

# REQUEST FOR PROPOSAL

## WEAVE Inc

### I. Period to be Audited

The audit engagement will cover the fiscal year, July 1, 2018 – September 30, 2019, a 15-month period due to a change in fiscal year.

### II. Contract Limitations

The contract with the firm selected for the 2018 - 2019 audit will be renewed annually for up to two years if the firm's performance during the previous audit and the current price quote is satisfactory to the WEAVE Audit Committee.

### III. General Information

Women Escaping a Violent Environment (WEAVE) incorporated in 1978 as a private, non-profit agency. WEAVE's mission is to build a community that does not tolerate sexual assault, domestic violence, and sex trafficking and provides survivors with the support they need to be safe and thrive. Services provided by WEAVE include the following:

#### **24-hour Support and Information Line**

WEAVE operates a 24-hour Support and Information Line to provide support and referrals to victims of domestic violence, sexual assault and their families/friends as well as screen victims for entry into the Safehouse program. During the fiscal year ended 2018, WEAVE answered 13,410 calls on the 24-hour Support and Information Line.

#### **Domestic violence services**

WEAVE provides crisis intervention, therapeutic counseling, advocacy, and supportive services to domestic violence victims through its 24-hour Support and Information Line and counseling programs. 998 domestic violence victims received individual counseling and 568 survivors received group counseling. 3,913 individuals received referrals and information during the fiscal year ended 2018.

#### **Residential services**

WEAVE operates a 12,000 square foot, 24-hour, 80 bed safe and confidential shelter for adult and child victims of domestic violence. In fiscal year 2018, WEAVE's Safehouse provided 17,177 bed nights of safe shelter to 154 adults and 122 children. The Safehouse campus expanded in 2013 with the addition of four transitional housing cottages capable of housing up to sixteen victims who graduate from the Safehouse program and still require safe and confidential housing. In the fall of 2015, WEAVE received an Office of Violence Against Women ("OVW") transitional housing grant, which funds the cottages and partially funds a new 8 unit apartment complex for emergency transitional housing.

**Sexual assault services**

WEAVE offers therapeutic counseling services to sexual assault victims and operates a 24-hour Sexual Assault Response Team ("SART"). The SART team dispatches a trained advocate to the hospital to provide support to every sexual assault victim undergoing an evidentiary examination. During the fiscal year ended June 30, 2018, WEAVE's SART team responded to 293 victims and WEAVE's counseling program provided individual counseling to 288 sexual assault victims.

**Youth prevention education services**

WEAVE works with youth to provide a range of educational programs designed to challenge attitudes of gender, masculinity/femininity, and to help youth understand healthy relationships and indicators of abusive relationships. During the fiscal year ended June 30, 2018, WEAVE impacted more than 5,123 youth through 133 presentations and implemented a year long immersion program with three local schools.

**Legal services**

WEAVE Legal offers free, accessible legal services related to family law matters and victimization-based immigration applications. These services are provided primarily through a Legal Director, three staff attorneys, and three additional legal support staff. Services include consultation, information and referrals, legal advocacy with other organizations, forms assistance, limited scope representation and full scope representation. Additionally, WEAVE leverages volunteer attorneys to provide self-help workshops and pro bono case assistance when possible. During the fiscal year ended June 30, 2018, WEAVE Legal provided legal assistance to 989 domestic violence victims, including assistance with protection orders and referrals to outside agencies.

**Community education**

WEAVE builds awareness through community outreach, presentations, and proactive media engagement to inform the community of the impact of domestic violence and sexual assault. During the fiscal year ended June 30, 2018, WEAVE reached more than 16,217 adults through 247 educational presentations and 73 informational fairs.

**Victims of trafficking services**

WEAVE provides community outreach activities to raise awareness regarding human trafficking in the region and in April 2017 received a grant to run a Human Trafficking Victim Assistance Program. Since the beginning of the program, WEAVE has provided temporary safe shelter via our partner agency run facility, Lotus House and Wind Youth Shelter to 189 adult and youth victims of domestic sex trafficking. Additionally, WEAVE provides supportive services to Commercially Sexually Exploited Children ("CSEC") that includes crisis intervention and stabilization, case management and advocacy. WEAVE has provided services to 136 CSEC clients between July 1, 2016 and June 30, 2018.

As a result of this additional funding, WEAVE now operates the only 24/7 Anti-Trafficking Response Team ("ART") supporting child and adult victims of sex trafficking in Sacramento County.

Government grants, Thrift store income, Service fees, community-based fund raising and volunteerism support WEAVE.

The management of WEAVE is vested in the Board of Directors. The Board of Directors shall consist of not less than sixteen or more than twenty-four persons. Its administration office and major records are located in 1900 K Street, Sacramento, and CA. 95811.

Office space and desks and/or tables and chairs will be provided in the WEAVE's Administrative Office. All other equipment or material is to be provided by the firm, including machine equipment required by the firm's staff.

#### IV. Deliverables

- A. The audit will be conducted in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendment of 1996; and the provisions of Title 2 U.S. *Code of Federal Regulations ("CFR") Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. The scope of the audit will include an evaluation of internal controls to the extent necessary to evaluate the system as required by the generally accepted auditing standards. The audit will include such tests of the accounts and transactions to express an opinion on the fairness of the presentation of the financial statements in conformity with generally accepted accounting principles.
- B. Preparation of the federal and state information returns (Federal Form 990 and California Forms 199 and Form RRF-1).
- C. Audit field work to begin after close of Q5 in November/early December.
- D. Draft audit report to be issued by January 17, 2020.
- E. Audit Committee to meet with Auditors the week of January 20, 2020.
- F. At the conclusion of the fiscal year's examination, but not later than January 24, 2020, 15 copies of the financial audit report must be presented to the WEAVE Audit Committee.
- G. In addition, a report on internal accounting control also known as the management letter, based solely on the study and evaluation made during the audit of the financial statements will be required the same day the financial audit report is presented to the WEAVE Audit Committee.
- H. Audit adjustments, if any, to bring WEAVE's financial statements into conformity to Generally Accepted Accounting Principles shall be fully detailed by the auditing firm and provided to WEAVE
- I. All deliverables, including audit adjustments, will be fully reviewed by the WEAVE Audit Committee.

#### V. Other Requirements

##### *Worker's Compensation Insurance:*

The contractor hereby warrants that it carries Worker's Compensation Insurance for all of its employees who will be engaged in the performance of the contract.

##### *Professional Liability Insurance:*

The contractor shall maintain or cause to be maintained professional liability insurance during the period of the contract insuring against the losses, damages, or expenses incurred by WEAVE as a result of the willful or negligent acts, errors, or omissions of the contractor, or any officers, employees or agents thereof.

*Confidentiality of Data:*

All financial, statistical, personal, technical, and other data and information relating to WEAVE operations, which are designated confidential by WEAVE and made available to the contractor, shall be protected by the contractor from unauthorized use and disclosure. The contractor shall not be required under the provisions of this paragraph to keep confidential any data or information, which is or becomes publicly available, is independently developed by the contractor outside the scope of the contract or is rightfully obtained from third parties.

*Maintenance of Records:*

The contractor agrees to maintain any books, records, documents, and other evidence pertaining to the reimbursable costs, and hold them available for audit and inspection by WEAVE, or its agents, for a period of three (3) years.

VI. RFP

Independent Certified Public Accounting firms interested in receiving this contract will submit three copies of the following information in writing to WEAVE Inc. (Attention: Kelly Chavez), 1900 K Street, Sacramento, CA, 95811, no later than 5:00 p.m. on July 19, 2019. All RFP's must, at a minimum, contain the following:

1. Location of the firm's office that will be responsible for the audit and the name of the partner-in-charge.
2. A statement of the firm's qualifications to perform the required work. Include prior experience on non-profit organization and similar contracts successfully completed and a minimum of three client references.
3. A listing of the names, position titles, brief biographies, and professional experiences of the firm's representatives who will be assigned to this audit
4. A description of the firm's understanding of the audit to be performed, including the approach to the audit, major tests/steps to be performed, utilization of WEAVE staff time, and time estimates for the staff performing each major step.

VII. Bid

An original signed bid and 2 copies will be submitted at the same time the RFP is delivered. The bid shall set forth the total bid price for the 2018-2019 audit.

VIII. Evaluation and Selection Process

WEAVE. will evaluate each proposal to determine how responsive the bidder is to the specific requirements contained in this Request for Proposal. The Evaluation Committee will make the final selection based upon the lowest responsible bid after an evaluation.

If the information submitted by the bidder is insufficient, WEAVE has the option of requesting additional information.

All costs of preparing the proposal will be borne by the bidder.