



Portland Community Reinvestment Initiatives, Inc.
6329 NE Martin Luther King Jr. Blvd
Portland, OR 97211
(503) 288-2923

November 14, 2023

RE: Request for Proposal and for Audit Services

Dear Sir or Madam:

Portland Community Reinvestment Initiatives (PCRI), an Oregon 501c (3) non-profit organization based in Portland, Oregon, is accepting proposals for the organization's annual financial statement audit, 990, CT-12, and form 5500 preparation services. We invite you or your firm to submit a proposal to us by December 22, 2023 to the following address:

Portland Community Reinvestment Initiatives
Attn: Mark Holman
6329 NE MLK Jr Blvd
Portland, OR 97211

PCRI reserves the right to reject any or all of the proposals received. A description of the organization, the services needed, and other pertinent information follows:

About Portland Community Reinvestment Initiatives

PCRI is a non-profit 501(c)(3) organization founded in 1991 whose mission is to preserve, expand and manage affordable housing in the City of Portland and provide access to, and advocacy for, services for our current and prospective residents.

PCRI executes its mission through the preservation and management of affordable, high quality, single family homes, small multiplexes, and multifamily units. Additionally, PCRI also acts as lead developer on multifamily projects and new units held for sale to underserved homebuyers.

A majority of the PCRI's funding comes from rental revenue related to its property management functions. PCRI receives funding from a variety of private, local, State, and Federal sources for its various programs and development projects.

Our fiscal year end is 12/31, with an annual operating budget of approximately \$10 million, thirty-three employees, and two consultants in five locations. Our main sources of revenues are from residential rental receipts. PCRI maintains its general ledger and accounts payable and receivable subledgers in a system called Yardi Property Management and payroll is processed using ADP. The organization has multiple outstanding notes payable and restricted reserved bank accounts. Payroll calculations and disbursements are performed in-house and are processed semimonthly for the 33 employees. PCRI averages 200 vendor checks per month and maintains one checking account for operating expenditures. In 2021, our total assets were \$76 million and income totaled \$3.6 million. PCRI's Financial Statements are presented on a consolidated basis and incorporate four other sets of audited financial statements. The PCRI 2022 Audit and tax return field work began July 3rd and has been completed, thus far the work has progressed much



"Affordable Housing Without Compromise"

more smoothly than in prior years, we now anticipate having the remaining PCRI audit work done in November and the final report pending the progress of the work on Park Terrace and Maya Angelou which are audited via Cascade Management.

You can read more about PCRI at our website: <http://pcrihome.org/>
You may examine PCRI's 2022 Form 990 upon request.

Relationship with current CPA Firm

These services have been provided by Gary Mcgee & Co for the past 32 years. While we have a good relationship with our current service provider, we also recognize that it is best practice for an organization to seek proposals and possibly rotate auditors from time to time. In preparing your proposal, be advised that management will give permission to contact the prior auditors.

Audit objectives and scope of services desired

The objective of the audit is to ensure that the financial statements are accurate in all material respects and that the financial and accounting practices of the organization are sound. The full audit report, financial statements, footnotes, Single Audit, Management Letter, and any recommendations for improvement will be provided to the agency's Board of Directors and may be submitted to the Federal Clearing House if it is determined that a Single Audit is required. The audit report, Financial Statements, and Footnotes will be provided to various lenders and granting organizations as well as be used to apply for various grants from organizations and private individuals.

1. The audit must be overseen or conducted by an individual with an active CPA license who is qualified to perform a financial statement audit on a 501c(3) non-profit organization.
2. PCRI has contracts which include funds provided by grants from the Federal Government. As such, the audit must be submitted to the Federal Clearing House and a Single Audit for these activities is likely to be required and should be anticipated as part of the response to this RFP.
3. PCRI operates on a calendar year. Audit fieldwork ideally would commence on or around April 1st. Year-end financial statements are generally available on or before March 15th.
4. The examination of the agency's financial records should be made in accordance with generally accepted accounting principles (GAAP).
5. Accompanying the financial statements, PCRI requests a Management Letter of Comments and Recommendations, if applicable, for the improvement of program and financial management per the Auditor's opinion after examining the organization's systems.
6. PCRI will require 10 printed and bound copies as well as a digital copy, preferably provided in Adobe's PDF format of the final audit.
7. Availability throughout the year to provide advice and guidance on financial accounting and reporting issues.

Contact Information

Following are PCRI contacts whom you may contact for any information in preparing your proposal:



Portland Community Reinvestment Initiatives, Inc.
6329 NE Martin Luther King Jr. Blvd
Portland, OR 97211
(503) 288-2923

Kymerberly Horner
Mark Holman

Executive Director
Finance Director

khorner@pcrihome.org
mholman@pcrihome.org

Other Information to consider

1. PCRI staff will prepare the General Ledger and Subsidiary Ledger Trial Balances during the audit period. Additional supporting schedules will be prepared upon request to assist the audit process. Staff will be available to answer questions and to locate supporting documents as needed.
2. Copy machines will be made available at no charge.
3. Work area and access to Wi-Fi/internet at PCRI's site will be provided as necessary.
4. Prior audit reports and management letters are available for the auditors to examine, and permission will be granted for PCRI's current audit firm to share any and all information in their possession that the incoming audit firm may request.

Your Response to This Request for Proposal

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

1. A brief letter outlining an understanding of the work to be performed for the audit.
2. General information regarding the firm and individuals involved in the firm's work.
3. Information on the firm's experience with audits for non-profit, governmental, and other similar entities.
4. If possible, please identify the key staff person who would be assigned to the audit and provide a brief biography.
5. References: The names, addresses, telephone numbers and contact persons for at least three non-profit audit clients who have been audited by your firm.
6. Provide an estimated timeline for the completion of the proposed audit services.
7. Set forth a detailed fee proposal for the completion of the 2023 audit services. Please include the firm's billing process, hourly rate by classification, and any other anticipated expenses that would be billed to PCRI. Alternatively, a full estimate may be presented in terms of a "not to exceed" price for annual audit, 990, CT-12, and form 5500 preparation. Include in this section any proposed discounts for PCRI along with the terms of those discounts. In the case of significant discounts, PCRI may provide charitable receipts to the firm along with



"Affordable Housing Without Compromise"

some form of recognition as a contributor. Please detail types of recognition that would be desired.

Additional Questions

1. Include a copy of your firm's most recent Peer Review report, the related letters of comments, and the firm's response to the letters of comments.
2. Describe how you bill for questions on technical matters that may arise throughout the year.
3. Please speak to your commitment to diversity.
4. Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

Evaluation of Proposals

PCRI may, at its discretion, request interviews, presentations, or request further information to clarify your proposal. Proposals will be evaluated on a qualitative and quantitative basis. As previously mentioned, if you choose to respond to this request, please do so by December 22, 2023 to ensure that your proposal is considered. Finalists will be contacted by January 12, 2024 and a live interview will be scheduled with firms whose proposals have been selected for further consideration.

Thank you for taking the time to review our requirements and for your careful preparation of your proposals. We wish you the best and look forward to hearing from you.

Best regards,

Kymerly Horner | Executive Director



6329 NE Martin Luther King Jr. Blvd.

Portland, OR 97211

T: (503) 288-2923 x117 | F: (503) 288-2891

Follow us: [Twitter](#) | [Instagram](#) | [Facebook](#) | [LinkedIn](#) | [Web](#)