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| Metro Area Continuum of Care for the Homeless (MACCH)  **Request for Proposals- Audit & Tax Services** |  |

August 20, 2020

Dear Sir or Madam:

Metro Area Continuum of Care for the Homeless (MACCH), a 501(c)(3) organization, is seeking proposals from CPA firms that have extensive experience in providing audit and tax services for non-profit organizations. We invite your firm to submit a proposal to us by September 23, 2020 for consideration. A description of our organization, the services needed, and other pertinent information follows.

**Background of MACCH**

MACCH is the Omaha metro area's only collective impact homeless services organization. MACCH remains the community's chief collaborative voice regarding the preventing and ending of homelessness.

MACCH was born out of the collective voice of more than 100 homeless service advocates in the Omaha/Council Bluffs area. Based on HUD’s Continuum of Care model, the Omaha Area Continuum of Care for the Homeless (OACCH) was formed in 1996. OACCH competed for and won more than $10 million in HUD funding for local agencies over the course of 10 years. In 2006, metro area leaders decided more could be done to address homelessness and more collaboration was needed. Thus, OACCH transformed into an independent 501(c)(3) and became MACCH. Today, MACCH provides resources to partner agencies to assist in ending homelessness.

Although MACCH is not a direct service provider, MACCH provides service to the community by administering HUD’s investment and leading the metro’s Coordinated Entry and Trauma Informed Care initiatives. MACCH recently raised nearly $4.5 million for a 2-year, Housing Problem Solving pilot program. Housing Problem Solving provides partner agencies state-of-the-art training, tools that support creative problem-solving conversations with people in crisis, and community resources and financial support for households to avoid entering, or quickly exit, the homeless system. Since launching Housing Problem Solving MACCH has begun to provide some direct services to households in need of assistance.

MACCH has a December 31 fiscal year-end. The annual operating budget is approximately $3.4 million in 2020. MACCH currently employs 4 people in 1 location and expects to add additional employees as the Housing Problem Solving program grows. MACCH is funded by government contracts through HUD, CDBG, and CARES Act and grants from foundations.

**Services to be performed**

Your proposal is expected to cover the following services:

1. Annual audit of the financial statement for years ended December 31, 2020 through December 31, 2022
2. Single audit of the organization
3. Preparation of IRS form 990
4. Auditor evaluation of and reporting on the internal control over financial reporting
5. Meetings with the finance committee and board of directors as necessary
6. Availability throughout the year to provide advice and guidance on financial accounting and reporting issues

**Relationship with prior CPA firm**

MACCH has not engaged a CPA firm for audit services. Bookkeeping and accounting services have been provided by Hemenway Associates, Inc. MACCH’s finance committee is currently reviewing responses to a RFP for bookkeeping and accounting services. In preparing your proposal, be advised that management will give permission to contact the bookkeeper. Prior year financial statements and forms 990 are available upon request.

**Your response to this request for proposal**

In responding to this request, please provide the following information:

* Firm's Qualifications
  + Qualifications and Related Non-Profit Experience - Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work.
  + Provide a listing of current non-profit clients in the Omaha metro area that receive federal funding.
  + Discuss the firm’s independence with respect to MACCH.
  + Provide a copy of your firm’s most recent Peer Review report, the related letters of comments, and the firm’s response to the letters of comments.
* Individual Qualifications
  + Provide sufficient information and related experience of the individuals who will be assigned to our engagement.
* Service Approach and Timeline
  + Describe the firm’s approach for the proposed services and discuss the communication process for discussing issues with management and the Board.
  + Provide an expected timeline.
* Fees
  + Please provide a fee schedule for the services requested above and typical annual fee increase.
* Additional Information
  + Any additional information not otherwise requested that may aid in awarding this professional service contract.

**Evaluation of proposals**

The Finance Committee of the Board of Directors of MACCH will evaluate proposals for completeness, experience, references, and reasonableness of fees. Interviews may be requested.

**Proposal submission**

Questions may be submitted via email to Randy McCoy, Executive Director at: [rmccoy@endhomelessnesstoday.org](mailto:rmccoy@endhomelessnesstoday.org). Completed proposals may be submitted via email to Randy, or to the address below.

Randy McCoy

MACCH

6001 Dodge Street, Suite 117D

Omaha, NE 68182

Sincerely,

Randy McCoy

Executive Director