



**Nurturing Families**  
**Building Communities**

## **Request for Proposal For Audit and Tax Services**

*Contact Person*

*Tavaughn Thomas, Controller*  
804 N. Woodland Blvd.  
DeLand, FL 32720  
Tel: (386) 734-7571

E-mail: [tthomas@thehnd.com](mailto:tthomas@thehnd.com)

**Due Date: 2:00 PM, January 16, 2026**

# REQUEST FOR PROPOSALS

The House Next Door, Inc. (HND) is accepting proposals from CPA firms to provide audit and tax services for our organization starting fiscal year ending June 30, 2026, and will include fiscal years ending June 30, 2027 and June 30, 2028 respectively with an option to renew for two (2) additional years (upon agreement of both parties and subject to continued funding). All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the firm and will not be reimbursed by HND. We invite you to submit a proposal to us by **2:00 PM January 16th, 2026**, for consideration. A description of HND, the services needed, and other pertinent information follows:

## Background of HND

The House Next Door is a licensed community based prevention and intervention not-for-profit agency that has served families in Volusia and Flagler counties for over 45 years. During that time, The House Next Door has grown into a \$3 million budget that receives local, state and federal funding; as well as continued support from local organizations and private foundations.

The House Next Door began as a grassroots organization when several members of the area came together in the early 1970's with concerns about the emerging drug use among the youth in the community. The mission of The House Next Door is to nurture and empower families to help build stronger communities.

HND is a not-for-profit 501(c)(3) organization with annual revenues of approximately \$3 million and employs approximately 47 employees. HND's largest funders Lutheran Services of Florida (LSF), a managing entity for the Florida Department of Children and Families (DCF), providing approximately \$435,000 of support, Community Partnership for Children, providing \$560,000, and the West Volusia Hospital Authority, providing \$515,000.

## Services to Be Performed

Your proposal is expected to cover the following services:

- Perform an annual audit of the consolidated financial statements of The House Next Door, Inc. and The House Next Door Family Foundation, Inc. (a single-purpose foundation), including the statement of financial position, activities, functional expenses and cash flows as of and for the year ending June 30, 2026, with an option to renew for three (3) additional years.
- Perform an audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal

Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards (Uniform Guidance); Section 215.97, Florida Statutes, Florida Single Audit Act (if applicable); and the provisions of Chapter 10.650, Rules of the State of Florida, Office of the Auditor General. Ensure compliance of AS 2016-02, Lease (Topic 842).

- Schedule of Expenditures of Federal Awards and State Financial Assistance (if applicable).
- Schedule of State Earnings for Alcohol, Drug Abuse and Mental Health Services.
- Substance Abuse & Mental Health Services Programs/Cost Center Actual Revenues Schedule.
- Prepare and issue a Management Letter, if applicable.
- Prepare the audited consolidated financial statements.
- Prepare the Federal Audit Clearinghouse Data Collection Form.
- Prepare the Federal Income Tax Returns - Form 990.

### **Key Personnel**

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

Tavaughn Thomas e-mail: <a href="mailto:tthomas@thehnd.com">tthomas@thehnd.com</a>	Controller	Tel: (386) 734-7571
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Requests for additional information, copies of prior year financial statements of The House Next Door and Form 990s should be directed to the above named contact.

### **Your Response to This Request for Proposal**

In responding to this request for proposal, we request the following information:

1. Transmittal letter.
2. Detail your firm's experience in providing auditing and tax services to companies in the not-for-profit sector, particularly companies that are recipients of grant funding from the Florida Department of Children and Families, U.S. Department of Health and Human Services and the U.S. Department of Agriculture, and are comparable in size to HND.
3. Provide information on whether your firm audits similar related entities as HND.
4. Discuss the firm's independence with respect to HND.
5. Discuss commitments you will make to staff continuity and identify two (2) key engagement team members.
6. Identify the partner, manager, and in-charge accountant who will be assigned to our engagement if you are successful in your bid, and provide résumés.
7. Discuss your firm's experience with community-based prevention and intervention organizations that are recipients of DCF funding and the firm's experience with DCF-required supplemental schedules.

8. Discuss your firm's experience with Federal and State Single Audits during the past three (3) years. Highlight engagements in which the proposed audit team members were involved.
9. The firm should also provide information on the results of any federal or state desk reviews or field reviews of its audit during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
10. Discuss your firm's use of technology in the audit.
11. Describe how your firm will approach the audit of HND.
12. Discuss the communication process used by the firm to discuss issues with management and Finance/Audit Committees of the Board of Directors.
13. Set forth your all-inclusive annual fee proposal for the 2026 thru 2030 audit and tax services.
14. Provide standard billing rates for classes of professional personnel, if additional work is requested.
15. Provide five (5) names and contact information for other, similarly sized clients for reference purposes.
16. Include 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.
17. Provide proof of general liability insurance of \$1 million each occurrence and \$2 million aggregate.
18. Estimated length of time to complete audit.

**Sealed proposals (1 original and 6 copies) will be accepted by mail or hand delivery until 2:00 PM, January 16th, 2026 addressed to:**

**The House Next Door, Inc.**  
***Attn: Tavaughn Thomas, Controller***  
**804 N. Woodland Blvd.**  
**DeLand, FL 32720**

Those submitting sealed proposals should indicate on the outside of the envelope that it is a **"Proposal for the Audit and Tax RFP"**, and include the name of the proposing firm. Failure to do so may result in premature disclosure of your proposal and therefore disqualify you from further consideration. It is the responsibility of the proposing firm to ensure that the proposal is received by the date and time specified above.

### **Evaluation of Proposals**

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

The Finance/Audit Committee of HND may require the respondents to make a public presentation to the committee

The Finance/Audit Committee will rate all responses to this RFP that are received on or before the stated deadline, according to the criteria listed below. Based on its initial evaluation, the Audit Committee will make a recommendation to the Board of Directors who will then authorize the CEO and Controller to negotiate a contract with the selected proposer.

The following criteria with a point system of relative importance with an aggregate total of 100 points will be utilized to evaluate the qualification of each proposer:

	Evaluation Criteria
<b>1</b>  <b>40%</b>	Previous experience of the firm and key members of the proposed team: <ul style="list-style-type: none"><li>a. Experience working with and knowledge of behavioral health provider organizations.</li><li>b. Experience with non-profit organizations that are recipients of DCF grants for Substance Abuse and Mental Health (SAMH) Services.</li><li>c. Experience with DCF-required supplemental schedules.</li></ul>
<b>2</b>  <b>10%</b>	Experience and quality of staff to be assigned to perform the work: <ul style="list-style-type: none"><li>a. Names, résumés and responsibilities for the proposed key members of the audit team.</li><li>b. Experience and quality of work of the proposed key audit team members.</li></ul>
<b>3</b>  <b>20%</b>	Experience of the firm and of key members of the proposed team with performing audits pursuant to Uniform Guidance, <i>Audits of States, Local Governments, and Non-Profit Organizations</i> and the Florida Single Audit Act, Section 215.97, Florida Statutes.
<b>4</b>  <b>10%</b>	The firm's use of technology in the audit, scheduling of Audit and completion date
<b>5</b>  <b>10%</b>	Peer Review and Reference call results

<p><b>6</b></p> <p><b>10%</b></p>	<p>Annual fee to perform the scope of work</p>
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The annual fee to perform the scope of work above should be competitive

Please submit your response to this Request for Proposal by **January 16th, 2026**. We would also appreciate a response if you decline to submit a proposal.