

REQUEST FOR PROPOSALS

Functional Area: Accounting and Audit Services

Issued: January 7, 2009

Deadline for Receipt of Proposals: January 29, 2009

Description: Canyon Ranch Institute (CRI) is a 501(c)3 non-profit organization. CRI catalyzes the possibility of optimal health *for all people* by translating the best practices of Canyon Ranch and our partners to help educate, inspire, and empower every person to prevent disease and embrace a life of wellness.

To meet our mission, CRI has established partnerships with other organizations in the past 18 months. In some cases, the partnerships are funded in part or completely by CRI, and in some cases, the partnerships are funded by the partner institution. CRI also receives funding from individual donors.

CRI currently employs 12 people. Six employees are full-time staff, and the others work for CRI in a shared employment agreement with Canyon Ranch.

Services to Be Performed

Submitted proposals should cover the following services:

1. Quarterly reviews of internally prepared financial statements
2. Starting in 2009, an annual operations audit
3. Starting in 2010, an annual financial audit (This audit can be conducted in tandem with the operations audit.)
4. Tax filings, starting with the 2008 tax year
5. Overview and training for CRI staff regarding IRS 501(c)3 regulations and procedures
6. General advising as required

Key Personnel

The key contact for information you may seek in preparing your proposal is:

Jennifer Cabe

Executive Director, Canyon Ranch Institute

Phone: 520-239-8561, Ext. 4664

Please Address Proposal To:

Mail:

Jennifer Cabe

Canyon Ranch Institute

8600 E. Rockcliff Road

Tucson, AZ 85750

Email:

CRI@canyonranchinstitute.org

Response to This Request for Proposal

In responding to this request, please provide the following information:

1. Your firm's experience and your experience in providing auditing and tax-filing services to organizations, and particularly 501(c)3 non-profit organizations;
2. Whether your firm provides services to organizations likely to be peers of, or with missions and focuses similar to, CRI's;
3. Commitments your firm will make to staff continuity, including your firm's staff turnover experience in the past three years;
4. Your firm's formal processes for staying current with changes in IRS tax code, particularly as they relate to the non-profit tax code, and how you ensure that your clients have immediate access to that information and any associated implications;
5. The partner, manager, and in-charge accountant who will be assigned to CRI if your firm is successful in its bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these staff;
6. How your firm will approach the audit of CRI, including the use of any association or affiliate member firm personnel;
7. Your firm's fee proposal for 2009 and 2010, with whatever guarantees can be given regarding increases in future years. Provide specific proposed fees for the quarterly review, audit work, and for ongoing, occasional advisory work that will be required, as well as the tax preparation. Furnish standard billing rates for classes of professional personnel for each of the last three years;
8. The names and contact information for similarly sized clients of the partner and manager that will be assigned to CRI, so that we may contact them for references;
9. How your firm encourages non-profit sector networking among your interested clients through convenings, web conferences, or other opportunities.
10. A copy of your most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.

Evaluation of Proposals

CRI will evaluate proposals on a qualitative basis. This includes the CRI's review of your firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to CRI, results of discussions with other clients, and the firm's completeness and timeliness in its response to this RFP.

As previously stated, if you choose to respond to this request, please do so by **January 29, 2009**.