



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

REQUEST FOR PROPOSAL

FOR

INDEPENDENT AUDITOR

Issued February 1, 2026

Deadline for Submission

May 31st, 2026

Request for Proposal for Independent Auditor
Issued February 1, 2026

Introduction

Redwood Coast Developmental Services Corporation dba Redwood Coast Regional Center (RCRC, www.redwoodcoastrc.org) provides case management services offering support, services, and choices for people with developmental disabilities and their families to promote their participation as valued members of our communities. RCRC serves approximately 6,000 people with developmental disabilities of all ages and their families who reside in Del Norte, Humboldt, Mendocino, and Lake Counties of Northern California. RCRC provides evaluation and diagnosis, individualized planning, service coordination linking people with services, assistance in finding and using community services and purchase of services identified in the individual plan. Some of these services include early intervention, respite, out-of-home placement, adult day programs, transportation, behavior intervention, infant development, clinical, and diagnostic services. RCRC community of service providers included approximately 1,000 corporations and entities which provide over 1000 services/programs. RCRC employees a diverse staff of 180 dedicated individuals who provide services to our clients and their families. RCRC is a private nonprofit corporation funded through a contract with the State of California Department of Developmental Services (DDS). RCRC is one of twenty-one (21) regional centers operating under contract with DDS. RCRC is a 501(c)3 organization within the meaning of the Internal Revenue Code.

Attached please find a copy of Redwood Coast Regional Center's Audited Financial Statements for the Fiscal year ending June 30, 2023, and 2024.

Project Description

According to W&I Code 4639, regional centers shall annually contract with an independent accounting firm for an audit report of its financial statements. The audit report shall be reviewed and approved by the regional center board. Within 60 days of completion, the audit report shall be made available to the public and submitted to DDS. Additionally, the audit shall not be completed by the same accounting firm more than five (5) times every ten (10) years.

RCRC's fiscal year is July 1st, to June 30th. The audit report for the fiscal year ending June 30, 2025, is the fifth for the present accounting firm. RCRC seeks to engage an accounting firm to conduct the audit and provide tax compliance services for the current fiscal year ending June 30, 2026. The Executive Committee is responsible for engaging and overseeing the independent auditor's activities in conducting the audit of RCRC's financial statements and preparation and filing of federal form 990, California Form 199, and California Form RRF-1.

Project Requirements

RCRC audited financial statements are included in RCRC's Board of Directors March meeting annually. Therefore, RCRC's audited financial statements must be completed by January 31st.

For the fiscal year ending, June 30, 2026, the suggested schedule for the independent audit is as follows:

Entrance conference, planning meeting with Executive Committee	August 2026
Auditor's interim field work and compliance testing	September 2026
Auditors fieldwork	September/October 2026
Draft of financial statements and management letter	January 2027
Meetings with Executive Committee	February 2027
Final financial statements and presentation to the Board	March 2027
Financial statements posted to website, provided to RCRC	March 31, 2027

Proposal Guidelines

Company Overview:

- Provide a brief history of your company. Describe the range of activities performed by your firm.
- State the location of the office from which the work will be done if your firm is awarded the contract, the number of partners, managers, seniors, supervisors and other professional staff employed at this office.
- Discuss your company's experience in auditing regional centers and other nonprofit agencies.
- Indicate the name of the person who will manage the audit services if awarded the contract. Provide a brief resume of the manager's experience. Indicate the levels and titles of other auditors who will be assigned to perform services under the contract. Include a description of the type of experience, background, and training required for each classification proposed. Also, provide a brief overview of how Partner/Shareholders supervise the Audit Managers.

□ 1116 Airport Park Blvd. – Ukiah, CA 95482 – (707) 462-3832

□ 525 2nd Street, Ste. 300 - Eureka, CA 95501- (707) 445-0893 □ 270 Chestnut St., Suite A – Fort Bragg, CA 95437 – (707) 964-6387

□ 1301 Northcrest Dr.-Crescent City, CA 95531 (707) 464-7488 □ 180 3rd Street – Lakeport, CA 95453 (707) 262-0470

□ 14888 Olympic Dr., Clearlake CA 95422 – (707) 621-6169

- Contact information for individual(s) to be contracted regarding the proposal.
- Discuss commitments you will make for timely delivery of the audit reports and tax returns.

Work Plan:

- Provide a work plan to accomplish the project. Include time estimates for each significant portion of the work and the staff level to be assigned.
- Please describe systems used by your company to share information and track the progress of the work.
- Describe how your firm will approach the audit of our organization, including the areas that will receive primary emphasis. Also discuss the firm's use of technology in the audit process. And finally, discuss the communication process used by your firm to discuss issues with management and with the Executive committee of the board.

References:

- List five (5) companies as references, emphasizing experience with regional centers and nonprofit organizations. Indicate the scope of the audits performed for each of the referenced clients. Provide copies of audited financial statements.
- Include company name, address, description of business, contact name, title, telephone number, and email addresses.
- 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. Describe why our selection of your firm as our independent accountants is the best decision we could make.

Pricing:

- State the maximum cost for the audit of the fiscal year ending June 30, 2026.
- State the maximum cost for tax compliance services for the fiscal year ending June 30, 2026.
- Provide optional pricing for three (3) years of services and estimate the anticipated costs for a two-year extension.

General Information

The initial contract term for this project will be negotiated at the time of contract award.

Should the vendor fail to meet the requirements of the contract, RCRC may cancel the contract with a thirty (30) days' notice.

Schedule

RFP issued	February 1, 2026
Proposals due	May 31, 2026
Selection of 2-3 proposals	June 12, 2026
Meeting/web conferences to present proposals Submit to Executive Committee for Approval	June 22 – June 26, 2026
Planned contract award date	July 15 th , 2026
Anticipated commencement date	August 1, 2026

Please direct any questions about this RFP to Amy Medina, Director of Administration at: AMedina@RedwoodCoastrc.org .

Please submit an electronic copy of your proposal, including all supporting documentation, by May 31st, 2026, via email to AMedina@RedwoodCoastrc.org .