



## California Housing Partnership 2023 Request for Proposals for Auditing & Tax Preparation Services

The California Housing Partnership Corporation ("the Partnership") is soliciting proposals from CPA firms that have extensive experience in providing audit and tax services for not for profit organizations. We are seeking a firm to provide audited financial statements and tax returns for the years Jan 1, 2023, through Dec 31, 2025. We invite your firm to submit a proposal to us by November 13, 2023 for consideration. A description of our organization, the services needed, and other pertinent information follows:

### About the Partnership

The Partnership is a 501(c)3 nonprofit public benefit corporation formed by the State of California in 1988. The mission of the Partnership is to create and preserve affordable and sustainable homes for Californians with low incomes by providing expert financial and policy solutions to nonprofit and public partners. The Partnership provides technical assistance, training and research tools to approximately 150 nonprofit and public sector clients annually. The Partnership has 42 employees in multiple offices throughout California as well (San Francisco, Los Angeles, and Sacramento). All financial records are kept in the main office in San Francisco and electronically.

We require audited financial statements to be prepared for the fiscal years January 1 through December 31, 2023, 2024 and 2025 in accordance with generally accepted accounting principles and auditing standards as they apply to a nonprofit organization, and examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. The audit should also include an assessment of the accounting principles used and significant estimates made by management, as well as an evaluation of the overall presentation of the financial statements.

Other services required are the timely preparation of all California and Federal Tax and information returns as required for non-profit organizations. [Please note that the Form 5500 and ERISA reporting for our 403(b) and other benefit plans are being handled separately.] The Partnership's strong preference is to receive the draft audit and management letter for revision and comment by the end of May each year, with a final version completed no later than July 15.

If you are interested in providing auditing and related services to the Partnership as described above, please submit the following:

- Description of firm background with emphasis on experience with similar nonprofit organizations and evidence of expertise with 501(c)(3) tax-exempt issues.
- List of similar nonprofit clients, including three reference contacts.
- Identification and qualifications of the staff persons who would perform the audit with clear indications of lead, support and supervisory roles as appropriate.
- Description of how the firm approaches fieldwork, outlining expectations of the client, format/process for document review, etc.
- Outline and schedule of how information will be collected from organization's previous auditor.
- Indication of when firm could commit to providing initial drafts of audited financial statements and prepared tax returns.
- Fee quote for performing the following work:
  - Audited Financial Statements and Management Letter(s)
  - Tax Returns: Federal Form 990 and California Form 199

#### Proposal Timetable

- RFP distributed **October 17**
- Electronic copy of written proposal due to the Partnership **November 13**
- The Partnership will follow up with finalists to ask additional questions as necessary **November 14 - 22.**
- Firm selected and notified no later than **November 30**

#### Submission Instructions

RFP submittals and related questions must be directed to:

California Housing Partnership  
Attn: Paul T. Jones, Finance Manager  
[pjones@chpc.net](mailto:pjones@chpc.net)  
(925) 980-7947

Proposals must be emailed as a single PDF no later than **5pm November 13, 2023**. For more information about our organization, visit [www.chpc.net](http://www.chpc.net).