal Diocese of Texas, is soliciting proposals from qualified auditors to provide professional audit and 990 services. **The deadline for receiving responses to this request Friday, October 6, 2023, by 5:00 PM CST.** Late proposals will not be accepted.

Respondents must submit proposals by email to [jfernelius@EchosHouston.org](mailto:jfernelius@EchosHouston.org) to the attention of Jennifer Fernelius, Procurement Director.

Proposals must be composed and assembled as outlined in Sections V and VI, respectively titled *Proposal Contents* and *Proposal Format*. There will be no bidder's conference for this Request. ECHOS staff can answer questions related to this RFP by phone or email as outlined in Section IX *Conditions*.

**II. Background Information**

- A. General** – ECHOS became a 501(c)3 corporation under the Episcopal Diocese of Texas in September 2001. ECHOS is a ministry of the Diocese, providing basic needs, health, and other social services to the community.
- B. Mission:** *ECHOS' mission is to serve people in need by providing access to the health and social service resources that can improve their lives.*
- C. Funding Sources** – In the past two years, ECHOS' primary funding sources include, but are not limited to:
- Episcopal Health Foundation
  - Alliance of Community Assistance Ministries (ACAM)
  - The Brown Foundation
  - Leslie Alexander Foundation
  - Memorial Drive Presbyterian Church
  - St. John the Divine
  - United Way of Greater Houston
  - Government Contracts
- D. Current Programs & Activities** – ECHOS' primary programs/activities and roles are:
- **Access to Health and benefits enrollment services:** On-site health education and benefits enrollment assistance for healthcare and other social services. ECHOS assists in completing applications for Medicaid/CHIP Perinatal programs, Children's Medicaid/CHIP programs, Harris Health System Financial Assistance Program ("Gold Card"), and Supplemental Nutrition Assistance Program (SNAP).
  - **Housing Stability Programs:** Financial Assistance/Rental Assistance-Housing Stability and Eviction Prevention Programs. These programs include case management, referrals

and linkage to other social services to assist in eliminating the barriers our families face as they work towards resiliency and self-sufficiency.

- **Food Pantry:** In Harris County, 29% of children live with food insecurity. 43% of the individuals fed in the ECHOS Food Pantry are children under 18 years old. Harris County is the second highest of children living with food insecurity in the nation.
  - Recognizing hunger as an ongoing condition in the households served at ECHOS, we have a weekly food distribution to provide for around 300 families each week.
- **On-site medical services from nonprofit providers:** ECHOS leverages its relationship with nonprofit providers to build a healthy continuum of care for our clients by providing a safe, central location for the following much-needed services:
  - Texas Children's Hospital immunizations, well-child and sports physicals, and sick childcare.
  - COVID vaccines through Memorial Hermann.
  - The Rose provides mammograms.

**E. Organization Data** – ECHOS' current budget is approximately \$1.8 million. An 18-member Board of Directors charged with setting overall organizational policy governs ECHOS. ECHOS' Executive Director reports directly to the Board. About 90% of ECHOS expenses are direct program expenses.

### III. Accounting Systems, Cost Allocations and Requirements

- A. Accounting Staffing and Consulting Structure** – ECHOS uses an accounting consulting model. ECHOS has two key staff who coordinate and review transactions and financial statements. ECHOS shares usage of its QuickBooks with its contracted firm. All transactions are entered and bank accounts are reconciled by our contracted firm. Federal program activity is reviewed by our who records the activity using journal entries.
- B. Fiscal Year, Accounting Method, and Standards** – ECHOS' accounting structure is carefully built, focusing on properly coding/recording accounting transactions: Bank Account, General Ledger Account, Class, Grantor, Grant Item, Customer Types and Vendor Types. ECHOS takes fiscal transparency seriously, has had successful financial audits and two single audits. ECHOS staff pay attention to details and have developed forms for coding revenue and expense before submitting them to the contract accounting firm. Full effort should be given to code every transaction following the planned structure.

ECHOS utilizes QuickBooks Online and Quickbooks Timekeeper. The Contractor is expected to review the reports and spreadsheets from the scan file and properly record the activity. All time is recorded and allocated by the employee following time actually spent on work in a particular program area. To avoid extensive adjusting entries for payroll, ECHOS has adopted a business model whereby employees are required to document all of their time by class/program in TimeKeeper. The selected Contractor is expected to coordinate to ensure imports are successful and that the coding maintains alignment with ECHOS' Quickbooks. The selected Contractor will work with the selected audit firm to ensure maximum communication, accurate operating financials and minimal adjustments. Communication and coordination with staff and other consultants is an essential function

as a nonprofit entity, ECHOS follows the accounting and reporting requirements of FASB ASU Topic 578. ECHOS currently utilizes an Unrestricted Fund and a Restricted Fund. Project-level accounting is maintained to budget and account for ECHOS' multiple funding streams. Accounting records are maintained on an accrual basis. ECHOS' fiscal year ends on December 31. Some government contracts are in place, and companies should bid a Single Audit as well.

- C. Internal Reporting** – Monthly financial statements are prepared in-house for presentation to the Board. Additional financial reports are generated throughout the year for management and reporting purposes and in response to the requests and requirements of ECHOS' various funding sources.
- D. Cost Allocations** – Expenses associated with specific projects or grants are recognized to that specific area when incurred. The general operating expenses are recorded among the funding areas based on the allocation methodology outlined in the Annual Operating Budget.
- E. Accounting Systems** – ECHOS currently utilizes QuickBooks Online as its primary accounting system and utilizes a contract with an accounting firm to reconcile operating and federal accounts, process payments and provide technical assistance and specialized reports via QuickBooks.

#### **IV. Scope of Work**

- A. Services to be provided** – The services to be provided under this request are:
- Completion of the annual audit for the fiscal year ending December 31, 2023, with the potential of being extended up to four (4) years. Contract may be renewed for subsequent time periods by mutual written agreement not to exceed four (4) years.
  - Preparation of the annual financial statements, including a statement of functional expenses.
  - An estimate of what a Single Audit report would cost for the same period(s).
  - Provision of 10 copies of the bound audit report upon completion.
  - Assistance as needed in answering questions from funders and Board members regarding the financial statements.
  - As part of the audit review process, it is ECHOS' policy that the audit cannot be approved until any audit adjustments are entered and there is verification that the audited financial statements match our internal accounting system.
  - Completion of Federal Form 990, Exempt Organization Tax Return with the potential of being extended up to four (4) years. Contract may be renewed for subsequent time periods by mutual written agreement not to exceed four (4) years.
  - It is ECHOS' policy to have all Board of Directors, officers and key staff review the 990 prior to filing and the timeline should accommodate this review process.
- B. Audit & 990 Timeline** – The successful proposer is expected to meet the following target timetable for the annual audit:
- Begin Audit by the end of March each year.
  - Complete audit on or before the first week of May of each year.

- Final draft audit will be presented to the Board of Directors at their regularly held meeting in June each year.
- Auditor will make themselves available to respond to comments or questions as needed until the audit is approved by the Board of Directors.
- File the 990 by July 31.

**C. Qualifications** – ECHOS seeks an Auditor with the following qualifications:

- The successful proposer must have demonstrable expertise in nonprofit accounting, reporting, audits.
- The successful proposer must be recently engaged for audit services for at least three nonprofit organizations, at least two of which must have annual budgets in excess of \$800,000 and provide reference contacts for those clients.
- The successful proposer must have a fully staffed and fully functional local office with at least one firm partner on site who can make decisions and commitments on behalf of the firm.
- The successful proposer shall have experience with Single Audits such as:
  - U.S. Department of Urban Development (HUD) CFDA 14.231
  - Federal Emergency Management Agency (FEMA) 97.024
  - Department of Labor (DOL) CFDA 17.259
  - Department of Treasury (Treasury) CFDA 21.023 V. Proposal Content

**V. Proposal Contents**

**A. The Firm**

- Provide a brief description of the firm, including years in business and primary activities.
- Address qualifications as described in the paragraph above (Section IV.C.).
- Specify the nonprofit engagements recently being completed by the firm for nonprofits with annual budgets of approximately \$1,800,000.
- Describe the number and levels of the employees who would typically be assigned to an engagement of this scope.
- Outline how staff continuity and management oversight will be maintained.
- References, as described above, may be included in the proposal or as an attachment.
- Describe any related services and resources offered by your firm in the area of nonprofit accounting and reporting.

**B. Scheduling and Staffing**

- Identify the engagement team that you propose to assign to this engagement.
- Include brief résumés or bios showing the qualifications and experience of partners, managers, and seniors.
- Comment on the approach you will use to initialize the audit and any special start-up costs included in your proposal.
- Indicate your acceptance of the fiscal year-end schedule described in Section IV.B. above and the steps you would take to ensure these timelines are met.
- Describe the types and amount of assistance you would require from ECHOS staff to successfully complete the engagement.

- Given the small ECHOS accounting staff and their continuing workload, describe how you would manage needs for information and data to minimize overlapping and duplicate requests.

**C. Fees**

- Provide information regarding your total proposed fees for this engagement as well as a break out of fees by the task to be performed in a table like the one below:

Fees	Est. monthly Hours	2023	2024	2025	2026	2027
Audit/ Financial Statement Preparation						
Completion of Form 990						
Single Audit, if needed						
Deduct Pro-bono hours, as applicable						
<b>Total Less Pro Bono (Net Quote)</b>						

- Include hourly rates for each category of staff assigned and estimated number of hours required to complete each task.
  - Please describe all fees in your proposal.** ECHOS’ contracts are “to completion not to exceed” contracts. Hence, proposals must be inclusive of all costs including any miscellaneous expenses the contractor may reasonably expect to incur including but not limited to copying, travel, etc.
  - Please quote costs for each year 2023, 2024, 2025, 2026 and 2027** for the following: 1) audit/financial statement preparation, 2) completion of IRS Form 990, and 3) a single audit including approximately three government sources should ECHOS meet the A133 threshold.
- Describe the process by which you would oversee timelines and milestones to ensure unexpected contract amendments are minimized. Please note that any changes to the contract may require contract amendment and review by the ECHOS Board of Directors.
- Explain your firm's policy covering staff availability for technical advice and counsel during the non-audit portion of the year. If these services would be billed at special rates (or as an in-kind donation), please detail such rates. In-kind donations of professional services are encouraged.

**VI. Proposal Format**

Type Size – Please submit proposals in a readable standard 12 pt. type style.

- A. Cover Sheet** – Four-page Cover Sheet (pages 8-11) should be included at front of submission.
- B. Cover Letter and Signature** – A cover letter with an authorized signature(s) should be submitted. This letter may also contain a brief executive summary of the proposal at the proposer's option.

- C. **Length** – The body of the proposal, including Fee Chart, should not exceed 10 pages. References can be included as an attachment beyond the 10 pages. Cover Sheet and Cover Letter do not count in the 10 pages.
- D. **Completeness** – All topics should be completely and concisely addressed in the order they are outlined above.
- E. **References** – References from three other nonprofit organizations at least two of which have annual budgets above \$800,000 may be included in the text of the proposal or as an attachment. A name, title, organization name, email address and phone number are required for each reference. Can be an attachment beyond the 10 pages.

## VII. Submission

- A. One complete proposal must be submitted by email to [jfernelius@EchosHouston.org](mailto:jfernelius@EchosHouston.org) before the deadline. A single PDF is preferred.
- B. **Assistance** – ECHOS will not provide assistance to any Contractor in the preparation of a quote, but will, however, entertain questions through **September 22, 2023, at 12:00 PM.** solely for the purpose of clarification of any instruction contained in this request. Please direct questions to Jennifer Fernelius, Procurement Director at [jfernelius@echoshouston.org](mailto:jfernelius@echoshouston.org) or 713-270-0369 ext. 105. Email is the preferred format. Questions will not be accepted thereafter.

## VIII. Evaluation of Proposals

**Proposals will be evaluated on the following criteria (in no particular order of importance):**

- Demonstrated expertise and experience in nonprofit accounting and audits
- Degree to which requested information is addressed
- Overall quality of the proposal
- Financial terms
- Other criteria as may be established by ECHOS

## IX. Conditions

- A. **Modification** – Proposers may modify proposals that have already been received by providing a written modification to ECHOS. However, no proposal may be modified after the deadline for submission.
- B. **Assistance** – ECHOS will not provide assistance to any Contractor in the preparation of a quote, but will, however, entertain questions through September 22, 2023, at 12:00 PM solely for the purpose of clarification of any instruction contained in this request. Please direct questions to Jennifer Fernelius, Procurement Director at [jfernelius@EchosHouston.org](mailto:jfernelius@EchosHouston.org) or 713-270-0369 ext. 105. Email is the preferred format. Questions will not be accepted thereafter.
- C. **Sole Discretion of ECHOS** – ECHOS may accept or reject any or all responses under this request at its sole discretion. If a contract is awarded, it will be awarded to the

responsible firm(s) whose qualifications, price and other factors are deemed most advantageous to ECHOS.

- D. Proposal is not a Contract** – This Request is not a contract and does not obligate ECHOS to pay for costs incurred by any proposer in connection with its proposal. Furthermore, ECHOS is not obligated to contract with any proposer. ECHOS reserves the right to engage none, all, or any portion of any proposed services. ECHOS may negotiate a contract with a proposer as a result of this request and that contract may or may not conform to the requirements of this request at the ECHOS’ sole discretion.
- E. Modification by ECHOS** – ECHOS may change any part of this request at any time prior to the submission deadline. Such modification will be provided to all potential proposers who have obtained this RFP.
- F. Public Information** – Materials submitted to ECHOS as a part of this proposal are considered public information unless noted in the proposal as trade secret or proprietary information. Materials submitted to ECHOS as a part of this proposal become the property of ECHOS upon submission. ECHOS is not responsible for the return of creative examples of work submitted.
- G. No Undue Influence**
  - a. No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a proposal under this Request may have any contact outside of the formal review process with any employee of or any member of the ECHOS’ Board of Directors for purposes of discussing or lobbying on behalf of proposer's proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. ECHOS will reject proposals of those proposers who violate this condition.
  - b. No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a proposal under this Request may offer any favor, gratuity, inducement, or anything of monetary value to any employee of the ECHOS, or any member of the ECHOS’ Board of Directors for purposes of influencing the evaluation of a proposal submitted under this Request. ECHOS will reject proposals of those proposers who violate this condition.

### **XIII. Conditions for Submission of Proposal**

- Epiphany Community Health Outreach Services may ask proposers to send a representative for an oral interview before approval of a proposal. ECHOS will not be liable for the costs incurred by the proposer in connection with such interview.



**ECHOS Professional Audit and 990 Services  
RFP Proposal Cover Sheet**

Organization (Offeror) Name and Address	Proposal Contact
Phone Number	RFP: <b>Professional Audit and 990 (PA1)</b>
Email Address	EIN OR TAX ID Number
Cage Code (if applicable)	Annual Budget
Unique Entity ID (if applicable)	# of Employees
<p>Name &amp; Title of Certifying Representative. Note: “Certifying Representative” means the individual who may legally submit proposals for the agency and enter into agreements (e.g., the Chairman of the Board of a social service agency). You may identify a different contact person.</p> <p>Name: _____ Title: _____</p>	

I hereby certify that all information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate to the best of my knowledge.

Signature of Certifying Representative	Date
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The undersigned, as Proposer, certifies that the Proposer has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in connection with this contract. The Proposer certifies they have not and will not participate in the development, review, and/or selection process.

Proposal Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ECHOS Professional Audit and 990 Services  
RFP Proposal Cover Sheet (Continued)**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS**

The undersigned certifies, to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal agency or ECHOS;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with the commission of any of the offenses enumerated in paragraph (b) above;
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default; and
- (e) Will submit to ECHOS information about each proceeding that occurs during this Contract Term or during the recordkeeping period that:
  - (1) Is in connection with this award;
  - (2) Reached its final disposition during the most recent five-year period; and
  - (3) Is one of the following:
    - i. A criminal proceeding that resulted in a conviction, as defined below;
    - ii. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
    - iii. An administrative proceeding, as defined below, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damage in excess of \$100,000; or
    - iv. Any other criminal, civil, or administrative proceeding if:
      - 1. It could have led to an outcome described in this section (e) paragraph (3), items (i) – (iii) of this award term and condition;
      - 2. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
      - 3. The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.
  - (4) For purposes of section (e) of this certification the following definitions apply:
    - i. An “administrative proceeding” means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals

proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

- ii. A “conviction,” for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

Where the undersigned Contractor is unable to certify to any of the statements in this certification, such Contractor shall attach an explanation of why it cannot provide said certification to this Contract.

The undersigned Contractor further agrees and certifies that it will include the below clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Subcontracts/Lower Tier Covered Transaction,” without modification, in all subcontracts and in all solicitations for subcontracts:

**“CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – SUBCONTRACTS/ LOWER TIER COVERED TRANSACTIONS”**

- (1) The prospective lower-tier participant/subcontractor certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal agency or ECHOS.*
- (2) Where the prospective lower tier participant/subcontractor is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.*

**LOWER TIER PARTICIPANT/ SUBCONTRACTOR:**

Entity Legal Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

This certification is a material representation of fact upon which reliance is placed when ECHOS awards the contract. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to any other remedies available to the Federal Government, ECHOS may terminate this Contract for cause or default.

**CONTRACTOR:**

Entity Legal Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_