



Request for Quotes: 2024-010

Financial and Compliance Audit Services

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy (hereinafter "EmployIndy"), is soliciting proposals from licensed Certified Public Accounting (CPA) firms to conduct a financial and compliance audit and to prepare tax returns for the fiscal year ending June 30, 2024.

Introduction

EmployIndy, a 501 (c)(3) nonprofit organization, guides the local workforce ecosystem and makes strategic investments to promote equity and remove barriers to quality employment for underserved and underrepresented residents. Our vision is for all Marion County residents to have access to services and training necessary to secure a livable wage and grow in a career that meets employer demand for talent. As the workforce development board for Marion County, guided by 24 business, civic, education and nonprofit community leaders, EmployIndy invests over \$30 million in public, private and philanthropic funds for both youth and adults annually.

EmployIndy was incorporated as a 501(c) (3) not-for-profit organization on June 23, 1983, under the laws of the State of Indiana. EmployIndy is the designated grant recipient for federal workforce development funds allocated to Marion County. EmployIndy subcontracts with various organizations as sub-recipients and vendors for services and products. In addition, EmployIndy competitively seeks other federal, state, private, and philanthropic funding to carry out its mission. The annual operating budget is approximately \$32 million per year, employing 70 people in 4 locations.

EmployIndy has a June 30 fiscal year-end, with a requirement to file an audited financial statement with the State of Indiana Department of Workforce Development and with the Audit Clearinghouse for Federal Grants by March 31st of the following year. EmployIndy maintains all accounting records in-house and uses NetSuite accounting system. The Finance Department consists of a seven-member staff. The finance staff is located in the downtown Indianapolis office and maintains all accounting records in this office.

For more information, please visit our website at www.EmployIndy.org.

Project Overview

EmployIndy is required to have an annual single audit in compliance with the Uniform Grant Guidance (2 CFR 200, Subpart F – Audit Requirements). Financial statements must be filed with the Federal Audit Clearinghouse by March 31 following the fiscal year-end, and the organization must file federal and state tax returns (including IRS Form 990 and State Business Personal Property tax filings).

For the fiscal year ending June 30, 2024, EmployIndy managed:

- 20 federal grants totaling approximately \$12 million.
- 8 state or city grants totaling \$6.3 million.



This RFP covers the scope for audit and tax preparation services.

Scope of Work

A. Auditors Responsibilities:

1. Conduct a financial audit in accordance with Generally Accepted Government Auditing Standards (GAGAS) and Uniform Guidance for Federal Awards.
2. Prepare and deliver a final Management Letter, including management action plan.
3. Prepare IRS Form 990, Indiana NP-20, and Indiana Personal Property tax filings for EmployIndy
4. Participate in planning meetings prior to audit.
5. Present final audited financial statements and management letter to EmployIndy's Finance Committee and Board of Directors.
6. Provide advisory assistance on accounting matters as needed.

Proposal Requirements

Please provide a complete written response to this RFQ, not exceeding 10 single-sided pages, including the following:

A. Firm Overview

1. Description of your firm, including staff size and industries served.
2. Office location(s), specifying where the audit work will be performed.
3. Industry concentration, such as not-for-profit, government, manufacturing, etc.

B. Audit Experience

1. Detail your experience conducting audits for not-for-profits similar in size, mission, and complexity to EmployIndy.
2. Provide information about the qualifications and experience of the staff assigned to the audit.
3. Demonstrate your firm's independence concerning EmployIndy.
4. Include a copy of your most recent peer review report and related responses.
5. Provide up to three references from comparable not-for-profit clients.

C. Audit Approach

1. Explain your audit methodology and how it ensures quality and compliance with OMB's Uniform Guidance.
2. Describe how you engage client personnel in the audit process.
3. Outline your timeline for completing the audit and issuing the financial statements and Management Letter.

D. Pricing Proposal

1. Include a detailed fee structure for the audit and tax services, including hourly rates and estimated time commitment per staff member. Clearly separate audit and tax filing costs.



Timeline

Task	Dates
Audit planning and documentation collection	11/18/2024 – 12/18/2024
Audit fieldwork and testing (on-site at PNC Center)	01/06/2025 – 1/17/2025
Audit review and drafting report, follow-up requests	01/20/2025 – 02/14/2025
Draft financial statement for management review	02/17/2025-02/21/2025
Issue final audit report	Complete by 02/28/2025
Submit to Federal Audit Clearinghouse	Complete by 03/31/2025
File IRS Form 990 tax return (extension date)	Complete by 05/15/2025
File Indiana Form NP-20 report	Complete by 05/15/2025
File Indiana Personal Property tax return (Forms 103, 104)	Complete by 05/15/2025

Applicants must submit one (1) electronic copy of the proposal. Please note that EmployIndy will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.

Any questions should be submitted via www.employindy.org/contractopp no later than 5:00p.m. on Friday, October 25, 2024. Answers to submitted questions will be made available on the EmployIndy website by close of business Monday, October 28, 2024.

All proposals must be submitted no later than 11:59 p.m. EST, **Friday, November 1, 2024**, at www.employindy.org/contractopp.