Request for Proposal

For Audit Services

**OVERVIEW:**

National Network to End Domestic Violence, Inc. (NNEDV) is a 501(c)(3) organization that incorporated in 1990 in Washington D.C. NNEDV’s mission is to assist and educate various coalitions (mostly state) who serve domestic violence victims.

NNEDV is supported by government grants, corporations, and individuals through various fundraising efforts and events. NNEDV is the prime grant recipient on approximately 10 Government grants and cooperative agreements and a subrecipient on several other government grants. The majority of government grants are from the Office on Violence Against Women at DOJ, and a few grants are from the Office for Victims of Crime at DOJ. One grant is from the Family Violence Prevention and Services Program at HHS.

Corporate foundations support NNEDV through a range of grants, contracts, and with pass-through funds to other organizations.

The financial statements of NNEDV are prepared on the accrual basis of accounting and in conformity with generally accepted accounting principles (GAAP).

NNEDV allocates costs using a Negotiated Indirect Cost Rate.

NNEDV has a tax-deferred retirement plan covering all employees who meet the requirements of the Plan. NNEDV’s contributions to the Plan are discretionary. NNEDV contributes 3% of employee salary.

**SCOPE OF WORK:**

The scope of audit services to be addressed in your proposal is as follows:

* Audit of the financial statements of NNEDV for the three years ending December 31, 2017, 2018, and 2019.
* Single Audit in accordance with CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* for the three years ending December 31, 2017, 2018, and 2019.

**TENTATIVE 2017 AUDIT TIMELINE:**

|  |  |
| --- | --- |
| December 31, 2017 | Fiscal year ends |
| May 3, 2018 | Preliminary financial reports available to auditors |
| May 7, 2018 | Complete PBC audit schedules |
| May 14 - 25, 2018 | Time available for fieldwork |
| June 11, 2018 | Issue draft audited financial statements |
| June 20, 2018 | Issue final audited financial statements |
| June (date TBD) | Presentation of audited statements to the Board |

**HOW TO SUBMIT PROPOSAL:**

In order for NNEDV to better evaluate and compare costs, we ask that your proposal be complete and include a one to two page summary on all of the points listed below. Also, in order for NNEDV to reduce audit costs, we will be responsible for completing all audit support schedules that you may request and pulling all invoices and documents necessary to support the audit.

Your proposal should include the following:

1. Background of your firm, including:
2. one page overview of your firm, including years in business and industry specialties;
3. a description of staff levels in your firm;
4. a list of your current clients who NNEDV may contact for references, which are similar in size, nature and complexity to NNEDV;
5. detail of your experience with Single Audits;
6. a copy of the most recent quality control review of your firm;
7. a listing of all adverse peer review findings, if any.
8. Summary of the audit approach including:
9. a summary of testing and methods used;
10. the level of periodic consultation with our staff during and after the audit engagement;
11. your firm's policy and procedures for notifying an organization's officials of suspected illegal acts and malfeasance;
12. a preliminary listing of schedules requested from clients by your firm; and
13. audit review procedures conducted by your staff (field, manager, partner).
14. continuity from year to year of members of your firm’s audit team
15. Resumes of the key staff that will perform the NNEDV audit. At a minimum, these resumes should include:
16. number of years of experience, including CPA status;
17. number of years with your firm, and what level of responsibility within the firm.
18. Proposed audit cost, including:
19. the number of hours at each staff level and the hourly rate for each represented by the scope;
20. estimate of out-of-pocket costs and a description of what is included in these costs;
21. method of billing to NNEDV and payment terms;
22. your firm's policy on handling cost-overruns which might occur;
23. your firm's policy on providing any pro bono services.
24. Any other information which you consider relevant to your firm's proposal and NNEDV's better understanding of your firm and its proposal.

For submission of your proposal, please send a copy of your proposal (electronically), including all requested supporting information **no later than September 8, 2017** to:

Ms. Cindy Southworth

Executive Vice President

National Network to End Domestic Violence

billing@nnedv.org

NNEDV will conduct interviews with finalists between September 18-29 and send notification of selected firm before the end of October 13, 2017.

**GENERAL CONDITIONS:**

Acceptance of a proposal neither commits NNEDV to award a contract to any vendor, even if all requirements stated in the RFP are met, nor limits our rights to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than the lowest price. The pricing, terms and conditions offered in your response to this RFP must remain valid for 90 days from the date the proposal is delivered. Expenses incurred in the preparation of proposals in response to this RFP and any follow-up information provided is the vendor's sole responsibility. The information contained in the RFP is confidential and may not be disclosed without the express written permission of NNEDV.

**AUTHORIZATION:**

This request for proposal is authorized for release by:

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Cindy Southworth

Executive Vice President

National Network to End Domestic Violence