



**REQUEST FOR PROPOSAL  
FOR  
INDEPENDENT AUDITOR**

**Issued August 17, 2020**

**Deadline for Submission**

**September 25, 2020**

*Partners in Lifelong Support for People with Developmental Disabilities Since 1966*

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## **Request for Proposal for Independent Auditor Issued August 17, 2020**

### **Introduction**

Los Angeles County Developmental Services Foundation, Inc. dba Frank D. Lanterman Regional Center (“Lanterman” or “the Center”) is a private, non-profit corporation that operates under contract with California’s Department of Developmental Services. The Center serves approximately 11,000 children and adults with developmental disabilities, who have or are at risk for a developmental delay or disability, and who are at high-risk of parenting an infant with a disability. Frank D. Lanterman Regional Center is one of 21 regional centers in the state of California, which together serve over 360,000 individuals with, or at risk for, developmental disabilities and their families. Lanterman serves residents in the Hollywood-Wilshire, Central Los Angeles, Pasadena, Glendale, Burbank, La Cañada-Flintridge, and La Crescenta areas of Los Angeles County. The Center provides assessment and diagnosis, individualized planning, service coordination linking people with services, assistance in finding and using community services, and purchase of services identified in an individual’s service plan. The Center’s community of service providers includes hundreds of corporations and entities providing over 1,000 services/programs. The Center employs a diverse staff of approximately 245 dedicated individuals who provide services to our clients and their families.

More information regarding the Center can be found online at [www.lanterman.org](http://www.lanterman.org). A copy of Frank D. Lanterman Regional Center’s Audited Financial Statements for the fiscal years ending June 30, 2019 and 2018 is available online in the “Transparency & Accountability” section of the website.

### **Project Description**

According to Welfare and Institutions Code 4639, regional centers shall annually contract with an independent accounting firm for an audit report of its financial statements. The audit report shall be reviewed and approved by the regional center board. Within 60 days of completion, the audit report shall be made available to the public and submitted to DDS. Additionally, the audit shall not be completed by the same accounting firm more than five (5) times in any ten (10) year period.

Frank D. Lanterman Regional Center's fiscal year is July 1st to June 30th. The audit report for the fiscal year ending June 30, 2020 will be the fifth for the present accounting firm. The Center seeks to engage an accounting firm to conduct the audit and provide tax compliance services for the current fiscal year ending June 30, 2021. The Center's Administrative Affairs Committee is responsible for engaging and overseeing the independent auditor's activities in conducting the audit of the Center's financial statements and preparation and filing of federal Form 990, California Form 199, and California Form RRF-1.

## **Project Requirements**

For the fiscal year ending, June 30, 2021, the suggested schedule for the independent audit is as follows:

Entrance conference, planning meeting with Center management team	May-June 2021
Auditors interim fieldwork and compliance testing	July-August 2021
Auditors fieldwork	September 2021
Draft of financial statements, management letter, and tax filing forms	December 2021
Presentation of financial statements, management letter, and tax filing forms at meeting of Administrative Affairs Committee	January 2022
Center Board of Directors acceptance of financial statements and tax filing forms	January 2022
Financial statements and tax filing forms finalized and submitted as appropriate	February 2022

## **Proposal Guidelines**

All proposals should include the following:

- a. A brief history of your company, describing the range of activities performed by your firm, the size and organizational structure of your firm, and your firm's background and experience in auditing regional centers and other nonprofit agencies;
- b. Statement of your firm's understanding of the work to be performed, including tax and non-audit services;

- c. Names of the partner, audit manager, and field staff who will be assigned to our audit, providing a brief resume and/or description of their experience, background, and trainings or certifications required for each;
- d. A proposed timeline for fieldwork and final reporting;
- e. A description of the systems used by your company to share information and track the progress of the work;
- f. References and contact information from at least three (3) comparable non-profit organizations, emphasizing any experience with regional centers. Include organization name, address, description of business, contact person's name, title, telephone number, and email address. Provide copies of audited financial statements;
- g. Contact information for individual(s) to be contacted regarding the proposal;
- h. Proposed fee structure for the completion of the audit for the fiscal year ending June 30, 2021;
- i. Proposed fee structure for tax compliance services for the fiscal year ending June 30, 2021;
- j. Proposed optional pricing for three (3) years of service and estimate of the anticipated costs for a two-year extension, and
- k. Description of your billing rates and procedures for technical questions that may arise during the year, or whether this support is included in the proposed fee structure.

## **General Information**

The initial contract term for this project will be negotiated at the time of contract award.

Should the vendor fail to meet the requirements of the contract, Frank D. Lanterman Regional Center may cancel the contract with a thirty (30) days' notice.

## Schedule

RFP issued	August 17, 2020
Proposals due	September 25, 2020
Selection of proposals	October 9, 2020
Meetings to present proposals	October 12-30, 2020
<i>Submit to Administrative Affairs Committee for Approval</i>	
Planned contract award date	November 18, 2020
Anticipated commencement date	May 1, 2021

Please direct any questions about this RFP to

Kaye Quintero  
Associate Director, Administrative Services  
[kquintero@lanterman.org](mailto:kquintero@lanterman.org)

Please submit your proposal, including all supporting documentation, by Friday, September 25, 2020, via email to

Kaye Quintero  
Associate Director, Administrative Services  
[kquintero@lanterman.org](mailto:kquintero@lanterman.org)

or mail a hard copy to

Frank D. Lanterman Regional Center  
ATTN: Kaye Quintero, Associate Director, Administrative Services  
3303 Wilshire Blvd., Suite 700  
Los Angeles, CA 90010