



**Humane Society of Williamson County
(HSWC)**

Request for Proposal

Independent Audit Services and Tax Filing Services

Proposal Due:

September 24, 2010

Return Proposals to:

Humane Society of Williamson County
Attn: Janet Ott, Board of Director Treasurer
Via email at: jott@hswc.net

Telephone: (512) 260-3602

Proposal for Annual Financial Auditing Services and IRS Tax Filings for
the next three years 2010 - 2012

The Humane Society of Williamson County invites proposals for furnishing auditing services for the Annual Financial Audit and all necessary IRS Tax Filings for next three calendar years 2010, 2011, 2012. The annual audit proposed shall be made in accordance with auditing standards generally accepted in the United States of America.

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A. Request for Proposal (RFP) Time Line

Task	Responsibility	Date
1. Issue RFP	Finance Committee	August 25, 2010
2. HSWC available for clarifying questions on RFP	Janet Ott, via email at jott@hswc.net or by phone (512) 310-2764	August 26 to Sept 15
3. Submit Audit Proposals	Audit Firm	September 24, 2010 by 5:00 p.m.
4. Auditor Presentation to Finance Committee— Selected Short List	Audit Firm/Finance Committee	TBD week of October 4, 2010
5. Recommend Audit Firm to BOD for Approval	Finance Committee	November 9, 2010
6. Begin 2010 Audit	Audit Firm/Executive Director	No later than Feb 15, 2011

B. Proposal Guideline

1. Request for Proposal

The Humane Society of Williamson County requests proposals for performance of an independent annual audit and all necessary IRS Tax Filings for the organization for the next three calendar years 2010, 2011, 2012.

This RFP, evaluation of responses, and the award of any resultant contract shall be made utilizing best value analysis as determined by the HSWC Board of Director's Finance Committee and approved by the full Board of Directors.

A submitted proposal shall be an irrevocable offer for ninety (90) days after the date set for the opening of proposals, until accepted or rejected.

2. Scope of Audit

The scope of work will include the audit of the statement of financial position of Humane Society of Williamson County as of December 31 and the related statements of activities, functional expenses, and cash flows for the year. The Audit shall be made in accordance with auditing standards generally accepted in the United States of America.

The Audit Firm would be expected to attend meetings to present the annual audit to the Finance Committee and Full Board of Directors.

3. Scope of Tax Filing

The scope of work will include preparing all necessary IRS form 990 and all related filings and schedules to ensure HSWC is compliant with all IRS reporting requirements excluding payroll related filings.

4. Proposal Due Date

Proposals shall be submitted to the Humane Society of Williamson County, Attn: Janet Ott, **on or before 5:00 p.m. on September 24, 2010** via email to jott@hswc.net.

The Board of Directors intends to select an Audit Firm at its regular meeting on November 9, 2010.

5. Rejection of Proposals

The Board of Directors reserves the right to reject any and all proposals, or any or all items of any proposal, or waive any irregularities of any proposal.

6. Award of Contract

No contract awarded under this Proposal shall be assigned except with express written approval of the Board of Directors. Any attempted assignment in violation of this provision shall be voidable at the option of the Board of Directors.

7. Statement of Qualifications

Audit Firms submitting proposals may furnish other information in addition to the required "Statement of Qualifications" form included with this proposal. The Board of Directors is interested in securing the services of an Audit Firm which has demonstrated a high level of auditing experience in non-profit accounting in order to provide a comprehensive and detailed audit of the organization's accounts and records. Selection will be made based on best value analysis which will include an evaluation of the entire information supplied, including the Statement of Qualifications, and not solely on the basis of lowest price.

8. Insurance Requirements

The selected Audit Firm at Firm's sole cost and expense and for the full term of the agreement or any extension with HSWC, shall obtain and maintain at least \$1,000,000 in professional liability insurance. Audit Firm agrees to provide the HSWC with a copy of said policies, certificates and/or endorsements prior to approval of an agreement.

C. Audit Operations Environment

1. HSWC Background:

Founded in 1979, the Humane Society of Williamson County (HSWC) just completed celebrating its 30th anniversary serving the pets and people in Williamson County. HSWC is a not-for-profit 501(c)(3) organization that is 100% funded by donations, grants, and fees for services. HSWC receives no government funding.

HSWC is the largest No-Kill, private non-profit animal shelter serving Williamson County. HSWC's programs and services are available to all Texas residents. Its shelter is situated on 22 acres in Williamson County, an area with a growing population and growing need for animal

welfare support.

HSWC’s **mission** is to provide innovative programs and services to eliminate pet overpopulation and to improve the lives of pets and people in Williamson County. HSWC’s **vision** is a community where every pet has a lifetime home.

In addition to operating the county’s only low cost spay/neuter clinic, the HSWC focuses its efforts on high volume adoption and pet retention programs and services. The combination of high volume adoptions, accessible and affordable spay/neuter services along with programs to help families keep their pets are the keys to building a No-Kill community.

Below is a table of key program results for the last four years along with 2010 goals

Program	2010 Goal	2009	2008	2007*	2006
Adoptions	1,800	1,574	1,213	1,528	1,963
S/N Surgeries	3,500	3,227	2,475	2,230	1,726
Vaccination Clinics	15 700 clients 1,000 pets	11 clinics 490 clients 745 pets	11 clinics 536 clients 851 pets	13 clinics 702 clients 999 pets	12 clinics 735 clients 1031 pets
Microchips(approx)	2,100	1,800	1,500	1,823	1,200

2. The HSWC facility located at 10930 E. Crystal Falls Parkway, Leander, TX 78641. Audit field work will be completed at this location.
3. Employment of approximately 17 regular full and part time employees paid through AMS Staff Leasing through August, 2010 and utilizing ADP Payroll services for September through December, 2010.
4. An annual operating budget of approximately \$700,000.
5. Accounting records are maintained in QuickBooks. Donor detailed records are maintained in Donor Perfect. Animal tracking information is maintained in Petpoint.

D. Analysis and Evaluation of Proposals

Proposals will be evaluated in accordance with the procedures contained in this section. During the evaluation, validation and selection process, the HSWC may request answers to questions or may request that the Auditor answer specific questions in writing. A presentation to the Finance Committee may be requested.

1. Elements of Evaluation of Proposals
 - a. Appropriateness and adequacy of proposed procedures
 - b. Necessity of procedures
 - c. Reasonableness of time estimates

- d. Appropriateness of assigned staff levels
 - e. Timelines of expected completion
 - f. Technical experience of the firm
 - g. Non-Profit audit experience of the firm
 - h. Qualifications of Staff
 - i. Size and structure of the firm
2. Cost factor – cost will be a significant factor when all other evaluation criteria are relatively equal; however, relative experience with non-profit audits is a major consideration.
 3. The Auditor must be a certified public accountant, properly licensed in the state of Texas.

Appendix i

Proposal Form (Required)

Submitted herewith is our proposal to perform the annual audit and all necessary tax filings for the Humane Society of Williamson County for the calendar years 2010, 2011, 2012.

We propose to conduct the Audit and submit the audit report in compliance with generally accepted accounting standards of the United States of America.

Following is a list of personnel, by classification, who will be assigned to this **Audit**, indicating the estimated number of hours for each annual audit and the rate per hour. *Note: If you anticipate hours and/or rates changing for any year, duplicate table and complete for each year.*

Classification	Hours	Rate	Total Cost	# of Years Auditing / # Years Non-Profit Auditing
Partner				
Manager				
Senior Auditor				
Junior Auditor				
Other (explain)				
Total				

Following is a list of personnel, by classification, who will be assigned to complete all necessary **Tax Filings**, indicating the estimated number of hours for each year and the rate per hour. Indicate what tax filings are included. *Note: If you anticipate hours and/or rates changing for any year, duplicate table and complete for each year.*

Classification	Hours	Rate	Total Cost	# of Years Tax Experience
Partner				
Manager				
Senior Accountant				
Junior Accountant				
Other (explain)				
Total				

Firms are encouraged to submit detailed assumptions that support hours planned for the audit and tax work in the statement of qualifications submission.

_____ Name of Audit Firm
 _____ By
 _____ Title
 _____ Date

Appendix ii

Statement of Qualifications (Required)

Attach supporting documentation with appropriate reference number as needed.

1. Name of Firm: _____
2. Address: _____
3. Telephone No.: _____
4. E-mail Address: _____
5. FAX No: _____

6. Information on the size and organizational structure of the firm.

7. Name of Partner or Manager who will have primary responsibility for the Audit.

8. Name of personnel, with their classifications, who will be assigned to the Audit:

<u>Name</u>	<u>Classification</u>
_____	_____
_____	_____
_____	_____
_____	_____

9. Resumes of the staff members to be assigned to the engagement. The resumes should indicate:
 - a. Position in firm
 - b. Years of experience
 - c. Experience in the area of non-profit auditing, accounting and tax.
 - d. Education

10. List of five largest current audit clients and five largest non-profit clients, if any. Provide reference contact data for each client.

11. Provide a statement of the understanding of the work to be performed by the Audit Firm and deliverables.

12. Provide a statement, in general, of the audit approach to be applied.

13. Provide a statement of the level and nature of support that will be required of the HSWC. Include a list of typical work papers the Audit Firm requests of clients.