



# Waterree Community Actions, Inc.

HEADQUARTERS: 1915 Hardin Street, • Post Office Box 8328 • Columbia, SC 29202

May 23, 2022

Subject: Request for Proposal - Independent Audit

Dear Sir/Madam,

Waterree Community Action, Inc. accepts proposals from C.P.A. firms to provide audit services for our organization's 2021 Financials. We invite your firm to submit a proposal by June 13, 2022, for consideration.

Attached is the Request For Proposal (R.F.P.). All questions regarding this proposal and additional information can be requested by contacting Ms. Annette Tucker at [atucker@wcai.org](mailto:atucker@wcai.org). I will also be available for a personal meeting upon request.

Thank you for considering this request.

Sincerely,

James C Brown (Jun 2, 2022 11:05 EDT)

James Brown  
WCAI Board of Directors, Treasurer

## **REQUEST FOR PROPOSAL**

### **INDEPENDENT AUDIT**

***June 23, 2022***

#### **I. BACKGROUND OF ORGANIZATION**

Wateree Community Actions, Inc. is a private, nonprofit, multi-county, representative organization. The tripartite structure of its 15-member governing board is in accordance with standards and requirements cited in the law, which gave its creation authorization, The United States Office of Economic Opportunity (O.E.O.) Act of 1964, as amended and successors Acts.

Wateree Community Actions, Inc. was formed in July 1970 out of merging two older community action agencies, Kershaw County Office of Economic Opportunity Commission (1966-1970) and Sumter County Economic Opportunity Corporation, Inc. (1967-1970). The agency further enlarged when two other community action agencies later merged with Clarendon County Economic Opportunity Council and Williamsburg-Lee Economic Opportunity Council.

On April 15, 1988, the agency again experienced new growth and expansion in response to a special request By Governor Carroll A. Campbell for Wateree to serve the economic disadvantage population of Richland County due to the demise of Midlands Human Resource Commission which once served Richland County. The Board of Directors accepted the charge and expanded its program scope and geographic territory; as a result, a five-county service area was created.

**Mission Statement:** Wateree Community Action empowers low-income families and communities to increase economic stability through partnerships and anti-poverty services.

#### **Description of Services:**

##### **Low Income Home Energy Assistance Program (LIHEAP)**

LIHEAP provides assistance with energy costs for low-income households. Generally, eligible individuals receive help paying for heating and cooling costs.

##### **General Emergency Assistance Program (GEAP)**

Serves homeless or at immediate risk of becoming homeless and those who have experienced a substantial loss of housing, food, clothing, or household furnishings due to fire, flood, or similar disaster.

##### **Nutrient Program**

This program provides proper nutrition to individuals who cannot meet their needs independently. This service allows them to remain independent in their own homes. The service is available to low-income elderly and/or disabled individuals.

### Education

This program focuses on increasing the overall self-sufficiency of adult individuals by supporting educational and vocational training opportunities whereby a living wage can be earned. In addition, the program assists with items such as G.E.D., Tuition, Books, Supplies, Child care, Necessary tools and testing for a chosen course of study, Budgeting & financial literacy.

### Employment

This program focuses on increasing participants' future employability and earnings, meeting immediate needs, and supporting the participants in achieving their own goals.

Eligible persons receive;

- \* Pre-employment skills training
- \* Placed (internship) receive a stipend
- \* Assistance with the purchase of work uniforms, tools

### Youth Leadership Program

Recruits high school students from low-income families and challenges them to make a difference in their communities. The program involves Character education, volunteer projects, college tours, health education, civic events, afterschool tutoring, essay contest, job skill training, summer employment, and back-to-school supplies.

### Head Start/Early Head Start Program

Head Start programs promote school readiness of children ages birth to five from low-income families by comprehensively supporting their development. Head Start programs support children's growth and development in a positive learning environment through a variety of services, which include

- **Early learning:** Children's readiness for school and beyond is fostered through individualized learning experiences. Through relationships with adults, play, and planned and spontaneous instruction, children grow in many aspects of development. Children progress in social skills and emotional well-being, along with language and literacy learning, and concept development
- **Health:** Each child's perceptual, motor, and physical development is supported to permit them to explore and function in their environment fully. All children receive health and development screenings, nutritious meals, oral health, and mental health support. Programs connect families with medical, dental, and mental health services to ensure that children receive the services they need.
- **Family well-being:** Parents and families are supported in achieving their own goals, such as housing stability, continued education, and financial security. Programs support and strengthen parent-child relationships and engage families around children's learning and development.

### V.I.T.A Program

The Volunteer Income Tax Assistance (VITA) grant program provides free tax preparation and financial literacy service to low-income, disabled, and elderly individuals/families in partnership with the Internal Revenue Services.

Wateree Community Action, Inc. has an annual revenue of \$15,442,441 and 264 employees.

## **II. SERVICES TO BE PERFORMED**

### **Audit Services**

The audit of Wateree Community Action's statement of financial position and the related statements of activities, cash flows, and functional expenses shall be performed following the generally accepted auditing standards in the United States. The scope of the audit is to be sufficient to provide reasonable assurance the financial statements are fairly presented and free of material misstatement.

### **Tax Services**

Service required includes preparation of the annual IRS 990 tax return.

Proposals will be accepted only from parties that are free from all obligations and interests that might conflict with the best interests of Wateree Community Action, Inc. and have the capacity to provide services on a timely basis. The contract will be for one year, starting with the fiscal year ended December 31, 2021, with an annual option to renew for an additional two to four years.

### III. TIME FRAME

Description	Start Date	Completion Date
<b>Planning and system evaluation</b>		
Fieldwork		
Reporting:		
Presentation of draft audit to WCAI CEO & C.F.O.		
Presentation of the draft audit report to the WCAI Audit Committee		
Final audit report (10 bound copies) to WCAI CEO		

### IV. CONTACT INFORMATION

Requests for additional information, visits to our site, review of prior financial statements and tax returns, and/or appointments with the treasurer, executive director, or chief financial officer should be coordinated through:

Tinika Cantey, CFO

(803) 807-9811 ext. 103

[tcantey@wcai.org](mailto:tcantey@wcai.org)

### V. RELATIONSHIP WITH PRIOR CPA SERVICE PROVIDER

BAS Partners C.P.A. Firm has provided these services for the past year. It is Wateree's practice to request proposals for audit services every five years. In preparing your proposal, be advised that management will permit you to contact prior auditors.

## VI. AUDIT PROPOSAL FORMAT

To achieve a uniform process and obtain the maximum degree of comparability, proposals must be organized in the manner specified.

- *Table of Contents* - Clearly identifies the material by section and page number.
- *Letter of Transmittal* - Briefly state your understanding of the work to be done and if the work can be performed within the time frame specified in this request.
- *General Information of the Firm* - Detail your firm's experience in providing auditing and tax services to companies in the not-for-profit sector and **community action** organizations of comparable size to Wateree Community Action. Discuss the firm's independence concerning Wateree. Also, discuss your commitments to staff continuity, including your staff turnover experienced in the last three years.
- *Summary of the Proposed Team's Qualifications* - Identify the partners, managers, and in-charge accountant assigned to our job if you are successful in your bid. In addition, provide resumes for each person specifying any recent experience and continuing education related to the type of services requested.
- *Audit Approach* - Describe how your firm will approach the audit of Wateree, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also, discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with management and audit committees of the board.
- *Annual Fee Estimate* - Estimate your annual charges and maximum fee (including estimated out-of-pocket expenses) based on a three-year engagement. In addition, specify the projected number of hours by staff category and your standard billing rates for each class of professional personnel for each of the last three years.
- *Client References* - Include a list of the nonprofit clients the firm has audited in the past three years and furnish the names and telephone numbers of three of these clients we may contact.
- *Peer Review Report* - Provide a copy of the firm's latest peer review report, the related letter of comments, and the firm's response to the letter of comments.

## VII. EVALUATION OF PROPOSALS

Proposals will be evaluated using the following criteria:

- The firm's qualifications and experience.
- The presentation and understanding of the scope of work.
- The firm's audit approach.
- The firm's ability to meet the time frame outlined in this request.
- The proposed audit team's technical experience with nonprofit organizations and organizations with revenues greater than \$ 14,000,000.
- The proposed team's recent continuing education and training related to nonprofit organizations.
- Cost-effectiveness of audit proposal.
- Client references.

## **VIII. ADDITIONAL INFORMATION (WCAI - Wateree Community Action, Inc.)**

WCAI will make every effort to ensure each firm submitting a proposal has equal access to information.

WCAI will not be liable for any cost incurred in preparing proposals. In addition, WCAI will not be liable for any fees or costs omitted from the proposal.

The submission of a proposal shall be *prima facie* evidence. The firm submitting a proposal has full knowledge of the scope, nature, quantity, and quality of work, the detailed requirements of the specifications, and the conditions under which the work is to be performed.

WCAI reserves the right to conduct personal interviews and conduct pre-contract negotiations with any firms submitting proposals.

WCAI reserves the right to accept the proposal it considers most favorable to WCAI's interest and the right to waive minor irregularities in the procedures. WCAI further reserves the right to reject any proposals and seek new proposals when such procedure is reasonable and in the best interest of WCAI.

Proposals must be addressed to James Brown, Treasurer, and received by 5:00 pm on June 13, 2022, at:

1915 Harden St

Columbia, SC 29204

or

via Email: [tcantey@wcai.org](mailto:tcantey@wcai.org)