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## Request for Proposal (RFP) For Audit and Tax Services

March 21, 2025

The Early Childhood Partnership of Adams County (ECPAC) wishes to obtain proposals from a select number of Public Accounting Firms for professional audit and tax services and your firm has been selected.

### About ECPAC

The Early Childhood Partnership of Adams County (ECPAC) is cultivating an effective early childhood ecosystem for children from birth through age five and their families in Adams County. We define an effective early childhood ecosystem as one where every child and family in Adams County has equitable access to the high-quality and affordable services and supports they need to thrive. The Early Childhood Partnership of Adams County is one of 35 organizations tasked by state legislation to help local communities do this important work. Through evidence-based programs, we improve outcomes for children, their parents, and their community. Our mission is “Building a community where all young children, their families, and early childhood professionals can reach their full potential.”

ECPAC is a not-for-profit 501(c)3 organization that began operations in 2008 through the fiscal agent the Adams County Foundation. In 2012, ECPAC moved to the fiscal agent, Mapleton Public Schools. In 2017, ECPAC received its’ IRS Determination confirming our not-for-profit status and classifying us as a Public Charity. ECPAC operates on a fiscal year (July 1 – June 30). Its annual budget for this year represents revenues and expenses of approximately \$2,889,656.00 and \$3,078,072.19 respectively with prior year carryforward funds of \$201,321.00. As of June 30, 2024 total assets were \$905,607.78. ECPAC currently holds no long-term debt. Sixty eight percent (68%) of total revenue is government grant/contract related.

### Scope of Services Requested

The scope of services required by this RFP includes the following:

- Annual audit of financial statement for ECPAC commencing with our fiscal year ending June 30, 2025.
- Management and Representation letters in conjunction with the audit
- Audit of Federal Awards in accordance with OMB Circular A-133 “Single Audit”
- Presentation of the results and of the audit and management letter at a Finance Committee meeting the first week of December.
- Preparation and filing of IRS Form 990
- Occasional advice and counsel during the year regarding accounting issues and governmental requirements

Budget: up to \$12,000 for the audit and single audit and up to an additional \$1,500 for filing the 990

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#### Early Childhood Partnership of Adams County

ECPAC is a partnership of over 45 organizations in Adams County – including School Districts, Department of Human Services, the local Mental Health Center, the local Health Department, Hospitals, Health Clinics, Home Visitation Programs, Early Care and Education Programs, Families and Citizens, Elected Officials, Early Intervention and Developmental Services, the local Housing Authority, local Governmental Agencies, Family Support and Education Programs, Recreation and Libraries, Private Service Providers, and other Non-Profit organizations -- committed to improving our community’s capacity to provide accessible, available, high quality services and supports for young children and families in Adams County.

[www.ecpac.org](http://www.ecpac.org)

We are seeking a firm that has significant experience with not-for-profit organizations and governmental grants including federal single audit requirements.

Auditing History: ECPAC worked with Claire Sonnier, CPA, PC from 2017-2020, and Hinkle & Company from 2021-2024. We are not at all dissatisfied with our current auditor, however, we look to use a new auditor after a three-year period.

Our Staff will provide significant audit assistance, and we expect that planning and interim work will be performed in August, year-end field work to be performed in September either on-site or remotely, with audited financial statements, 990 preparation, and management letter to be completed and delivered by November 30, 2025.

### **To Submit A Proposal**

Proposals must be submitted no later than **5:00 PM on May 16, 2025**. Proposals received after the due date will not be considered.

All proposals must include:

- A. Evidence of the firm's qualifications to provide the above services.
- B. Background and experience in auditing not-for-profit clients
- C. The size and organizational structure of the auditor's firm
- D. Statement of the firm's understanding of work to be performed, including non-audit services
- E. A proposed timeline for the audit and final reporting
- F. Detailed proposed fee structure
- G. Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure
- H. Names of the partner, audit manager, and other staff who will be assigned to our audit and provide resumes
- I. A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments
- J. Reference and contact information for at least 3 comparable not-for-profit audit clients

### **Proposals should be addressed as follows:**

Lisa Jansen Thompson  
Executive Director  
Early Childhood Partnership of Adams County  
8859 Fox Drive Suite 205, Thornton, CO 80260

Or via email at [lisa@ecpac.org](mailto:lisa@ecpac.org)

Any questions regarding this RFP should be directed to Stella Mirembe at [stella@ecpac.org](mailto:stella@ecpac.org) or (720) 933-0608.

To obtain a PDF copy of ECPAC's most recent audited financial statements please contact Stella as noted.

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#### **Early Childhood Partnership of Adams County**

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