



Request for Proposals (RFP)

Single Audit Services

FYE 2022 through 2024

Due August 19, 2022

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1. Introduction

[Alpha Project for the Homeless \(ALPHA PROJECT\)](#) is a non-profit 501(c)(3) human services organization that serves over 4,000 men, women, and children. Alpha Project's mission is to empower individuals, families, and communities by providing work, recovery, and support services to people motivated to change their lives and achieve self-sufficiency. The agency's many programs are available to all persons in need regardless of race, creed, color, ethnicity, national origin, religion, gender, or sexual orientation.

Founded in 1986 as an employment program for homeless individuals, today Alpha Project operates over a dozen programs serving thousands of people annually. The agency offers shelters, supportive housing, rapid rehousing, a residential treatment program, outreach services, transitional employment, food programs, and has created over 800 units of affordable rental housing.

Under this Request for Proposals (RFP), Alpha Project is requesting proposals from certified public accountants to audit the financial statements and records of Alpha Project as required by the provisions of Section 6505 of the California Government Code and the Single Audit Act Amendments of 1996. The individual or firm selected will perform financial audits in compliance with Title 2 of the Code of Federal Regulations Part 200 (2 CFR 200) Sub Part F Audit Requirements for Fiscal Years ending June 30, 2021, 2022, and 2023. The audit reports must be issued by February 15 of each year subsequent to the year being audited. A copy of the most recent audit report, including financial statements, can be found at: https://www.alphaproject.org/images/pdf/Financial_Statements_2020-2021.pdf.

Alpha Project uses the modified accrual basis of accounting, and processes transactions and generates financial statements through the Sage 100 Non-Profit fund accounting system. Alpha Project will prepare draft financial statements (Balance Sheet, Consolidated and Combining Statement of Revenue and Expenditures) before the commencement of audit fieldwork.

2. Qualifications

Proposers must be independent public accountants or CPA firms licensed by the State of California and must propose personnel who will perform the services in compliance with the Government Auditing Standards issued by the U.S. General Accounting Office, including GASB 34, and 2 CFR 200 Sub Part F, Audit Requirements. Proposing organizations must collectively possess the academic disciplines and audit experience to complete this project successfully.

Alpha Project encourages small businesses, minority-owned firms, and women's business enterprises to respond to procurement requests, including audit services as stated in [§ 200.321](#), or the FAR ([48 CFR part 42](#)), as applicable.

3. Project Specifications

All proposals must include each of the following, in the prescribed format and order:

1. A cover page identifying the firm name and address and the contact information (name, telephone number, email address) of the person authorized to represent the Proposer.
2. A detailed work plan identifying the Proposer's approach to be used to complete the audits. The work plan must be sufficiently detailed to allow ALPHA PROJECT to determine whether the Proposer has a good understanding of the audit requirements.
3. At least three references plus a complete roster that includes any ongoing or completed engagements for OMB A-133 compliance audits within the last three years, including:

- a) Date service began/ended or continued service.
- b) Name, address, telephone number, and email address clients.
4. A "Schedule of Audit Costs" for each of the three years, identifying the Proposer's personnel and subcontract personnel, if any, to be assigned to the project and the maximum total cost to complete the project.

This schedule must include the number of hours by person of the personnel participating in the audit, and the cost by job classification using set hourly rates. Other expenses (in addition to the hourly personnel costs) that will be incurred and billed must be specifically identified and included in the total cost of completing the project.

5. A Personnel Section including:
 - a) A list/chart identifying the Partner, Senior Manager, and Supervisory Personnel, and other key individuals to be updated as staffing changes occur. A work experience summary and/or resume for each key individual identified above.
 - b) A description of the minimum qualifications for the professional staff working on the project.
6. An explanation of the Proposer's ability to provide alternative or additional personnel should such actions become necessary to complete the project in a timely manner.
7. A timetable or chart for completing audits for the three fiscal years, including dates for each of the following:
 - a) start of the project;
 - b) delivery of work schedule;
 - c) starting onsite fieldwork;
 - d) completing onsite fieldwork;
 - e) delivery of the draft report;
 - f) delivery of final report, which may include presentations at both a meeting of the Audit Committee and/or a meeting of the Board of Directors
8. A copy of the proposing firm's external quality control report.
9. A copy of the audit organization's peer review report which the auditor is required to provide under Generally Accepted Government Auditing Standards (GAGAS).
10. A statement clearly indicating whether a potential or real conflict of interest may exist.

4. Proposal Evaluation Process

The evaluation of proposals will be conducted in two phases, Threshold Review and Quality Review. The work of each phase will be done by a team composed of Alpha Project staff, consultants, or staff from other public agencies and organizations.

Threshold Review

This is a review for the satisfaction of Alpha Project threshold requirements for completeness, proposer eligibility, and project eligibility as specified below. If proposals do not meet all the requirements listed in this section, they will not be reviewed any further and will be rejected from the process. Under this RFP, the threshold review for the proposal consists of the following criteria as specified below:

- Proposals must be received no later than **5:00 PM on August 19, 2022.**
- Proposals will be reviewed for completeness. Proposals that do not include all the requested documents in Section 3 or do not meet the formatting requirements of Section 5 will be eliminated at ALPHA PROJECT's sole discretion.

ALPHA PROJECT staff will report the results of the threshold review to the ALPHA PROJECT Audit Committee. Proposers that are unsuccessful in passing threshold review may appeal to the Audit Committee of the ALPHA PROJECT as described in Section 9. Proposals that do not pass threshold will be eliminated at this stage and will not proceed to quality review.

Quality Review

Proposals that meet all threshold requirements will be submitted to a panel consisting of the Chief Financial Officer, Director of Finance, Associate Director of Finance Operations and Associate Director of Monitoring and Compliance for quality review and scoring. During the quality review an emphasis is being placed on the following criteria:

- Relevant experience and client references
- Fee structure
- Availability of staff with professional qualifications and technical abilities
- Quality of the audit work plan

Each proposal's content, responsiveness, conciseness, clarity, relevance, and strict adherence to the instructions in this RFP will be considered when scoring each category. Final scoring will be based on the proposal as submitted.

Scoring for the quality review will be based upon a maximum of 100 points in the following categories

Category	Maximum Points
Experience & Capability	45 Points
Fee Structure	30 Points
Work Plan Quality	25 Points
Total	100 Points

5. Submission and Evaluation

Please submit a PDF of your proposal in the prescribed format.

Format must be "reader friendly" to facilitate easy review. Paragraphs must be clearly distinguishable. Use of bolding where appropriate to highlight key ideas is encouraged. Proposals must be written in English.

Proposal responses must comply with the requirements detailed in this document. Proposals that are incomplete, out of order, lack required attachments, or have other content errors or deficiencies will be rejected without further consideration. Contextual changes and/or additions to the proposal after the deadline will not be accepted.

Responses will be evaluated on the thoroughness and appropriateness of the audit approach detailed in the work plan, the experience of the staff assigned to the project, and the cost of performing the audits.

The proposal must be submitted in the legal name of the corporation. Proposals must be signed by an authorized representative(s) of the proposer organization with legal authority to enter into a binding contract agreement with Alpha Project.

Proposals must be submitted in PDF format. Each page of the proposal, including exhibits, must be numbered sequentially at the bottom of the page.

6. Timeline and Milestones

Task	Date*
RFP Released	August 5, 2022
Q&A Deadline	August 12, 2022
RFP Application Deadline	August 19, 2022
RFP Response Review	August 22 – August 26, 2022
Award Announcement	August 29 - September 2, 2022

7. Question & Answer

Alpha Project is unable to provide individualized technical assistance during an open RFP. All technical assistance will be provided through the timely submission of written questions described below.

Questions will be accepted via email only at HR@alphaproject.org with the subject line, "**2022 Single Audit RFP – Q&A**" until **August 12, 2022, 5:00 PM**. Alpha Project will post written responses to all received questions on the Alpha Project website no later than three (3) business days from the date questions are due.

Proposers are responsible for checking the Alpha Project website to obtain information and responses. Any omission or error made by Proposers for this RFP or failure to obtain information posted regarding this RFP on the agency's website at <http://www.alphaproject.org/about-us/procurement> is the sole responsibility of the Proposer and is not a basis for an appeal of any adverse score or evaluation under this RFP.

8. Due Date

Proposals submitted in response to this RFP will be due in accordance with the following dates: All RFP submissions must be RECEIVED by electronic delivery to hr@alphaproject.org no later than **5:00 PM (Pacific Time), August 19, 2022**, with the subject line, "2019 Single Audit RFP." RFP submissions will not be accepted via facsimile. Electronic submission is mandatory. RFPs submitted after 5:00 PM (Pacific Time), August 19, 2022, will not be accepted.

Proposal amendments and/or addendums submitted to Alpha Project after the proposal deadline will be returned without review. However, Alpha Project reserves the right to request clarification of unclear or ambiguous statements made in the proposal.

9. Appeals

All appeals must be submitted in writing. Proposers under this RFP may only submit process appeals for each phase of the review, which are appeals based upon Alpha Project's failure to abide by its own established procedures in making funding recommendations. Appeals based on the outcome of the decision-making process will not be accepted. A disagreement with or objection to the points awarded will not be a sufficient basis for an appeal.

Threshold and Quality Appeals

After the Threshold and Quality Review phase of the Proposal Evaluation Process, Alpha Project will notify all proposers of its recommendations. Within two (2) business days after notice of recommendations, the unsuccessful proposer(s) may file an appeal in the form of a written statement specifying the grounds for appeal. The appeal shall be limited to two (2) typed pages and must clearly state the grounds on which the appeal is based. All appeals should be on proposer's letterhead and entitled "Appeal - 2022 Single Audit RFP". Please do not include cover letters with the appeal.

Threshold and Quality appeals will be presented to the Audit Committee of the Alpha Project. The Audit Committee will make a recommendation and forward its recommendations to the ALPHA PROJECT. The ALPHA PROJECT will make the final decision regarding all Process Appeals. In the situation where the Audit Committee is unable to meet, the appeals shall be presented directly to the ALPHA PROJECT.

All appeals are to be emailed timely to HR@alphaproject.org, with the subject line addressed as "Appeal - 2022 Single Audit RFP."

10. Proposal Conditions and Reservations

1. All costs of proposal preparation shall be borne by the Proposer organization. ALPHA PROJECT shall not, in any event, be liable for any pre-contractual expenses incurred by the Proposer in preparation and/or submission of the proposal. The Proposer shall not include any such expenses as part of the budget in the proposal.
2. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in the RFP.
3. Submission of a proposal shall constitute a firm and fixed offer to ALPHA PROJECT that will remain open and valid for a minimum of 90 days from the application submission deadline. The proposal should always include the Proposer's best terms and conditions.
4. The proposal must set forth full, accurate, and complete information as required by this RFP. No changes or additions are allowed after the proposal deadline.
5. ALPHA PROJECT cannot certify, license or endorse grant writers. Proposers are free to select any grant writer. The responsibility for the performance of the grant writer rests with the Proposer.
6. Responses to this RFP become the exclusive property of ALPHA PROJECT. All proposals will be considered public documents, subject to review and inspection by the public at ALPHA PROJECT's discretion, in accordance with the California Public Records Act and other applicable laws. Exceptions will be those pages in each proposal which are designated by the Proposer as business or trade secrets and are marked as "TRADE SECRET" or "CONFIDENTIAL". ALPHA PROJECT shall not in any way be liable or responsible for the disclosure of any such records, including, but not limited to, those so marked if the disclosure is deemed to be required by law or by court order. Selection or rejection of a proposal does not affect these rights.
7. ALPHA PROJECT reserves the right to communicate in writing with proposers, funders and/or organizations associated with the Proposer to obtain additional clarification of design of program, or Proposer fiscal and programmatic capacities, and to utilize this information in the evaluation process.
8. ALPHA PROJECT reserves the right to conduct site visits of all proposing agencies if applicable.

9. ALPHA PROJECT reserves the right to extend the RFP submission deadline should such action be in the best interest of ALPHA PROJECT. Proposers may revise and re-submit their proposal in the event the deadline is extended.
10. ALPHA PROJECT reserves the sole right to reject any or all proposals received in response to this RFP if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFP, or is not in the best interest of ALPHA PROJECT.
11. ALPHA PROJECT reserves the right to withdraw this RFP at any time without prior notice. Further, ALPHA PROJECT makes no representation that any contract will be awarded to any Proposer responding to this RFP. ALPHA PROJECT reserves the right to reject any or all submissions.
12. ALPHA PROJECT reserves the right to negotiate services and costs with Proposers, including revision of program design as necessary to better meet ALPHA PROJECT, the City of San Diego, County of San Diego, or HUD requirements.
13. A Proposer shall not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with ALPHA PROJECT or any other funding source, a contract suspension, a termination for cause by ALPHA PROJECT or any other funding source, or outstanding financial obligations with ALPHA PROJECT that have not been adequately resolved with ALPHA PROJECT or any other funding source. In the event that the Proposer has any contract(s) with ALPHA PROJECT suspended or terminated, it shall not be eligible for funding under any RFP released by ALPHA PROJECT for a period of five (5) years starting from the effective date of suspension or termination.
14. If a Proposer is new and has not had a contract with ALPHA PROJECT for a period of five (5) years then the organization may be subject to 100% documentation review and quarterly Monitoring visits.
15. If an agency has been involved in the Remedial Action process as a result of contract noncompliance with ALPHA PROJECT within the last fifteen (15) years, award will be conditioned upon the agency showing that they have sufficient programmatic and fiscal capacity or finding another ALPHA PROJECT Contractor in good standing that is willing to serve as a lead agent to administer the ALPHA PROJECT contract.
16. Willful misstatements of information will result in non-recommendation for funding, regardless of the merits of the proposal submitted.
17. If the proposal(s) received are deemed non-responsive or not qualified as determined by ALPHA PROJECT, ALPHA PROJECT reserves the right to re-issue an RFP, execute a sole-source contract with a vendor, or otherwise ensure that services are provided by other means in a manner consistent with the program requirements.
18. The Proposer must be in compliance with applicable civil rights laws and Executive Orders. There must be no outstanding findings of noncompliance with civil rights statutes, Executive Orders, or regulations, unresolved secretarial charge of discrimination issued under the Fair Housing Act, no adjudications of civil rights violations on a civil action or deferral of processing of proposals from the sponsor imposed by HUD.
19. The Proposer shall be ineligible to receive funding under this RFP if any officer or employee of the Proposer who would be involved in the administration of grant funds has been debarred by any

government agency or has been convicted of a criminal offense related to the administration of funds or any member of its executive management, key staff, or any officers of its Board of Directors is or has been involved in any litigation or other legal matter that compromises the organization's ability to carry out the project as awarded.

20. ALPHA PROJECT reserves the right to fund all or a portion of a proposal and/or request that a Proposer collaborates with another in the provision of a specific service if it is in the best interest of ALPHA PROJECT, the City of San Diego, the County of San Diego, or HUD.

21. ALPHA PROJECT reserves the right to waive minor technical deficiencies or any informality in a submitted proposal.

22. Proposals may be withdrawn by written request of the authorized signatory on provider letterhead at any time prior to ALPHA PROJECT's final recommendation for funding.

23. ALPHA PROJECT reserves the right to deny funding a proposal for a new project, if the request is made by a current recipient that is found to have significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing grants.

24. If a Proposer declines to implement the project or changes significant project specifications which are deemed relevant to the basis on which the award was granted thereby negating the funding award after the ALPHA PROJECT approves funding award(s) under a ALPHA PROJECT competitive process, said provider shall not be eligible to apply for any other new project funding for a period of one year from the time of notice. Changes to significant project specifications include, but are not limited to, a change in the Service Planning Area in which the project is located or a change in the target population which the project serves. ALPHA PROJECT may exempt a provider from this policy if it is deemed that the circumstances that facilitated the refusal to implement the project or change to significant project specifications was out of the reasonable control of the provider.

25. It is improper for any officer, employee or agent of ALPHA PROJECT to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer's provision of the consideration may secure more favorable treatment for the Proposer in the award of the contract or that the Proposer's failure to provide such consideration may negatively affect the ALPHA PROJECT's consideration of the Proposer's submission. A Proposer shall not offer or give, either directly or through an intermediary, consideration, in any form, to an officer, employee or agent of ALPHA PROJECT for the purpose of securing favorable treatment with respect to the award of the contract. A Proposer shall immediately report any attempt by an officer, employee or agent of ALPHA PROJECT to solicit such improper consideration. Failure to report such a solicitation may result in the Proposer's submission being eliminated from consideration. Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

26. Upon the request of ALPHA PROJECT, a Proposer whose bid is under consideration for the award of the contract shall provide ALPHA PROJECT with written authorization to request a credit report from a reputable credit agency to gain satisfactory evidence of the Proposer's financial background, stability and condition.

27. Notwithstanding a recommendation of a department, agency, individual, or other, the ALPHA PROJECT retains the right to exercise the final decision concerning the selection of a proposal and the terms of any resultant Agreement and to determine which proposal best serves the interests of ALPHA PROJECT.

28. A bid or proposal containing conditions or limitations regarding the basic program design or operation of the proposed program that is not in alignment with the requirements of the RFP may be rejected by Alpha Project at its sole discretion.

11. Contract Conditions

Contractors will be required to comply with conditions set forth by ALPHA PROJECT, the County of San Diego, the City of San Diego and/or the U. S. Department of Housing and Urban Development (HUD), hereafter referred to as "Funders". These conditions may include, but are not limited to the following:

1. The initial recommendation for funding should not be construed as a finding that the proposed program complies with all requirements and conditions for a contract. ALPHA PROJECT reserves the right to fund all or a portion of a proposal and/or request that a Proposer collaborate with another in the provision of a specific service if it is in the best interest of ALPHA PROJECT. A funding recommendation or offer to contract may be withdrawn upon failure of reasonable attempts to negotiate an agreement.

2. Contractors shall allow representatives of Funders to inspect facilities that are used in connection with the contracts made to implement system components funded under this RFP.

3. Successful Proposers will be required to satisfy ALPHA PROJECT's and other participating provider or entity's insurance requirements. Additionally, all Proposers must comply with all contractual requirements. Contractors will name ALPHA PROJECT and the City and/or County of San Diego as additional insured on general liability, professional liability (where required), auto liability (owned and non-owned), workers' compensation, and errors and omissions policies (where required).

4. Contractors shall make available to representatives of Funders, upon reasonable notice, the fiscal records and/or client data records pertaining to the contract. Demographic information about clients will be regularly submitted to ALPHA PROJECT in a manner consistent with agreements protecting client and/or provider confidentiality rights.

5. Contractors shall comply with reasonable requests from Funders concerning promotional activities related to the system component.

6. Contractors acknowledge that, as recipients of Federal funds, they will be required to comply with Federal regulations pertaining to the use of such funds. It will be the Contractor's responsibility to ensure compliance with applicable regulations.

7. The Contract shall include standard clauses and in some cases, certifications, requiring Contractor's compliance with, but not limited to, the following regulations: non-discrimination, affirmative action, and equal opportunity; separation of church and state; Americans with Disabilities Act (ADA); conflict of interest; restrictions on lobbying; debarment; audits; rights in data; drug-free workplace; lead-based paint and Equal Benefits Ordinance.

In addition to the background checks policy, Exclusion, Debarment, and Medi-Cal Sanction (EDM) checks are required for many contracts to ensure compliance with federal and state requirements. As a contractor, Alpha Project, as well as its employees, volunteers, and sub-contractors cannot be actively listed on the General Services Administration (GSA) Excluded Parties Listing, the Office of Inspector General (OIG) List of Excluded Individuals/Entities, or the California Department of Health Care Services List of Suspended or Ineligible Providers.

8. Contractors shall maintain any applicable licenses or permits, and meet any facilities code regulations required for the system component(s) funded under the contract.
9. Contractors shall participate in information networking, training, and coordination meetings as directed by ALPHA PROJECT or other grant funding sources.
10. Contractors shall cooperate with related research and evaluation activities as directed by ALPHA PROJECT or other grant funding sources.
11. Contractors may be required to submit a Code of Conduct addressing conflict of interest requirements.
12. Contractors will ensure that an annual financial audit is performed in compliance with Title 2 of the Code of Federal Regulations Part 200 (2 C.F.R. 200 Subpart F – Audit Requirements) Subpart Audit Requirements, if it spends, in aggregate, \$750,000 or more of Federal funds per fiscal year. Contractor shall submit a copy of the audit report to ALPHA PROJECT within nine months after the end of the contractor's fiscal year.
13. Each Contractor must comply fully with all of the requirements specified in this RFP and committed to in the proposal, including program leveraging commitments, otherwise Contractor risks immediate termination of contract.
14. The responsibility for accuracy rests entirely with the Proposer. If a Proposer knowingly and willfully submits false performance or other false data, ALPHA PROJECT reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance, or false financial or other false data submitted in response to this RFP, ALPHA PROJECT reserves the right to terminate said contract immediately.
15. Contractor shall have in place an appropriate grievance procedure.
16. ALPHA PROJECT reserves the right to extend the duration of the program as well as to renegotiate the terms of the contract if an extension is granted.
17. Contractor shall be required to possess a corporate seal. In the absence of a corporate seal, a notary attestation of the Contractors signature must be provided along with the signed contract.
18. Awards are made subject to receipt of award of funds from Funders by ALPHA PROJECT. Contractor agrees that if Funders do not provide funds for program, contract will be deemed null and void. ALPHA PROJECT reserves the right to adjust funding levels based on the availability of funds and the quality of proposals received.
19. Contractors are subject to all applicable City of San Diego, County of San Diego, and/or HUD contracting requirements.
20. Contractors shall be required to submit to ALPHA PROJECT, or its designee, periodic status reports, including program expenditures, progress reports and recipient information. Failure to do so may result in termination of the contract.
21. The Agreement between ALPHA PROJECT and its funders may be incorporated by reference into all contracts between ALPHA PROJECT and the contracting agencies.

22. Contractors acknowledge that ALPHA PROJECT funds are not meant to replace or supplant other local sources of funding.

23. The Proposer is hereby notified that, in accordance with ALPHA PROJECT Rules and Regulations implementing the Contractor Responsibility Ordinance, ALPHA PROJECT may debar the Proposer from bidding on ALPHA PROJECT contracts for a period of five (5) years, if the ALPHA PROJECT finds, in its discretion, that the Proposer does not possess the necessary quality, fitness, or capacity to perform work on ALPHA PROJECT contracts.

24. Contractor shall have in place appropriate policies and procedures adhering to ADA requirements.

25. ALPHA PROJECT reserves the right to terminate contracts awarded under this RFP if the Contractor is unable to commence services within one (1) months of the effective date of the contract. If a contract is terminated under these conditions, ALPHA PROJECT may award the de-obligated funding to remaining Proposers who submitted proposals under the RFP and received fundable scores.

The following contract conditions apply to projects that include funding from HUD:

26. Contractors agree that in the event the measurable goals/objectives fall below standard of successful performance measures as specified in the technical submission, ALPHA PROJECT may suspend any future annual funding of the system component. Specific benchmarks of accomplishment will be included in the contract.