

FORMAL PROPOSAL FOR AUDIT AND TAX SERVICES

NOTICE OF PROPOSAL

Detroit Educational Television Foundation (DETF) is issuing this request for proposal (RFP) for the following services:

- Financial statement audit of Detroit Educational Television Foundation (DETF)
- Financial statement audit (limited scope) of the DETF 403(b) Retirement Plan
- Compliance audit of DETF's federal awards in accordance with 2 CFR 200 Management letter
- Review and affirmation of DETF's Annual Financial Reports to the Corporation for Public Broadcasting
- Preparation of the following forms:
 - Form 5500
 - Form 990 and 990T

The audit period under contract is for three (3) years beginning with the year ending June 30, 2021, for the DETF Financial Statement; and December 31, 2020, for the DETF Retirement Plan.

The contact person regarding this RFP is Ollette E. Boyd, Chief Financial Officer, and can be reached at oboyd@dptv.org.

DESCRIPTION OF THE ORGANIZATION

Detroit Educational Television Foundation is a Michigan not-for-profit corporation organized for the purposes of:

- Operating for educational, charitable, and benevolent purposes non-profit and noncommercial public television, radio and other telecommunications services for metropolitan Detroit and southeastern Michigan.
- Originating, creating, producing, broadcasting, transmitting, communicating, emitting, distributing, receiving, retaining use or displaying signs, signals, writings, images and sounds, information, knowledge or intelligence of any nature by wire, radio, television, film, cable, optical or other electric or electromagnetic systems.
- Promoting the cultural, educational, and civic welfare of the residents of the communities served by the Corporation.

DETF is exempt from federal income tax under Section 501 (c) (3) of the IRS code.

Proposing firms are also encouraged to visit our website at: www.dptv.org for a thorough review of our Company's:

- History, vision, mission, values
- Leadership and Board of Trustees
- Financial results (see Legal Notices) and Annual Reports to the Community

TIMING AND PRESENTATION REQUIREMENTS

The records of the organization will be ready for audit by April 1, 2021 for the retirement plan and July 31, 2021 for the financial statements. Our time requirements for the services requested are as follows:

- Draft of DETF retirement plan audit and management letter - June 1, 2021
- Form 5500 - July 2021
- Draft of DETF financial statement audit and management letter — September 10, 2021
- Draft of Single Audit package – September 10, 2021
- Draft Form 990 and 990T - September 10, 2021
- Presentation of audit results, financial statements, and tax return to the Finance Committee - September 2021
- Annual Financial Report to Corporation for Public Broadcasting - November 2021

We would like the auditors to review the draft and final audit reports with the Finance Committee.

FORMAT OF THE RFP RESPONSE

We are flexible on the format, but we would ask that the RFP response include each of the following areas:

1. A brief understanding of the services to be performed
 - a. Processes for delivering audit services that are customized, responsive and aligned with DETF's specific business needs, and in the specified time frames
 - b. Processes that your firm will use to address matters related to client satisfaction, performance measurement, and continuous improvement
2. Profile and summary of the firm's qualifications including:
 - a. Description and size of firm indicating whether it is local, regional, national, or international in operations
 - b. Depth of the firm's practice in serving not-for-profit clients of the scale and scope of Detroit Educational Television Foundation with examples of recent local office audits
 - c. Industry experience and client base
 - d. Ability of the firm to complete work within specified deadlines
 - e. Location of the office from which the work is to be performed and the number of professional staff, by staff level; employed at that office
 - f. Percent of time spent by the staff and partners on metropolitan Detroit-area audit clients
 - g. Description of the range of activities performed by the local office such as auditing, accounting, tax or management services for not-for-profit resources available
 - h. Involvement in not-for-profit activities and organizations
 - i. Availability of staff throughout the year for client inquiries
3. Experience, dedication, and references of the service team
 - a. Training of personnel in not-for-profit auditing

- b. Names of the firm's core service team (including tax), location, and qualifications with relevant experience and resumes
 - c. References of client of three recent local audits performed
 - d. Describe how your firm's managers and partners will be involved in the engagement
4. Quality assurance processes
 - a. Describe the processes used and the firm's approach to resolving accounting, tax, and financial reporting issues
 - b. Peer or quality review process
5. Independence
 - a. Describe practices to ensure compliance with independence requirements and freedom from conflicts of interest
 - b. Confirmation from the firm that it will take all necessary steps to ensure its independence
6. Fees
 - a. Competitive fee quote of each service being offered for the period requested for the engagement
 - b. General overview of the schedule and timing of billings
7. Equal Opportunity
 - a. Detroit Public Television is committed to the principles of diversity, equity, and inclusion. A component of our strategy is to work with partners and vendors who embrace similar values. Include in your response your organization's position on this important issue.
8. Additional data — provide any additional data the respondent feels may be helpful in the selection process.

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with a strict emphasis on quality. Furthermore, the public is expecting quality stewardship of all available resources. Our evaluation process will focus on the eight areas of the proposal, as noted above.

Dependent upon the Selection Committee's evaluation of the quality of the written proposal and discussions with management, firms will be requested to prepare an oral presentation. The duration of the presentation should be no longer than 40 minutes in length, inclusive of questions and answers and should be made by no more than three members of your firm. We would like the individuals who will be conducting the audit to attend the oral presentation. Presentations will be scheduled via Zoom between November 13th and December 4th, 2020.

Once all proposals have been evaluated, the firm that is more qualified and reasonable in cost will be selected.

OTHER

1. The response due date for this RFP is November 13, 2020. Any proposals received after this date will not be considered.
2. The proposals should be addressed to:

Ollette E. Boyd, CFO
oboyd@dptv.org
3. We anticipate the successful bidder will be notified by December 15, 2020.
4. Confidentiality — By accepting to take part in this RFP you agree to keep in confidence all information imparted to you in relation with the proposal process; not to disclose it to third parties; and not to use it for any other purpose than for proposal.
5. Right to reject — Detroit Educational Television Foundation reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the independent auditor who, based on evaluation of all responses and applying all criteria and oral interviews, if necessary, is determined to be the best qualified to do the audit work.