



Request for Proposal (RFP)

Annual Audit and Single Audit Services

Regional Task Force on Homelessness
4699 Murphy Canyon Road, San Diego, CA 92123
www.rtfhsd.org

Issue Date: 05/01/26

Submission Deadline: 05/22/26, 5:00 PM Pacific Time

Contact: Carlynn Yu, CFO | carlynn.yu@rtfhsd.org | (858) 292-7627 x51

1. Purpose

The Regional Task Force on Homelessness (RTFH) is requesting proposals from qualified certified public accounting firms to provide annual independent audit services, including a Single Audit pursuant to Uniform Guidance (2 CFR Part 200, Subpart F), for the fiscal year ending June 30, 2026. The contract may be renewed for up to four additional one-year terms based on satisfactory performance.

2. About RTFH

RTFH is a 501(c)(3) nonprofit and the HUD-designated Continuum of Care (CoC) lead agency for San Diego County. RTFH is responsible for regional homelessness planning, funding coordination, and performance monitoring. Key functions include:

- Homeless Management Information System (HMIS)
- Coordinated Entry System (CES)
- Annual Point-in-Time Count (WeAllCount)
- Oversight of federal, state, and local grant subrecipients

In FY 2023 - 24, RTFH managed total assets of nearly \$31 million and federal awards totaling approximately \$6.5 million.

3. Scope of Work

The selected auditor shall perform the following:

- Financial statement audit in accordance with GAAS and Government Auditing Standards
- Single Audit in accordance with 2 CFR Part 200, Subpart F
- Preparation of:
 - Audited financials with footnotes
 - Independent Auditor's Report
 - SEFA and notes

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- Management Letter
- IRS Form 990
- Presentation of results to the Board and Audit Committee

4. Organizational Financial Overview (FY24)

- Total revenue: \$19.3 million
- Federal expenditures: \$6.5 million
- Subrecipient expenses: \$11.4 million
- Deferred revenue: \$17.4 million
- Net assets: \$11.5 million
- Accounting basis: Accrual

5. Proposal Content Requirements

- Firm Overview
- Relevant experience with nonprofit and federal audits
- Qualifications of key personnel
- Proposed audit approach and schedule
- Deliverables and availability
- Three references from comparable nonprofit clients
- Fee proposal with separate pricing for financial statement audit, Single Audit, and Form 990

6. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience and qualifications
- Understanding of scope and approach
- Staff availability and expertise
- Fee proposal and cost efficiency
- References and track record

7. Timeline

Milestone	Date
RFP Issued	May 1, 2026
Deadline for Questions	May 13, 2026
Proposal Due	May 22, 2026

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Selection Notification	June 1, 2026
Audit Begins	October 12, 2026
Completion of Audit	November 30, 2026
Audit Report Issued	December 18, 2026

8. Submission Instructions

Submit proposals electronically in PDF format to:

Carlyne Yu
Chief Financial Officer
Email: carlyne.yu@rtfhdsd.org
Subject: *Audit Services Proposal – [Firm Name]*

Deadline: May 22, 2026 at 5:00 PM Pacific Time

9. Terms and Conditions

RTFH reserves the right to accept or reject any or all proposals, to waive any irregularities, and to negotiate terms with the selected firm. Submission of a proposal indicates acceptance of the terms of this RFP.