



# Child Start Inc., Head Start

Serving the families of  
Missoula, Mineral, Granite, Powell, and Sanders Counties  
1001 Worden, Missoula, MT 59802  
Phone (406) 728-5460 / Fax (406) 728-5566



## Purpose

Child Start Inc., Head Start (CSI) is requesting proposals from firms or individuals that have experience in accounting services for nonprofit organizations to include audit and tax preparation. CSI and the governing body invite you or your firm to submit a proposal to us by June 6th, 2025, for consideration. A description of our organization, the services needed, and other pertinent information follows:

## Background of Child Start Inc., Head Start

Child Start Inc., Head Start is a 501(c)(3) and has been incorporated since 1976. We operate the Head Start program in Missoula, Sanders, Mineral, Powell, and Granite counties. Our location for center-based services is at 1001 Worden Avenue in Missoula; we also have a home-based program in Plains. CSI provides and/or refers the following services for our children and families: disability services, health and wellness services, nutrition services, and family engagement opportunities. The mission of Child Start Inc. is to provide opportunities for education and growth of our children, families, staff, and our community in a nurturing and supportive environment. Our annual budget is approximately \$3.7M and includes funding from the Administration for Children and Families Office of Head Start and the Child and Adult Care Food Program (CACFP). We have 50 employees which includes our management team of eight employees. Our fiscal year is January 1 – December 31 and we normally have our audit performed in May or June each year. We previously used JCCS, however, capacity issues with that firm has necessitated the need to seek another auditor.

## Services to Be Performed

Your proposal should cover the following services:

1. Annual audited financial statements for the year-end and meeting with the Board of Directors as necessary to discuss the report.

2. Preparation of 990 return for the organization.
3. Availability to provide advice and guidance on financial accounting and reporting issues.

## **Proposal Content**

In order to simplify the evaluation process and obtain maximum comparability, CSI requests that all responses to the RFP be organized in the manner and format described below:

### **A. Executive Summary**

Describe your understanding of the work to be performed and your firm's ability to perform the work.

### **B. Professional Experience**

Describe how and why your firm is different from other firms being considered. This should include an explanation of the firm's philosophy, size, structure, and qualifications serving non-profit organizations with a similar size and operation. Describe your firm's resources devoted to non-profit organizations.

### **C. Team Qualifications**

Identify the specific partners, managers, and in-charge staff who will be assigned to this engagement if you are successful in your bid. Provide their relevant experience to the type of services requested. Also discuss commitments you make to staff continuity, including your staff turnover experience in the last three years.

### **D. Services Approach**

Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis and the type of assistance that will be required from Child Start Inc., Head Start. Also discuss the use of technology and your requirements. Outline the communication process used to contact the Board.

### **E. Fees**

Provide the fees for the services requested.

**F. Client References**

Include a list of the relevant non-profit clients the firm has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

**G. Additional Information**

Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

**Proposal Timetable**

CSI will select a firm to perform the requested services by June 15, 2025.

**Evaluation of Proposals**

While price is an important factor, CSI will evaluate proposals on the following criteria:

- Prior experience with similar organizations
- Qualifications of staff to be assigned to the engagement
- Firm's understanding of work to be performed
- References
- Completeness and timeliness of the proposal

**Key Contacts**

Requests for additional information and questions, should be directed to Jay DeWaters at (406) 258-7002 or [jay.dewaters@childstartinc.net](mailto:jay.dewaters@childstartinc.net)

Please return the completed proposal to my attention at the email address provided above.

We would also appreciate a response if you decline to submit a proposal.

Sincerely,

Jay DeWaters, Fiscal Officer  
Child Start Inc., Head Start  
1001 Worden  
Missoula, MT 59802