



**A Request for Quotes (RFQ)  
Audit Services  
Publication Date: 8/15/2011**

**Due Date: September 7, 2011**

The Oakland Private Industry Council, Inc. (PIC) is accepting proposals from CPA firms to provide audit services to our non-profit organization. We invite your firm to submit a proposal by September 7, 2011, for consideration. A description of our organization, the services needed, and other pertinent information follows.

**Background**

The Oakland PIC is a 501 (c)(3) non-profit organization that specializes in managing and implementing workforce development programs. Our mission is to provide accessible, high quality training and employment services to local residents and employers. Annual revenues are between \$13 million and \$14 million per year. The organization employs 58 paid staff. Approximately 90% of Oakland PIC's funding has consisted of Department of Labor, Workforce Investment Act funds passed through from local and state governmental entities. Oakland PIC subcontracts with outside entities for various services delivery. The organization has a June 30, fiscal year-end with a requirement for a single audit each year.

**Services to be Performed**

Proposals are expected to cover the following services:

1. Annual audit with management letter to be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States
2. Certification of Oakland PIC's June 30, 2011 financial statements

**Bid Content and Submission**

1. Detail of your firm's experience in providing auditing services to companies in the non-profit sector of a size comparable to Oakland PIC's
2. Identification of the partner, manager, and in-charge accountant who will be assigned to the job if you are successful in your bid, and provide biographies or curriculum vitae for each. Indicate any complaints against the partner, manager, or in-charge accountant assigned to this job, that have been leveled by the state board of accountancy or other regulatory authority. Indicate any corrective actions that have been taken by the firm with respect to these persons.

3. Description of how your firm will approach auditing of the organization, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also describe the communication process used by the firm to discuss issues with Oakland PIC management.
4. Presentation of your fee proposal for the audit, with information regarding increases in future years.
5. Identify the 5 largest non-profit clients of your office and provide contact information for reference purposes.
6. If affiliated with a peer review group, provide the name of the group and include a copy of your firm's most recent peer review report, the related letter of comments, and your firm's response to the letter of comments.
7. The **maximum number of pages allowed is 25**, and must include all components of the proposal.
8. The proposal must be received by **Wednesday, September 7, 2011 at 4:30 PM**.  
Proposals may be hand delivered or mailed to:  
Pam Salsedo  
Contracts Administrator  
Oakland PIC  
1212 Broadway, 3<sup>rd</sup> Floor  
Oakland, CA 94612
9. Submit the original and 2 copies of the proposal. The proposal, and copies, should not be bound. Please use binder clips.

### **Questions and Inquiries**

**Submit all questions via email to [psalsedo@oaklandpic.org](mailto:psalsedo@oaklandpic.org) by end of business on Tuesday, August 23, 2011. Q&A will be posted on the website [www.oaklandpic.org](http://www.oaklandpic.org) by the end of business on Monday, August 29, 2011. Questions will not be accepted, or answered by phone, or in person.**

The Oakland PIC will, to the fullest extent practicable, make positive efforts to utilize small businesses, minority-owned firms, women's business enterprises, veterans' and disabled veterans' business enterprises.