OVERVIEW:

The Alabama Coalition Against Domestic Violence (ACADV) is a 501(c)(3) organization that incorporated in 1988 in Alabama. ACADV’s mission is to assist and educate various coalitions (mostly state) who serve domestic violence victims.

The Alabama Coalition Against Domestic Violence is a 501(c)(3) nonprofit agency representing domestic violence throughout the state. Annual revenues are between $1 million and $2 million per year. The organization is membership-based and has 16 members statewide. The organization has a September 30 fiscal year-end, with a requirement to file an audited financial statement with the bank and general membership by September 30 of each year.

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

SCOPE OF WORK:

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

- Audit of the financial statements of ACADV for the year ending September 31, 2019.

TENTATIVE 2019 AUDIT TIMELINE:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>September 31, 2019</td>
<td>Fiscal year ends</td>
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<tr>
<td>April 3, 2020</td>
<td>Preliminary financial reports available to auditors</td>
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<tr>
<td>May 4-22, 2020</td>
<td>Time available for fieldwork</td>
</tr>
<tr>
<td>June 12, 2020</td>
<td>Issue draft audited financial statements to the Board</td>
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<tr>
<td>June 26, 2020</td>
<td>Issue final audited financial statements to ACADV</td>
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<tr>
<td>June (date TBD)</td>
<td>Presentation of audited statements to the Board</td>
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HOW TO SUBMIT PROPOSAL:

In order for ACADV 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.

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 ACADV may contact for references, which are similar in size, nature and complexity to ACADV;
   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).
   f. continuity from year to year of members of your firm’s audit team

III. Resumes of the key staff that will perform the ACADV 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 ACADV and payment terms;
V. Any other information which you consider relevant to your firm's proposal and ACADV'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 March 13, 2020** to:

Ms. Jawandalyn Brooks  
Executive Director  
jawandalyn@acadv.org

**GENERAL CONDITIONS:**

Acceptance of a proposal neither commits ACADV 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 interest. 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 ACADV.

**AUTHORIZATION:**

This request for proposal is authorized for release by:

Jawandalyn Brooks  
Executive Director  
Alabama Coalition Against Domestic Violence