

Request for Proposals: Audit Services

The International Center for Not-for-Profit Law (ICNL) is seeking proposals to provide audit and tax services from firms with experience in working with international not-for-profit organizations. These services will be partially financed by United States federal government funds, primarily the U.S. Agency for International Development (“USAID”) and are subject to US government rules and regulations. We invite you to submit a proposal to us by **August 31, 2021** if you wish to be considered for this RFP.

ICNL Background

ICNL, a 501(c)(3) organization founded in 1992, is an international research organization that protects and promotes civil society, civic participation, philanthropy, social enterprise, impact investing, volunteerism, development cooperation, human rights, digital rights, democracy, and good governance around the world. More information about ICNL is available at www.icnl.org.

Our headquarters office is in Washington DC, and we have offices in Jordan, Kyrgyzstan, Russia and Tajikistan. We have two affiliated organizations: ICNL LLC, and European Center for Not-for-Profit Law (ECNL). We have 40 employees in the HQ office and 17 employees in our field offices. ICNL is a recipient and subrecipient of US Federal awards. In addition to US federal funding, ICNL receives grants from several private foundations, and substantial grants from Swedish International Development Agency (Sida), the Netherlands Ministry of Foreign Affairs and Ministry of Foreign Affairs of Denmark. Our annual operating budget (revenue and expense equal) is approximately between \$9 million and \$10 million per year with many grants restricted to certain countries or programs.

Services to Be Performed

We are seeking a qualified CPA firm with extensive experience with international not-for-profit organizations with 501(c)(3) status, Federal government project funding and OMB cost principles to perform the following the following services:

- Meet with ICNL Finance Director (Aygul Minigalina) and Controller (Marina Korsakova), prior to year-end, in preparation for the audit.
- Perform annual audit of the financial statements in accordance with GAAP, GAGAS, and audit requirements per 2 CFR 200.
- Audit the Statement of Program Receipts and Expenditures of a program awarded by the Swedish International Development Cooperation Agency (Sida).

- Prepare management letter containing comments and recommendation with respect to accounting and administrative controls and efficiency.
- Presentation of results of the audit and the management letter at the Board’s Audit Committee meeting, typically scheduled for late April of each year.
- Complete and sign Data Collection Form (Form SF-SAC).
- Prepare IRS Form 990.
- Support throughout the year to provide advice and guidance on financial accounting and reporting issues, as well as be available to answer audit and/or IRS Form 990 related questions.

Audit Timing

ICNL’s fiscal year ends December 31. We prefer to schedule audit fieldwork for late February (conducted in our Washington DC office or remotely), delivery of initial draft financial statements by March 31 and delivery of final draft reports no later than April 30. We also expect the timely filing of the IRS Form 990, with an initial draft submitted to ICNL by April 30.

Current Auditor

We currently work with Calibre CPA Group, PLLC. Following best practices in the sector and principles of transparency and good governance, we are looking to obtain bids for auditing services approximately every five years. Calibre will also be allowed to apply to this RFP while proposing a new team to oversee and conduct the audit.

Proposal Requirements

ICNL is inviting your response to this RFP request. If interested, please submit a proposal containing the following information in the order outlined below:

1. Detail your firm’s experience in providing auditing and tax services to not-for-profit organizations that have staff in multiple jurisdictions and comparable size to ICNL. Illustrate your past experience auditing not-for-profit organizations that operate international programs largely funded by grants or cooperative agreements issued by the US Department of State and US Agency for International Development, either directly or via a pass-through agency.
2. Describe your timeline for planning, fieldwork and completion of the audit, including expected delivery of the financial statements.
3. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
4. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid and provide biographies. Describe their industry experience, how many years they have worked with not-for-profit organizations, how many not-for-profits they currently serve, and their familiarity with MIP Abila accounting software. List their recent continuing education courses. Indicate any complaints against them that have been issued 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 these complaints.

5. Include your fee proposal for the 2021 annual audit, program audit (Sida) and preparation of IRS Form 990, with whatever guarantees can be given regarding increases in future years. Your fee proposal should also delineate hours by level of staff.
6. Describe how you will bill for questions on technical matters that may arise throughout the year.
7. Furnish standard billing rates for classes of professional personnel for each of the three last years.
8. Provide references: names and contact information for other, similarly sized clients of the partner and manager listed in your proposal.
9. 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.

Evaluation of Proposals

ICNL will evaluate proposals on a value for money basis. ICNL will rate proposals on each of the requirements listed above, as well as the completeness and timeliness in your company's response to our Request for Proposals. ICNL will contact references and arrange interviews with senior engagement personnel of finalists in October – November.

Proposal Timeline

QUESTIONS

ICNL invites interested parties to submit questions pertaining to this RFP until **August 14, 2021**. All questions are to be submitted via email to the attention of the ICNL Finance Director at aminigalina@icnl.org.

RFP SUBMISSION DEADLINE

All proposals must be submitted on or before **August 31, 2021**. Interested parties should submit a proposal (1 electronic copy) with detailed service fees to: ICNL Finance Director at aminigalina@icnl.org.

ATTACHMENTS

Most recent financial statements, IRS Form 990 and ICNL's latest Annual Report.