

***Instituto Pre-Vocacional e Industrial de P.R., Inc.***  
***Invitation to RFP***  
***External Audit Services***

**Background Information**

The Instituto Pre-Vocacional e Industrial de P.R., Inc., (IPVIPR) is a non-profit organization, founded in 1985 by a group of community leaders, professionals, individuals, and families affected by the closures of services to special needs young adults. Providing community services to vulnerable population in Puerto Rico, with an existence of 17 free service programs to victim of crimes, people affected and living with HIV/AIDS, HOPWA, Housing Counseling, shelter, protection, and security to victims of domestic violence and others.

The Institution's is a registered corporation with number 15,186. The central Office is located at #68 Calle Puro Girau, Arecibo, Puerto Rico.

The Founder and Chief Executive Officer, Nilsa López Rivera heads a team of paid staff in addition to a pool of volunteers and is responsible with the Trustees for the strategic direction and for the day-to-day operational activities of the organization. The Chief Executive reports to the Chair of the Board.

IPVIPR invites RFP from suitable qualified and competent registered auditors with a high level of knowledge and understanding of the non-profit sector for the function of external audit for the Fiscal Year 2021-2022 (July 1, 2021 – June 30, 2022).

The external audit and services required will include but not be limited to:

- Planning, management, and execution of the annual audit of IPVIPR's Financial Statement and Trustee's report Provide technical advice on all aspects of accounting and financial reporting
- Updating the Trustees with changes in legislation and regulation. Reporting on external audit progress to IPVIPR's Management Team, including attendance at Committee meetings and Board meetings when required and as appropriate
- Provision of advice to IPVIPR Management in particular the Chief Executive, the Treasurer, and the Finance & Administration Manager on accounting and financial matters
- Liaison and coordination with the Finance & Administration Manager to ensure a full exchange of information
- Submission of Financial statements & Reports to the corporation.

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**Proposed Contract**

The contract will be for the period of October 2022 – December 31, 2022.

**RFP Requirement**

RFP should include the following information:

- The fee for the contract period specifying what is included in the charge
- Costs should be provided on a fee basis for any additional advice or services that may be required from time to time
- A schedule of hourly rates for each level of fee-earning staff
- An explanation of the external audit approach that would be used including the firm's policy in relation to the maintenance of continuity of staff involved in the audit. Details of relevant experience within the non-profit sector and the business activities and issues addressed
- Details of references that might be used
- Details of any relevant services that may be appropriate to the needs of the Institution

Shortlisted firms will be invited to an interview and/or to deliver a presentation to IPVIPR interviewing Panel, consisting of the Chief Executive Officer and Finance & Administrative Manager.

For further information or clarification please contact Samuel Rivera Rivera, Accountant, by email:- [ipvipr@yahoo.com](mailto:ipvipr@yahoo.com) or [contipvi@yahoo.com](mailto:contipvi@yahoo.com)

**Deadline**

The deadline for responses to this tender is 4:00 pm Thursday, October 20, 2022. Your proposal should be submitted via email or postmarked confidential RFP to:

Nilsa López Rivera, CEO – [ipvipr@yahoo.com](mailto:ipvipr@yahoo.com) or Samuel Rivera Rivera, Accountant – [contipvi@yahoo.com](mailto:contipvi@yahoo.com) or FCM: Nilsa López Rivera, CEO – IPVIPR, PO Box 1800, Arecibo, Puerto Rico 00613-1800.

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**Assessment of RFP**

RFP will be assessed on the following criteria:

- Experience of providing comprehensive external audit services to the non-profit sector and demonstrable expertise in accounting for charities
- Experience of advising non-profit bodies with similar needs within the last three years and evidence of understanding the challenges and constraints within the sector
- The quality and experience of the proposed external Auditor
- The suitability of the audit approach
- The ability to provide the full range of services required for audit
- The firm's approach to customer service, quality assurance and environmental considerations.
- Value for money, particularly the added value that the audit process will bring to the organization.

A decision on appointment will be made soon after the interview/presentation

IPVIPR reserves the right not to accept the lowest of any RFP tendered.