

Goodwill Industries of South Texas, Inc. (GWSTX) is soliciting proposals from firms to provide financial audit and tax services for GWSTX and its associated corporation Goodwill Industries of South Texas Contract Services, Inc. (CSI) for the year ending December 31, 2019. This request for proposal contains background information on GWSTX and CSI, and specific information that must be included in the proposals submitted. The audit reports and management letters must be completed by June 31, 2020 and be presented to the audit committees in July and the Boards at their meetings on July 16, 2020. The form 990 tax returns must be filed by required deadlines, including extensions. The proposals must be submitted by no later than 5:00 pm on Friday, February 28, directly to our office at the following address or via email (pdf is acceptable):

Goodwill Industries of South Texas, Inc.
Attn: John Spencer
2961 S. Port Ave.
Corpus Christi, TX 78405

Email: jspencer@goodwillsouthtexas.com

GWSTX and CSI are Not-For-Profit 501c3 corporations. GWSTX was founded in 1948 with the mission "To create life-changing opportunities for people with disabilities to barriers to employment". GWSTX operates 17 thrift stores and one clearance store selling donated clothing and household items as well as new items purchase for resale. GWSTX also sells items on line thru Shopgoodwillsouthtexas.com. In addition, GWSTX performs various contracting services including landscape maintenance, janitorial, shredding, and pallet building contracts, as well as providing temporary employees to various government offices and businesses in the South Texas area to support its primary mission of job training and employment services. GWSTX also provides various fee for service and grant supported employment services. CSI became active in the 4th quarter of 2018 and specializes in Ability One contracts providing landscape maintenance, janitorial, shredding and pallet building contracts. In 2019 GWSTX generated 22,000,000 in revenue and CSI generated 100,000 in revenue. At the end of 2019 we have approximately 800 employees with 5 accounting staff.

GWSTX is not required to file an OMB Circular A-133 annually.

CSI is not required to file an OMB Circular A-133 annually.

GWST utilizes the Solutions POS system and uses Kronos as its timekeeping, payroll, and HR system and Kronos electronically files its payroll taxes. GWSTX is a reimbursing employer for unemployment taxes. GWSTX has 23 checking accounts, 1 Money Market account, 13 loans and a line of credit. Goodwill will allow the records to be viewed by the soliciting firms prior to proposal submission. GWSTX provides all payroll and back office services for CSI. CSI utilizes GWSTX to provide needed temporary employees and in 2019 all CSI employees were temps.

CORPORATE OFFICES

2961 S. Port Ave. ■ Corpus Christi, Texas 78405-2098 ■ Tel (361) 884-4068 ■ Fax (361) 884-4090



@GoodwillSTX



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Auditing firm will deliver 35 final audit reports to the respective Board of Directors and provide a .pdf electronic copy of each final, signed audit report to GWSTX.

Scope of Services:

1. Annual audit of GWSTX and CSI for the year ended December 31, 2019. To be completed in accordance with auditing standards generally accepted in the United States of America as well as Government Auditing Standards and OMB Circular A-133.
2. Annual federal tax form 990 filings for GWSTX and CSI for the year ending December 31, 2019
3. Issuance of management letters.
4. Meetings with the audit committee and/or board of trustees, as necessary.

I. PROPOSAL REQUIREMENTS

Bidders should respond as follows:

- **Transmittal Letter**
- **Executive Summary** - Provide a synopsis of the proposal and the key considerations that differentiate your approach and qualifications to serve **GWSTX**.
- **Experience of the firm, size, location, and area of expertise.**
- **Engagement team assigned.** Description of who will be working on this engagement and their experience.
- **Transition expertise.** Description of plan for transitioning from prior auditors and what the auditors require our staff to do.
- **Approach.**
 - ✓ **Overall audit approach.** Description of the overall audit philosophy and how it benefits our organization, including firm's philosophy on communications with clients throughout the year, scheduling of engagements, and continuity of staff on audit.

- ✓ **Specific audit approach.** Description of specific audit approach used in the audit to ensure that the auditors will cover all pertinent areas and also to know what will be required of our staff.
- ✓ **Audit effort.** Description of where the engagement team will focus their attention, to ensure critical areas are appropriately covered.
- ⇒ **Timing of the services.** Proposed timetable, to ensure it meets our needs, and to document expected delivery of the financial statements, management letter, and tax returns.
- ⇒ **Fees.** These need to be by service, including professional fees and out of pocket expenses. Specifically, include a not-to-exceed total fee, a fee per service (audit services, tax services, etc.), and average hourly billing rates by position.

Please provide a client listing of other nonprofits audited, resumes of the engagement partner and manager, 3 references, and copy of the firm's most recent peer review report.

For additional questions of clarification of this RFP please contact John Spencer directly at (361) 633-1976 or jspencer@goodwillsouthtexas.com

The Goodwill Industries of South Texas, Inc. may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the soliciting firm's proposals.

However, Goodwill Industries of South Texas, Inc. reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the soliciting firm can propose.