

**CENTER FOR A NON VIOLENT COMMUNITY: REQUEST FOR PROPOSAL**  
**542 W.STOCKTON ST., SONORA, CA 95370**

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December 2, 2020

RE: Request for Proposals, Audit Services

Dear Auditor,

The Center For A Non Violent Community (CNVC) is a 501c3 located in Tuolumne County. We provide services to survivors of domestic violence, sexual assault, and human trafficking as well as services and prevention education to at risk youth in the county. CNVC also has a real estate holding company which is a 501c2, Resource Development Center (RDC). Currently CNVC receives more than \$750,000 in Federal funds, therefore we require a GAS/Yellow Book/Uniform Guidance level audit annually. As per the requirements of California Office of Emergency Services (CalOES) we have to bid out these services for audit every three years.

You are invited to submit a proposal for furnishing audit services for the CNVC and RDC according to the enclosed SCHEDULE OF WORK. An audit of the financial records and tests for internal control and compliance must be made in accordance with the:

- 1) Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F
- 2) Government Auditing Standards, by the Comptroller General of the United States, most recent revision. ("Yellow Book")
- 3) AICPA's Audits of State and Local Governmental Units.
- 4) Generally accepted government auditing standards required by OMB Circular No. A-133 pursuant to the Single Audit Act of 1984, P. L. 98-502, amended July 1, 1996.
- 5) Compliance Supplement for Single Audits of State and Local Governments.

Proposals must be submitted in writing to the below noted address. The proposal should provide the following:

- 1) Information on the firm's background and experience auditing nonprofit organizations.
  - 2) Information on the firm's background and experience in auditing programs financed by a federal as well as state or local government with special emphasis on single audit experience.
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- 3) Information on the size and organizational structure of your firm.
- 4) Resumes indicating the qualifications of the staff members to be assigned to this audit, indicating at a minimum, their position in the firm, total years with the firm, and experience. Please also include a description of the audit team makeup and the planned supervision.
- 5) A statement of your understanding of the work to be performed, including time and cost estimates to perform each step in the Audit Program.
- 6) References from two comparable nonprofit audit clients.
- 7) Copy of your most recent peer review report

Final selection will be made by January 13, 2021 based on these factors and your proposed fee.

We would appreciate receiving your proposal no later than January 7, 2021.

Mail to:

CENTER FOR A NON VIOLENT COMMUNITY  
C/O: Human Resources  
542 W. STOCKTON ST.  
SONORA, CA 95370

Or email to:

[HR@nonviolentcommunity.org](mailto:HR@nonviolentcommunity.org)

If you have any questions concerning this request for proposal or about the Center For A Non Violent Community, please contact Peniel Wilk-Whitmer at 209.213.6285. When submitting your proposal, be sure to include the name of the contact person at your firm.

This letter is not to be construed as a contract or commitment of any kind.

Sincerely,

Peniel Wilk-Whitmer  
Human Resources Coordinator

Enclosure

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**Schedule of Work**

**I General**

**II Scope of Audit Services**

The audit is a single audit (A-133), and will cover the period from July 2019 to June 2020. CNVC and RDC records and books of account are maintained on QuickBooks and at our Community Services Location of 183 S. Fairview Lane, Sonora, CA 95370.

**III Payment**

**ACCOUNTANT TO SUBMIT INVOICES TO CNVC THAT SPLITS OUT THE COST RELATED TO CNVC AND RDC ACCOUNTS.**

**VI Time of Performance**

The services of the Firm are to commence after contract is agreed upon and should be completed within 45 calendar days.

**VII Termination**

CNVC reserves the right to terminate the services of the Firm by giving at least three (3) days written notice of the fact and time of such termination. In such event all finished or unfinished work prepared by the Firm shall become the property CNVC and the Firm shall be entitled to compensation for satisfactory work under this agreement.

**VIII Other**

The Firm shall provide six copies of the audit report, as well as an electronic copy of unsecured PDF, preferred, or on a flash drive.

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