



**Date:** December 12, 2019  
**To:** RFP Recipients  
**From:** Mr. Anthony Segarra, BEOF  
**Subject:** Request for Proposal for CPA

Dear Sir or Madam,

Bayonne Economic Opportunity Foundation is currently accepting proposals from CPA firms to provide an Independent Auditors Report and tax services to our organization for our upcoming Fiscal-Yearend. We are also looking for an audit firm that could provide a significant single audit (A133) and all financials/filing. We are conducting our routine procurement procedure (3-4 years) and we invite your firm to submit a proposal to us by January 31, 2020, for consideration.

**A description of our organization, the services needed, and other pertinent information is as follows:**

Bayonne Economic Opportunity Foundation is a 501(c)(3) organization. Annual revenues are between \$4 million and \$5 million per year and the organization employs 65 people in six locations. The organization serves approximately 73,000+ clients through the City of Bayonne, NJ and Hudson County annually. BEOF has a January 31 fiscal year end with a requirement to file an audited financial statement and report to our Board of Directors by May 15 of each year.

**Services to Be Performed:**

Your proposal is expected to cover the following services:

1. An annual audit in accordance with Auditing Standards General Accepted in the United States of America and standard applicable to financial audits contained in Government Auditing Standards, and a single A133 for our Head Start Program to be completed in compliance with the above filing requirement as well as meetings with the audit committee and/or Board of Directors, as necessary;
2. Federal Data Collection updates and filing;
3. Tax filings for the organization;
4. Prepare and finalize fiscal financial statements as required and in accordance with Accounting Principals General Accepted in the United States of America, and supplemental information as required by CFR Part 200.

**Key Personnel:**

Following are key contacts for information you may seek in preparing your proposal:

- Mrs. Samantha Howard, BEOF Executive Director: (201) 437-7222 or Showard@beof.org

- Mr. Anthony Segarra, Chief Financial Officer (CFO): (201) 437-7222 or ASegarra@beof.org

Requests for additional information, visits to our site, review of prior financial statements and tax returns, and/or appointments with the Executive Director or CFO could be coordinated upon request.

You may reach the appropriate personnel at the number listed above. Please return the completed proposal to my attention at the above address.

**Within one's response to this Request for Proposal, BEOF requests the following information:**

1. Detail of your firm's experience in providing auditing and tax services to companies in the not-for-profit sector as well as associations of a comparable size to the BEOF Organization;
2. Provide information on whether you service to any related industries, association(s) or group(s).

**CPA Services:**

3. Discuss the firm's independence with respect to BEOF;
4. Discuss commitments you will make to staff continuity including your staff turnover experience in the last three years;
5. Identify the five largest clients your firm (or office) has lost in the past three years, if any, and the reasons why. Also, discuss any instance(s) where loss of the client was due to an unresolved auditing or accounting matter as well as the process taken to resolve the issue(s);
6. Identify the partner, manager, and accountant in charge who will be assigned to our job if you are successful in your bid. Please provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or any other regulatory authority, if any. Indicate any corrective action plans that have been taken by the firm with respect to these individuals.
7. Describe how your firm will approach the audit of the BEOF organization, 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. Finally, discuss the communication process used by the firm to discuss issues with the management and audit committees of the board.
8. Set forth your fee proposal for the 2020 audit including whatever guarantees can be given regarding increases in future years. Provide your proposed fee for the required review work, tax preparation and financial statements for our Fiscal Year.
9. Furnish standard billing rates for classes of professional personnel for each of the last three years.

10. Provide the names and contact information for other, similarly sized clients of the partner and manager that will be assigned to our organization for reference purposes.
11. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our independent accountant is the best decision we could make.
12. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.

**Evaluation of Proposals:**

BEOF will evaluate proposals on a qualitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

Please submit your response to this request for proposal by January 31<sup>th</sup>, 2020.

We would also appreciate a response if you decline to submit a proposal. Thank you.

Sincerely,

Anthony Segarra  
Chief Financial Officer

Our recent financial statements and Form 990 can be viewed on our website under financials @ [www.beof.org](http://www.beof.org)