



**CARPET AMERICA RECOVERY EFFORT** <sup>SM</sup>  
Developing market-based solutions for the recycling & reuse  
of post-consumer carpet

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**Request for Proposals**  
**November 2, 2018**

***For CPA professional services – Audited Financial Statements***

Carpet America Recovery Effort, Inc. is seeking your proposal for CPA professional services, i.e., an audit report as follows:

Audit for the years ending December 31, 2018, 2019 and 2020.

The Carpet America Recovery Effort, Inc., a non-profit Georgia corporation and a 501 (c) (3) tax exempt organization, was formed to advance market-based solutions that increase landfill diversion and recycling of post-consumer carpet, encourage design for recyclability and meet meaningful goals as approved by the CARE Board of Directors. Additionally, CARE is the administrator of both the California Carpet Stewardship Program as well as the Voluntary Product Stewardship Program. Further descriptive information about CARE and the programs it administers is available at [www.carpetrecovery.org](http://www.carpetrecovery.org).

The 2018 annual total operating budget of the Carpet America Recovery Effort is approximately \$750,000.

The 2018 annual total operating budget of the California Carpet Stewardship Program is approximately \$25.4 million.

The annual total operating budget of the Voluntary Product Stewardship Program is approximately \$4.0 million.

The Carpet America Recovery Effort expects to issue a notice of CPA selection on or about December 31, 2018.

- Due date for receipt of proposals: December 3, 2018.
- Submit an original of each proposal by E-mail to the following:

Melanie Radtke  
Director of Financial Operations  
Carpet America Recovery Effort, Inc.  
[mradtke@carpetrecovery.org](mailto:mradtke@carpetrecovery.org)

PO Box 6184  
Dalton, GA 30722  
Phone: 706 428 2128  
[www.carpetrecovery.org](http://www.carpetrecovery.org)

Proposals should include a complete description and terms for providing professional services for each of the three years ending December 31, 2018, 2019 and 2020, and should have individual quotes for the Carpet America Recovery Effort, Inc., the California Carpet Stewardship Program, and the Voluntary Product Stewardship Program. Proposals should include a description of the following:

- Auditing the statements of financial position of the Carpet America Recovery Effort, Inc., the California Carpet Stewardship Program, and the Voluntary Product Stewardship Program as well as the related statements of activities and changes in net assets and cash flows for each of the three for the years indicated.
- In addition to auditing statement of the financial position for the California Carpet Stewardship Program the California Law AB2398 requires that in addition to the financial audit that a separate State Compliance Report (SCR) be completed by the same auditor who completes the financial audit. This performance audit should determine CARE's compliance with the sections of statute and regulations highlighted by CalRecycle with regard to the carpet program requirements. A sample of this report is included with this RFP. Beginning in 2018 performance audits must incorporate the performance requirements of both AB 2398 and AB 1158.
- The California Carpet Stewardship Program audit must be conducted in accordance with generally accepted government audit standards (GAGAS or Yellow Book) since the program was established by the California Law AB2398.
- Providing supplemental information concerning the schedule of general and administrative revenues and expenses for the year(s).
- Expression of an opinion about whether the financial statements are fairly presented, in all material respects, in conformity with U. S. generally accepted accounting principles.
- Description of tests of accounting records and other procedures necessary to enable you to express such an opinion.
- Description of steps to obtain reasonable assurance about whether the financial statements are free of material misstatement, errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations attributable to the Carpet America Recovery Effort, Inc. or to acts by management and employees.
- Descriptions of steps to understand internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed.

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- Description of responsibilities of the Carpet America Recovery Effort, Inc. for making available financial records and related information, and other steps in preparation for and in response to the audit.
- Starting the audit on a mutually agreeable date in April each year and issuing the financial statements and the audit report on or before June 10 each year.
- Providing a sufficient number of copies of the audited financial statements and the management letter, if any, as the Executive Committee and/or Board of Directors request.
- Your availability, upon request, to present the audited financial statement and the management letter, if any, to the Carpet America Recovery Effort, Inc. Board and/or members of the Carpet America Recovery Effort, Inc. Executive Committee.
- Specify the period for which your proposal shall remain open for acceptance by the Carpet America Recovery Effort, Inc. All responsive proposals shall remain open for acceptance a minimum of thirty (30) days from the due date in order for a proposal to be considered by the Carpet America Recovery Effort, Inc.
- Attach a copy of your proposed professional engagement letter or agreement for all services, ready for signature.
- Description of your qualifications and experience with regard to providing the same or similar services for other nonprofit Georgia corporations and 501 (c) (3) tax exempt organizations and government accounting audit rules.

The Carpet America Recovery Effort, Inc. reserves itself, in its sole discretion, the right to accept or reject any and all proposals which may be submitted in response to or as a result of this request for proposals.

Any agreement with the selected CPA firm shall contain a provision allowing the Carpet America Recovery Effort, Inc. to terminate the agreement at any time, with or without cause, in its sole discretion.

The Carpet America Recovery Effort, Inc. further reserves the right to negotiate more specific terms with any potential service provider that may clarify, supplement or vary the terms of a service provider's original proposal.

The Carpet America Recovery Effort, Inc. further reserves the right to enter into an agreement for these professional services for either the year ending December 31,

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2018, or for the years ending December 31, 2019 and 2020, or for any combination of years, or to decline to enter into an agreement.

QUESTIONS:

Melanie Radtke

Director of Financial Operations

Carpet America Recovery Effort, Inc.

100 S. Hamilton Street

Dalton, GA 30720

[mradtke@carpetrecovery.org](mailto:mradtke@carpetrecovery.org)

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