January 23, 2017

Tarrant County Homeless Coalition (TCHC) invites qualified individuals and firms to submit a proposal for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with the 2016 fiscal year ending with 2018. Our organization requires a federal single audit. The audit of TCHC’s financial statements must be performed in accordance with generally accepted auditing standards.

TCHC is a 501(c)(3) organization. TCHC leads, coordinates and develops strategies and resources to end homelessness in Tarrant and Parker Counties. TCHC is the lead agency and collaborative applicant for the Fort Worth / Arlington / Tarrant County Continuum of Care (CoC). Programs include management of the Homeless Management Information System for the CoC, serving as the collaborative applicant and lead agency, and administration of the Direct Client Service Fund.

TCHC serves the CoC with funding from grants, contracts, and fees. We receive federal funding from the U.S. Department of Housing and Urban Development in excess of $1M annually. We have 14 employees located in 1 office. Our annual revenue has averaged $1.6M for the past two years.

TCHC requires the following services:

1. Annual financial statement audit

2. Federal Single Audit, including OMB submission

3. Preparation of IRS form 990

4. Management letter

All of the above must be completed within 6 months the end of each fiscal year, in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, TCHC requires that a representative from the audit firm attend a Board of Directors meeting to discuss a draft version of the audited financial statements and related reports.

All proposals must include:

a) Evidence of the firm’s qualifications to provide the above services;

b) Background and experience in auditing nonprofit clients;

c) The size and organizational structure of the auditor’s firm;

d) Statement of the firm’s understanding of work to be performed, including tax and non-audit services;

f) A proposed timeline for fieldwork and final reporting;

g) Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;

h) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;

i) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.

j) 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; and

k) References and contact information from at least XX comparable nonprofit audit clients.

Your proposal must be received by February 28, 2017**.** Send your proposal to:

Otis Thornton, Executive Director

Tarrant County Homeless Coalition

1201 E. 13th Street

Fort Worth, TX 76102

The Board of Directors will review all proposals at their Marchmeeting and make a recommendation regarding the choice of auditors.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact TCHC by email at [tchc@ahomewithhope.org](mailto:tchc@ahomewithhope.org).