



COOS WATERSHED ASSOCIATION
REQUEST FOR PROPOSAL – AUDITING SERVICES
For the year ending December 31, 2017

COOS WATERSHED ASSOCIATION

REQUEST FOR PROPOSAL – AUDITING SERVICES

The Coos Watershed Association invites you to submit a proposal for auditing services for the calendar year ending December 31, 2017, and the two years following, for a total of three years, in accordance with the following requirements and specifications.

I. GENERAL INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

- A. All proposals must be submitted no later than Friday, September 22, 2017 at the following address:
Coos Watershed Association
PO Box 388 / 186 N. 8th Street
Coos Bay, OR 97420

Or emailed to the following address:

cooswa@cooswatershed.org

- B. One copy of each proposal is required with a 25 page limit.
C. Contact: Chris Bauman, Office Manager/Bookkeeper to answer any questions.
D. The audit contract may start as soon after the contract document is executed as is agreeable with both parties. The written audit report shall be completed and delivered within a reasonable time but no later than four months after the close of the audit period ending December 31st.
E. The Coos Watershed Association reserves the right to reject any and all proposals, and has the right, in its sole discretion, to accept the proposal it considers most favorable to the Association's interest and has the right to waive minor irregularities in procedure.

II. AUDIT OBJECTIVES AND SCOPE OF SERVICES

The audit will be for all funds for the Coos Watershed Association. The following objectives and scope of services is a preliminary list of items and contains the minimum items that the Association believes would be necessary for this audit. However, it is anticipated that the proposers will amend the list as necessary and provide any recommendation to their submittal package.

- A. The proposal will be for one year, with the possibility of extending services for two additional years. The period to be audited is the fiscal calendar year ending December 31, 2017, and possibly for the additional years of 2018 and 2019.
B. The auditing services performed by the CPA shall allow the firm to express an opinion on (a) whether the financial statements of the Association present fairly the financial position and financial results of financial operations in conformity with generally accepted accounting principles (GAAP); and (b) whether the Association has complied with laws and regulations that may have a material effect on the audited financial statements.
C. The annual financial report will be used as a single document which will contain the basic financial statements, notes, and required other supplemental data. Included in the fee shall be the costs of typing and printing twenty copies of the final audit report. Five copies of the final draft are required

for review if sent by mail. The Final draft approval shall be authorized by the Association's Audit Committee and Executive Director.

- D. Any unusual conditions encountered during the course of the audit where services of the auditing firm must be extended beyond the normal work anticipated will require written notification to the Office Manager/Bookkeeper who will respond in writing concerning the additional services.
- E. An exit conference is required of the auditing firm on completion of all field work so as to inform the Board of Director's Audit Committee and Executive Director of pertinent findings. A presentation explaining the audit process and findings to the Board of Directors is required upon completion of the audit.
- F. The auditors shall provide a letter to the Executive Director that summarizes their observations regarding good practices that are currently being performed at the Association. The letter shall also include any recommendations for additional practices that the Association should start implementing in the next calendar year.
- G. The Association staff will work with the auditors to provide all necessary supporting documentation they require, including but not limited to grant contracts, accounts receivable, accounts payable, payroll, bank statements, and board minutes.
- H. Deliverables:
 - a. Five copies of Draft Report for the Association's Audit Committee and Executive Director.
 - b. Twenty Copies of Final Report
 - c. One Letter to the Executive Director (See Item F Above)

III. PROPOSAL REQUIREMENTS

- A. Indicate your firms experience auditing non-profits. Include a resume for each key personnel who will be working on the audit.
- B. Give an overview of areas of the Association to be included in the audit process such as the sample size of individual grants to be audited, personnel files, internal controls, components of a single audit, etc.
- C. Provide a minimum of three references that you have worked with on similar audits. Reference information shall include name, title/position, and contact information.
- D. Price quote. Please include the cost of a Federal single phase audit separately.

Provide the fee and/or costs for services beyond the scope of the audit.

IV. DESCRIPTION OF THE ASSOCIATION AND ITS ACCOUNTING SYSTEM

The Coos Watershed Association is a non-profit located in Coos Bay, Oregon. The Association works toward salmon habitat restoration, primarily in the Coos Watershed. Association projects range from riparian plantings in the lower watershed to large wood placements and culvert replacements throughout the watershed. More information about our projects can be found on our website at www.cooswatershed.org. Our projects are located on Federal, State, and local private landowners' properties.

The Association is governed by a 17-member Board of Directors who represent local ranching and agriculture, tourism, maritime commercial, small woodland owners, industrial timber operators, commercial fisheries and aquaculture, environmental groups, Tribes, Port of Coos Bay, and local, state,

and federal land managers such as the Coos County Forest, Elliott State Forest, and South Slough National Estuarine Research Reserve.

The Association uses QuickBooks Premier Nonprofit 2015 for our accounting software and subsidiary ledgers are maintained on Excel spreadsheets. The Association's funding is comprised of federal, state, local government, and foundation grants, as well as fee-for-service contracts and donations. We currently have approximately 80 active grants or contracts and an operating budget of about \$1.5 million for 2017. We typically employ nine full time employees, two part-time employees, and hire seasonal workers. A Federal single audit may be required.