

Request for Proposal for Financial Audit

The Arc Montgomery County, Inc. is accepting proposals from CPA firms to provide audit services for 3 years, beginning with fiscal year 2025 (July 1, 2024–June 30, 2025).

Introduction

The Arc Montgomery County is a 501 (c) (3) non-profit organization with a current annual budget of just over \$47M. The organization has more than 300 employees who work in locations throughout the County. The organization has a June 30 fiscal year end, with an expectation of presenting audited financials no later than February 2026.

The mission of The Arc Montgomery County is to connect people of all ages and abilities with their communities to build inclusive and fulfilling lives.

The Arc Montgomery County provides support to children, youth, adults and senior citizens with and without disabilities throughout Montgomery County. The Arc Montgomery County provides the following support services:

- Inclusive childcare for children ages 6 weeks through 10 years
- Afterschool and summer program for youth with disabilities ages 11–21 years
- Personal Supports for adults with disabilities that are provided in the person's/family home and/or in the community
- Employment and Meaningful Day programs for adults with disabilities
- Community Living Services for adults with disabilities provided in homes owned or leased by the organization
- Supported Living Services for adults with disabilities provided in homes owned or leases by the person
- Respite Coordination for primary caregivers of children/adults with disabilities and frail seniors

The majority of revenue is generated through funding from the Maryland Department of Health (MDH)/Developmental Disabilities Administration (DDA), through the LTSS billing system. Additional revenue is generated through private pay/fee-for-service, foundation and government grants, and individual and corporate donors.

Scope of Work

The proposal is expected to cover the annual audit to be completed in compliance with the above filing requirement and meetings with appropriate employees and/or board of directors, as necessary. The scope of work will include review of the annual 990 and general ledger template, an audit of the organization's retirement plan, and any additional requirements implemented by MDH/DDA.

Relationship with Prior CPA Firm

Request for Proposal is a result of a periodic review. Our previous auditors are included in this invitation.

Submission Details

Proposals must be submitted electronically, **no later than 5 pm on Monday, September 30, 2024**, to Daria Cervantes at DariaC@arcmontmd.org. Proposals should include the following information:

- Name and contact information
- Statement of qualifications to undertake this project
- Summary of similar work conducted for non-profit organizations
- Demonstration of knowledge of the DDA funding system to include LTSS
- A narrative description of the proposed process, activities, and approach
- Timeline for the work
- Fee structure
- Three business references

Receipt of proposals will be confirmed by email on Wednesday, October 2, 2024. If you do not receive confirmation by 4 pm on October 2, please contact Daria Cervantes at 301.984.5777 x1225.

Process and Timelines

- RFP released: August 15, 2024
- Proposals due: September 30, 2024, no later than 5 pm
- Finalists will be interviewed by the CEO, CFO, and members of the Finance Committee by November 15, 2024
- Vendor selection: no later than February 28, 2025

Procurement Terms and Conditions

Expertise: The successful bidder will have experience auditing DDA-funded providers.

Right to Reject/Cancel: The Arc Montgomery County reserves the right to reject any and all submissions received in response to this Request for Proposal, including proposals received from respondents who have previously failed to perform under the terms and conditions of a contract with The Arc Montgomery County including a failure to timely and/or to cost-effectively deliver similar services. The issuance of this Request for Proposal does not commit The Arc Montgomery County to award a contract. The Arc Montgomery County reserves the right to cancel this procurement, to waive any defect or technicality, and to advertise for new proposals, without notice or justification, where the rejection, cancellation, waiver or advertisement would be in the best interests of the organization.

Formal Contract Required: Upon award, The Arc Montgomery County and the successful bidder will enter into a contract based on the factors described in this Request for Proposal. The services to be provided will begin and end on specific dates to be negotiated by the parties. The contract period shall not exceed three years, and the contract value will not exceed the negotiated and ratified contract fee, unless the time period and/or the contract value are modified by written, executed amendment to the contract.

Confidentiality: All aspects of the audit are confidential and should not be shared with other organizations, clients or other entity, clients or other entity without the approval of The Arc Montgomery County. This includes but is not limited to proprietary information, trade secrets, HIPAA-protected information and any other information obtained through work on this project.

No Liability for Costs: The Arc Montgomery County shall not be liable for any costs associated with the development, preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP.

Each prospective bidder responding to this RFP agrees that it will have no claims against The Arc Montgomery County for any costs or liabilities incurred relating to this RFP.

Indemnification: The successful bidder will indemnify and hold harmless The Arc Montgomery County, its directors, officers, employees, agents and members from any and all liability resulting from the performance of the services provided under the contract, including, but not limited to, the acts or omissions of the successful bidder, its directors, officers and employees, any and all sub-contractor(s) and their employees, and/or from any and all third-party claims related to the contract.

Applicable Law: This RFP and any contract subsequently executed shall be governed and/or construed in accordance with the laws of the State of Maryland.