

NEIGHBORS IN NEED OF SERVICES, INC. (NINOS) HEADSTART PROGRAM



Bid Packet for

Consultant/Accounting Services

FY 2016/2017

17-RFP-003

**Neighbors In Need of Services, Inc. Head Start/Early Head Start
Invitation to Bid**

Bid Number# 17-RFP-003

**Bid Title: Financial Statement Preparation/In Accordance with SAS 112
From April 1, 2016 to March 31, 2017**
Budget DHHS \$ 21,281,334.00
Budget USDA Child Care Program \$ 2,975,053.68

Date Due: April 24, 2016 Due No Later Than: 4:00 p.m.

NINOS Inc. Head Start / Early Head Start Program is a private non-profit organization. NINOS Inc. Head Start / Early Head Start Programs provide services to low income families for children from birth to five years of age. The agency is funded to serve 2,914 children throughout Cameron and Willacy Counties.

The agency is currently seeking bids for its Finance Content Area for the following:
Financial Statement Preparation

CLOSING SUBMISSION DATE & PUBLIC OPENING

Please submit the following information in a sealed envelope by 4:00 p.m. on April 24, 2017. Bid opening will be held on April 25, 2017 at 9:00 a.m. at NINOS Administration office located at 402 West Robertson Street San Benito, Texas 78586.

INQUIRIES

For further information. Please call Tracy Torres, Director of Finance at (956) 399-9944 ext 314 or email tracy.torres@ninosinc.org

NON-DISCRIMINATION & EQUAL OPPORTUNITY

No person shall on the grounds of race, color, religion, sex, national origin, age, handicap, political affiliation or belief be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this contract.

Attention of bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wage rates to be paid under the contract.

NON-RESPONSIVE PROPOSALS

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this proposal.
2. The proposal does not follow the specified format.
3. The proposal does not include documentation of accompanying Credentials (Firm Must Have at least one (1) Certified Public Accountant on Staff)
4. Bid not sealed.
5. Bid not returned to Administrative Office, Attn: Lina Garza

REVIEW PROCESS

NINOS Inc. reserves the right to waive any informalities or to reject any or all proposals submitted and contemplates award of the contract to the responsible offer or with the most advantageous bid.

No bidder may withdraw his bid within 30 days after the actual date of the opening thereof.

**NEIGHBORS IN NEED OF SERVICES, INC. HEAD START / EARLY HEAD START
INSTRUCTIONS**

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Prior to returning your sealed bid response / submittal, all Addendums - if issued - should be reviewed and downloaded by entering the NINOS, Inc. web site at www.ninosinc.org.

Please return bid in sealed envelope. Be sure that return envelope shows the Bid Number, Description and is marked "SEALED BID".

RETURN BID TO:

Delivered to the administration office:

Attn: Lina Garza
402 W Robertson
San Benito, Texas 78586

Mailed to:

Attn: Lina Garza
402 W. Robertson
San Benito, Texas 78586

You must sign below in ink failure to sign will disqualify the offer. All prices must be typewritten or written in ink.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax No: _____ E-mail: _____

Print Name: _____ Signature: _____

(Your signature attests to your offer to provide the goods and/or services in this bid according to the published provision of this bid.)

Exhibit "A"

BID SUBMITTAL SHEET & TECHNICAL SPECIFICATIONS

BACKGROUND DOCUMENT

I. INTRODUCTION

Neighbors in Need of Services, Inc. (NINOS Inc.) an Affirmative Action/ Equal Employment Opportunity agency is requesting proposals for the provision of auditing services for the agency. NINOS Inc. Head Start / Early Head Start Program is a private non-profit organization. NINOS Inc. Head Start / Early Head Start Programs provide services to low income families for children from birth to five years of age. The agency is funded to serve 2,914 children throughout Cameron and Willacy Counties. The agency administers the funding (\$ 20,909,593) from the U.S. Department of Health and Human Services and (\$ 2,318,613.98) from the USDA Child Care Program. **Fiscal Year runs from April 1 to March 31.**

II. SERVICES TO BE FURNISHED UNDER THE CONTRACT

The following services must be provided during the term of the contract:

FINANCIAL SECTION

Financial Statements

- Statement of Financial Position
- Statement of Activities
- Statement of Cash Flows
- Statement of Functional Expenses
- Statement of Financial Statements

AGENCY RETIREMENT PLAN AUDIT (Calendar Year)

Proposals will cover provision of services for the fiscal years beginning April 1, 2016 and ending March 31, 2017. NINOS Inc. issues contracts on a year-by-year basis with each following contract dependent on satisfactory performance.

III. PROPOSAL SUBMISSION

The attached Proposal form must be filled out completely. The agency that is requesting proposals at this time is a non-profit organization with limited budgets and the proposed price of services to be provided under this contract will be a major factor in the selection of the auditing firm.

IV. SUBMISSION AND SELECTION PROCESS

All Proposals must arrive at NINOS Inc., 402 W. Robertson St., San Benito, TX 78586 by 4:00 PM on April 24, 2017.

The firm selected to be the provider of auditing service will be notified by May 12, 2017 by contract.

V. LIMITATIONS AND RESTRICTIONS

- A. Proposals must follow all procedures outlined in these instructions.
- B. NINOS Inc. reserves the right to accept or reject any or all proposals.
- C. This Request for Proposals does not commit the agency to awarding a contract.
- D. All costs included in preparing proposals must be borne by the organization submitting the proposal.
- E. The organization which the agency wishes to have supply auditing services will be issued a contract which must be signed by all parties to the contract before it becomes effective.

6. Please indicate if your organization is any of the following:

	<u>Yes</u>	<u>No</u>
Certified Small Business	___	___
Certified Minority-Owned Business	___	___
Certified Women-Owned Business	___	___
Business Is Owned or Controlled by Socially or Economically Disadvantaged Individuals or Individuals with Disabilities.	___	___

7. Provide two references other than NINOS Inc. for which you have supplied auditing service.

1. _____
Name of Company

Address

Contact Person

Telephone Number

2. _____
Name of Company

Address

Contact Person

Telephone Number

I have reviewed the information given in the Background Document for this Request for Proposals and agree to the terms and conditions stated therein. The information given in this Proposal is complete and accurate to the best of my knowledge.

Name

Title

Date

Attachment "A"

1. Equal Employment Opportunity-All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. Debarment and Suspension (E.O.s 12549 and 12689) No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractor declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of it's principal employees.