Request for Proposal
CPA firms to provide audit and tax services
Posted April 8, 2021

The Audit Committee of Energy Trust of Oregon, a non-profit, Section 501(c)(3) corporation, is accepting proposals from CPA firms to provide audit (and tax) services for our organization. We invite your firm to submit a proposal to us by **April 30, 2021 5:00 PM PT**, for consideration. A description of our organization, the services needed, and other pertinent information follows:

Key Dates

• RFP Posted	April 8, 2021 5:00 pm PT
• Email Intent to Respond	April 15, 2021 5:00 pm PT
• Submit any questions or clarifications	April 15, 2021 5:00 pm PT
• Question and Answer responses posted	April 22, 2021 5:00 pm PT
• RFP Response submission deadline	April 30, 2021 5:00 pm PT
• Potential respondent interviews	May 17 – May 27, 2021

Background of Energy Trust

Energy Trust is a non-profit 501(c)(3) corporation. Our mission is to help Oregonians save and generate energy through a variety of services, incentives, and other solutions. We receive funding from Portland General Electric, Pacific Power, NW Natural, Cascade Natural Gas and Avista, as well as several small grants. Larger federal grants are highly likely in the future. Our annual budget is $206.5 million, and the organization employs 110 full time employees in our downtown Portland location. The organization has a December 31 fiscal year-end, with a requirement to file an audited financial statement with our Board and the Oregon Public Utility Commission by April 15 of each year.

Minutes of the board and other governing documents may be found on our website at www.energytrust.org/about.

Services to Be Performed

Energy Trust is soliciting proposals from CPA firms to provide audit and tax services for the year ended December 31, 2021 and beyond. Your proposal is expected to cover the following services:

1. Annual audit to be completed in compliance with the previously mentioned filing requirement and meetings with audit committee and / or board of directors, as necessary
2. 990 tax filings for the organization
3. 401K audit to be completed in compliance with Form 5500 filing date of July 31 and meetings with audit committee and / or board of directors, as necessary
4. Single audits in compliance with federal grant requirements, likely to be needed in 2022 and beyond
5. Access to routine client education and informational updates, webinars, and publications
6. Responding to requests for support, information and tax treatment advice throughout the year as needed

Diversity, Equity and Inclusion

Energy Trust strives to create a diverse, equitable and inclusive organization with responsive employees and contractors to achieve energy acquisition goals, serve customers, and engage trade allies and other partners. Diversity, equity, and inclusion work at Energy Trust is guided by a Diversity, Equity and Inclusion Operations Plan that includes specific goals and approaches for diversity, equity and inclusion activities throughout the organization's work.

In responding to this RFP, respondent is asked to disclose whether their company is Oregon Certification Office for Business Inclusion and Diversity (COBID) certified as a woman-owned or minority-owned business enterprise (WBE or MBE), a service-disabled veteran business enterprise (SDVBE), or is a recognized tribal enterprise. In addition, Energy Trust is interested in respondent's experiences developing and executing diversity, equity and inclusion initiatives and/or policies within its own organization or complying with diversity, equity and inclusion initiatives of other organizations.

Your Response to This Request for Proposal

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

1. Detail your firm's experience in providing auditing and tax services to organizations in the large not-for-profit industry, including participation in professional, government or other organizations related to the not-for-profit sector. Please provide a list of not-for-profit organizations your firm audits, both locally and nationally. Describe any organization similar to us. Please indicate any not-for-profit clients that your firm has obtained during the last three years.

2. Identify and provide biographies of the partner, manager, and in-charge accountant who will be assigned to our audit. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to them.

3. Please provide a copy of your most recent quality review report as well as any legal decision, regulatory decision or reprimand letter received by your firm or any member thereof from any state or federal regulatory body within the last there years regarding the professional practice of your firm and any explanation you care to add.

4. Detail your firm's relevant experience and past work developing, initiating, and practicing Diversity, Equity and Inclusion. For example, we are interested in what actions you have taken to increase diversity of your professional and executive staff.

5. Describe how your firm is innovating to provide more efficiencies and insights to your customers. Please provide examples.

6. Address your firm's ability to evaluate internal controls and offer suggestions for improvement. How do you identify areas of risk? Include a discussion of your ability to review and evaluate software and hardware controls.
7. Discuss your firm's tax expertise in payroll issues, 1099's, etc. If possible, provide examples of problems you've helped your clients identify and solve.

8. Describe how your firm will approach the audit of the organization and the areas that will receive primary emphasis. Also discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with the management and audit committees of the board.

9. Set forth your fee proposal for the 2021 audit, 401K audit, and 990 / CT12 tax preparation with whatever guarantees can be given regarding increases in future years. Please include the rates and proposed hours by staff position, and indicate if your proposal is a fixed fee, time and materials, or a combination. In addition, please provide rates, if any, for questions on technical matters that arise throughout the year.

Submission Guidelines

Your electronic proposal (including attachments) should be no longer than 25 pages. Your electronic proposal should be submitted by Friday, April 30, 2021, 5:00 pm PT to Cheryl Gibson, Compliance Manager, at cheryl.gibson@energytrust.org. Please clearly indicate "RFP Response" in the subject line of the email submission.

Questions or requests about this RFP must be submitted in writing. Verbal requests cannot be accommodated. Submit RFP questions and clarifications requests via email to cheryl.gibson@energytrust.org. Please clearly indicate "RFP Question/Request for Clarification" in the subject line of the email submission.

Energy Trust will post all written questions and answers to the RFP website page by the due date.

All respondents will receive notification when a decision has been determined.

Evaluation of Proposals

Energy Trust will evaluate proposals on a qualitative basis. Based on the written submissions, the Energy Trust plans to invite at least two CPA firms to appear before our audit committee the week of May 17-27, with the final selection to be presented to the Board of Directors for approval by July 21, 2021.

Anne Root

Audit Committee Chair