



## REQUEST FOR PROPOSAL (RFP)

For

Auditing and IRS Forms Preparation Services

**The Pittsburgh Parks Conservancy (PPC)** is soliciting proposals to enter into an engagement for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with the 2022 fiscal year and ending in 2025. Our organization does not require a federal single audit. The audit of the PPC's financial statements must be performed in accordance with generally accepted auditing standards.

The PPC is a 501(c)(3) organization. The mission of the PPC is to improve quality of life for the people of Pittsburgh by restoring the park system to excellence in partnership with government and the community. Projects and programs are conducted with respect for the environment, historic design, and the needs of our diverse region.

The PPC works closely with the City of Pittsburgh and serves the residents of the City of Pittsburgh and all park users each year with funding from grants, donations, contracts, and fees. We receive government funding from various State agencies and the City of Pittsburgh. We have about 40 employees located in multiple sites, but headquartered at 317 E. Carson Street, Suite 230, Pittsburgh, PA 15219. Our annual revenue has ranged between \$2 M and \$10 M over the past 10 years.

The Pittsburgh Parks Conservancy requires the following services:

1. Annual financial statement audit, including management letter
2. Preparation of forms 5500 and 8955
3. Preparation of IRS form 990 and form BCO10

Items 1 and 2 must be completed within five months of the end of each fiscal year, in order for our Board to review each document prior to its submission to the appropriate recipients. Item 3 must be completed within 7 months of the end of the fiscal year. In addition, the PPC requires that a meeting of the auditors and selected PPC board and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors' Audit committee.

The PPC is an equal opportunity employer and contractor and does not discriminate in contracting on the basis of sex, marital status, age, race, creed, color, disability or physical or mental condition, religion, national origin or ancestry, political affiliation or belief, or heritage. In alignment with the PPC's Procurement Policies, consideration in the contracting process will be given to minority and women owned firms, both of which are encouraged to respond to this RFP.

## **INSTRUCTIONS**

### ***Inquiries***

All inquiries regarding this RFP must be directed to Joe Karlovits via email at:

[jkarlovits@pittsburghparks.org](mailto:jkarlovits@pittsburghparks.org)

No questions or inquiries will be accepted after August 24, 2022.

### ***Submission of Proposals***

All proposals must be received by PPC no later than 4:00 p.m. EST on August 31, 2022. In accordance with PPC's procurement policies and procedures, proposals received after 4:00 p.m. EST on August 31, 2022 will not be considered. Late proposals will not be accepted.

To be considered, proposers must submit a copy of their proposal developed in response to this RFP in one of the following ways:

- 1.) Mail or deliver hard copy proposals in a sealed, clearly marked envelope to:

Pittsburgh Parks Conservancy  
Attn: Joe Karlovits  
317 E. Carson Street, Suite 230  
Pittsburgh, PA 15219

- 2.) Submit a digital proposal in PDF format to [jkarlovits@pittsburghparks.org](mailto:jkarlovits@pittsburghparks.org) with the subject line: Audit RFP

Failure to clearly label proposals may result in premature disclosure of your proposal. It is the responsibility of the Bidder to ensure that proposals are received by the above deadline.

**Proposal Requirements**

All proposals must include:

- a) Evidence of the firm’s qualifications to provide the above services;
- b) Background and experience in auditing nonprofit 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 tax and non-audit services;
- f) A proposed timeline for fieldwork and final reporting;
- g) Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- h) 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;
- i) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.
- j) 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; and
- k) References and contact information from at least 2 comparable nonprofit audit clients.

**Schedule of Events**

Release of RFP	July 31, 2022
Proposals Due	August 31, 2022
Final Award Decision	September 16, 2022

**Selection Process**

All eligible proposals will be reviewed and rated for their qualifications, experience, price, and suitability to complete the Scope of Work for this RFP. The PPC, at its discretion, may request presentations from a short list of firms and/or request additional clarification information from any or all Bidders. However, the PPC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Bidder can propose. All bids are subject to approval by the PPC Board of Directors. Notice to selected bidder to proceed with scope of work is anticipated by September 16, 2022.

Proposal evaluation shall be based solely on the information provided in the proposal submittal package. Be sure to include all relevant information and evidence of your firm’s record of performance and ability to perform the work.

***Limitation***

This Request for Proposal does not commit the PPC to award a contract or pay any costs incurred in the preparation of a proposal in response to this request. The PPC reserves the right to accept the proposal that it considers to be in its best interest. The PPC will be the sole judge in making this determination. All materials submitted to the PPC by firms in response to this RFP become the sole property of the PPC and will be used at its discretion unless the proposer identifies any trademarks or patents that protect products submitted. Selection of the firm is at the sole discretion of the PPC.

***Patent Indemnity***

The Bidder shall hold the PPC, its officers, agents, and employees, harmless from liabilities of any nature or kind on account of use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article of appliance furnished or used under this RFP.

***Propriety Proposal Material***

The PPC respects your professional privacy, any proprietary information revealed in the proposal should, therefore, be clearly identified as such. The PPC requires all vendors to comply with Federal, State, and Local policies and regulations concerning equal opportunity and agrees not to discriminate in its employment because of the employee's or applicant's race, religion, national origin, ancestry, sex, sexual preference, age, physical handicap or any other trait or characteristic protected by law.

Thank you for your interest in working with the Pittsburgh Parks Conservancy

Sincerely,



Joe Karlovits  
Director of Finance