SEEKING PROPOSALS
For an Auditor to serve DPP

A. Overview:

Denver Preschool Program Inc. (DPP) is seeking an Auditor, to provide financial auditing services for the organization.

DPP invites CPA's, individuals and firms, to submit a proposal to DPP for consideration.

B. Submission Period: May 5, 2023, through June 5, 2023.

No proposals will be accepted after the deadline. Proposals should be emailed to Rebekah Ray, Director of Finance, at Rebekah@dpp.org.

C. Background of DPP:

The Denver Preschool Program, initially approved by voters in November 2006, then renewed and expanded by voters in November 2014, provides Denver residents with 4-year-old children with a tuition credit for preschool and provides quality improvement supports for participating preschool providers. There are approximately 260 licensed preschool providers that host approximately 750 DPP classrooms in the City and County of Denver and adjacent cities. Denver Preschool Program participants receive tuition credits on a sliding scale that is based on family income, household size, length of day attending preschool and the quality rating of the chosen provider. The program is open and voluntary for all Denver 4-year-olds in their last year of preschool prior to kindergarten and includes all the licensed preschool providers that contract with DPP and agree to participate in a quality improvement system.

The Denver Preschool Program, Inc. is an independent 501(c)3 created for the purpose of managing the City and County of Denver's dedicated preschool tax. The organization is governed by a Board of Directors appointed by the Mayor of Denver and Denver City Council and comprised of citizens with experience managing businesses, non-profits and public programs. DPP's annual budget is approximately $30 million.

More information regarding DPP and the services provided can be found on DPP's website at dpp.org, including prior financial audits.

DPP has recently been selected as the Local Coordinating Organization (LCO) for the Colorado Department of Early Childhood's Universal Pre-school (UPK) program for the City and County of Denver area. DPP's responsibilities under this contract include supporting access to and the equitable delivery of early childhood and family support programs and services, identifying gaps in service, fostering partnerships, creating alignment among the public and private providers and agencies within the City and County of Denver that serve families and children, and establishing a comprehensive, locally

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supported plan for providing early childhood and family support programs and services equitably within the community.

D. Services Required of an Auditor

DPP is seeking an Auditor that has extensive experience with nonprofit organizations, State and Federal government contracts, and organizations with multiple funding sources.

DPP requires the following services:

1. Annual financial statement audit.
2. Federal Single Audit (if applicable in future years).
3. Preparation of IRS form 990 (if applicable in future years).

DPP is seeking an auditor to conduct our audit in accordance with auditing standards generally accepted in the United States of America. An auditor that will:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks.
- Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Denver Preschool Program, Inc.'s internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in their judgment, there are conditions or events considered in the aggregate that raise substantial doubt about Denver Preschool Program, Inc.'s ability to continue as a going concern for a reasonable period of time.

Our audit is due to the City by April 1. All of the above must be completed sufficiently in advance of this due date for review and approval by our Board of Directors. In addition, DPP requires that a meeting of the auditors and DPP board and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors' Finance and Governance committee.

E. Information to include in Proposal

- Statement of your understanding of the services to be provided to DPP.
- Your experience and qualifications in working with nonprofit organizations similar to DPP.
- Evidence of the firm's qualifications to provide the above services.
- The size and organizational structure of the auditor's firm.
- A proposed timeline for fieldwork and final reporting.
- Proposed fee structure, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged.

- Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure.
- Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.
- Provide the names and contact information for other, similarly sized clients.
- A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.
- Describe how and why you think you are the best fit for DPP's needs.
- Comment on your firm's efforts towards diversity, equity and inclusion.

Please direct any proposal inquiries to:
Rebekah Ray, Director of Finance at Rebekah@dpp.org

F. Evaluation of Proposals

DPP will evaluate proposals on a qualitative basis. This includes our review of the proposal materials, results of discussions with other clients, and the completeness and timeliness of responses to us.