



FINANCIAL AUDIT BID SPECIFICATIONS 2016 - 2018 FISCAL YEARS

INTRODUCTION:

South Shore Elder Services, Inc. (SSES) is a private nonprofit corporation located in Massachusetts that helps frail elders live at home safely and independently for as long as possible by providing assistance and access to a comprehensive range of services. SSES is a designated Aging Services Access Point by the Executive Office of Elder Affairs and an Agency on Aging subject to the Older Americans Act. Annual revenues for the year ended June 30, 2015 were \$22.6 million. SSES employs 130 employees and our fiscal year end is June 30.

The Organization invites independent Certified Public Accountants (CPA Firms), licensed in the Commonwealth of Massachusetts, to offer proposals to perform the financial audit of the corporation for the year ended June 30, 2016, along with renewal rate information for two subsequent plan years. Two copies of proposals, one of which is unbound, must be either hand delivered or mailed to:

Terry O'Brien, Director of Finance and IT
South Shore Elder Services
1515 Washington St
Braintree, MA 02184

Proposals must reach South Shore Elder Services no later than 4:00 p.m. March 18, 2016. Proposals which are mailed and do not arrive at by South Shore Elder Services this date, are not postmarked by March 15, 2016, or are not hand delivered by the prescribed time, will not be reviewed.

Services to Be Performed:

Your proposal is expected to cover the following services:

1. Annual audit of financial statements to 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, and the provisions of OMB Circular A-133 *Audits of States, Local Governments and Non-Profit Organizations*.
2. Review and upload of the organizations Uniform Financial Report with the Commonwealth of Massachusetts.

3. Form SF-SAC, Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations
4. Annual Tax filings for the organization including 990, Form PC.
5. Meetings with the finance/audit committee and or Board of Directors, as necessary.

I. The Proposal Must Include:

A. Firm Information

1. Size, location, and history of the CPA Firm.
2. Detail of your firm's experience in providing auditing and tax services to companies in the not-for-profit sector, as well as organizations of a comparable size to South Shore Elder Services, Inc. Identify how many UFR's and A-133 audits your company performs in the not-for-profit sector. Specific experience with both Aging Services Access Point and Area Agency on Aging organizations is sought.
3. Whether the CPA Firm is a member of the AICPA.
4. CPA Firm references
5. CPA Firm's latest Peer Review Report, Letter of Comments and CPA Firm's response, if any.
6. Whether the CPA Firm is subject to any current litigation.
7. Whether the CPA Firm has been the subject to any AICPA or State Society Ethics referrals.
8. The CPA Firm's working paper retention and access policies and requirements.
9. Possession of the following liability insurance coverage (Certificate of Insurance must be submitted):
 - a) Accountant's Errors and Omission Policy
 - b) Workers' Compensation Policy
 - c) General Liability Policy

B. Personnel Information

1. Names, qualifications, and experience of the individuals who will be assigned to perform the audit, including the partner in charge of the audit,
2. Expected levels of staffing and supervision.

C. Engagement Information

1. A detailed fee schedule for each service to be rendered
2. Listing of reports to be issued.
3. Expected duration of field work.
4. Expected completion dates for the engagement.
5. Information that is expected to be provided by the plan to the CPA Firm.
6. Workspace requirements of the CPA Firm.

Evaluation of Proposals

South Shore Elder Services, Inc. will evaluate proposals on a qualitative basis. This includes our review of the firm's peer review report and related materials, and the firm's completeness and timeliness in its response to us. Any individuals or firms seeking additional information may contact Terry O'Brien at tobrien@sselder.org. South Shore Elder Services, Inc. is an Affirmative Action/Equal Opportunity Employer.