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**Request for Proposal  
Financial Review Services**

Issued by: The Reintegration Support Network, Inc.

October 15, 2024

Response Deadline November 15, 2024

**Introduction**

Reintegration Support Network, Inc. (RSN) is seeking proposals from qualified CPA firms to provide a **Financial Review** of its financial statements for the fiscal year ending 12.31.2023. The Review will be performed in accordance with generally accepted accounting standards and the financial statements are to be prepared in accordance with Generally Accepted Accounting Principles applicable for not-for-profit organizations.

**Background**

Reintegration Support Network (RSN) is a community-based non profit that uses specially trained mentors to interrupt the daily systemic and structural pressures that create gaps in the continuum of care in behavioral health treatment of youth ages 13-20. Our services focus on youth who experience challenges related to mental health, substance use, and/or juvenile justice involvement. RSN adapted an evidenced-based, adult peer-support model to meet the unique needs of our community's youth, especially youth of color. RSN mentors provide one-to-one and group skill-building support creating a safe and resilient space for young people to center their needs and build agency while increasing their engagement with self, school, and the community. RSN also provides specialized training to increase the skills and knowledge of our community partners.

RSN serves approximately 20-25 participants per year with funding from State, Local and Foundation grants, corporate and individual donations. We currently have 4 full time employees and 8 contracted mentors with one (1) office in Carrboro, NC serving primarily Orange and Durham counties. Our annual revenue has ranged from \$132,000 to \$203,000 over the past four years.

## **Project Objective**

The objective of the review is to express an opinion as to whether the financial statements of RSN present fairly and accurately the financial position, results of operations and changes in cash flow in accordance with generally accepted accounting principles. During the engagement, the reviewer should report:

- Significant or unusual transactions entered into by RSN that Management and/or the Board of Directors should be made aware of;
- Deficiencies in internal controls that are of sufficient importance to merit the attention of Management and/or the Board of Directors;
- Any disagreements with Management about matters which are significant to the organization's financial statements;
- Lack of compliance with the Financial Management Controls Policy;
- Lack of compliance with financial or other relevant legislation; and/or
- Lack of accountability in the use and management of RSN's assets.
- Any such instances should be reported in the management letter.

## **Expected Deliverables**

Deliverables include but are not limited to:

- Prepare an reviewer's report and management letters in a format consistent with generally accepted reviewing standards;
- Discuss the reviewer's report and management letters with Management and the BOD's Finance Committee prior to their distribution;
- Representation letter prior to commencing the review;
- Meet review or reporting requirement dates as set out;
- Provide a management letter that identifies areas of concern or weaknesses found, recommendations for improvement, and management's response on any concerns identified;
- Complete scope of work;
- Schedule meetings with RSN; and any required reporting necessary to the completion of the project.

All of the above must be completed within **90 days** of the start of the review. In addition, RSN requires that a meeting of the reviewer(s) and selected RSN board and staff members be held to discuss a draft version of the review prior to the completion of the project.

## **Proposal Guidelines**

All proposals must include:

- A. Evidence of the firm's qualifications to provide the above services;
- B. Background and experience in reviewing nonprofit clients;
- C. The size and organizational structure of the reviewer's firm;
- D. Statement of the firm's understanding of work to be performed, including tax and non-review services;

- E. A proposed timeline for fieldwork and final reporting;
- F. Proposed fee structure for the review and any occasional services that may arise, but are not covered in the proposed fee structure;
- G. Names of the partner, review manager, and field staff who will be assigned to our review and provide biographies.
- H. 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
- I. References and contact information from at least two comparable nonprofit review clients.

### **Proposal Submission**

Your proposal must be received by October 31, 2024. **Please send your proposal to Terence Johnson, RSN Exec. Dir. via email at [Terence@rsnnc.org](mailto:Terence@rsnnc.org).** The board finance committee will review all proposals at their November, 2024 meeting and make a recommendation regarding the choice of reviewers to the full board of directors with an intended start date in January, 2025.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact: Terence Johnson, Executive Director, [Terence@rsnnc.org](mailto:Terence@rsnnc.org).