



REQUEST FOR PROPOSALS (RFP)

Financial Audit and Tax Preparation Services for the National Association for Civilian Oversight of Law Enforcement (NACOLE)

I. INTRODUCTION

The Board of Directors of the National Association for Civilian Oversight of Law Enforcement (hereinafter referred to as NACOLE) is soliciting proposals from qualified firms to provide both financial audit and federal tax preparation services of the organization for the accounting period delineated in the Scope of Work section of this RFP. This request for proposals contains background information on NACOLE and specific information that must be included in all proposals submitted. The proposals shall be submitted no later than 5:00 p.m., PST, on November 30th, 2019.

II. BACKGROUND

The National Association for Civilian Oversight of Law Enforcement (NACOLE) is a non-profit organization that brings together individuals and agencies working to establish or improve oversight of police officers in the United States. NACOLE welcomes people and organizations committed to fair and professional law enforcement that is responsive to community needs. NACOLE, established in 1995, is incorporated under the laws of the State of Maryland. The organization has an elected board of directors, which is composed of individuals in the field of citizen oversight of the police. The board manages the organization pursuant to a set of by-laws. NACOLE is dedicated to promoting greater police accountability through the establishment or improvement of citizen oversight agencies by:

- organizing an annual training conference to increase the knowledge and skills of staff members and volunteers who work in oversight.
- act as a resource to jurisdictions considering the creation or revitalization of oversight bodies.
- identifying best practices as they emerge from the experiences of members.
- encouraging networking, communication and information-sharing to counter the isolation inherent in the profession.
- furnishing information to government officials and community representatives that will support their advocacy of oversight in their states, counties, cities and towns.

Additional information regarding the work of NACOLE, its committees, and its membership can be found on the website at www.nacole.org.

The annual operating budget is approximately \$380,000. The work conducted to further the mission of NACOLE is performed by the volunteer board members, one full-time employee and one contracted staff member. The employee and contracted staff member assist with the planning of the annual conference, regional training events, webinars, special projects, and the day-to-day bookkeeping and operations of the organization. The annual tax returns are prepared by a Certified Public Accountant under contract with the organization. The organization underwent a full financial audit for FY 2012 and 2013 by a Certified Public Accountant. For FY 2014, the organization elected to have a Certified Financial Review conducted by a Certified Public Accountant. Full financial audits for FY 2015, 2016, 2017, and 2018 were conducted by a Certified Public Accountant. The documents pertaining to financial information are kept by the Director of Operations and may be made available for review electronically to the successful bidder.

III. SCOPE OF WORK

- A. The contractor shall conduct an audit of the organization's financial statements, state and federal tax returns for calendar year 2019.
- B. The contractor shall prepare federal tax return form 990 and accompanying documents for filing.
- C. The contractor shall be capable of receiving electronic files to conduct the audit and prepare tax returns.
- D. The contractor shall conduct necessary interviews with board members, employees or contracted staff via telephone or email.
- E. The contractor shall provide the NACOLE Board of Directors with a Management Letter, separate from the audit findings, that identifies both strengths and weaknesses of the organization's internal controls for financial record keeping and business practices.
- F. Failure to perform the requested services or lack of performance by the contractor may be grounds to terminate the contract.

IV. PROPOSAL REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA

Proposals submitted shall be evaluated based on method, qualifications, experience, and pricing. The narrative portion and any materials presented in response to this RFP should be submitted in the same order as requested and must contain, at a minimum, the following:

A. Method of Approach

1. Describe your firm's overall audit philosophy and how it would benefit NACOLE.
2. Describe how you will communicate with the board and/or staff to request information, documents, and other materials necessary throughout the term of the audit and preparation of tax returns.
3. Describe the specific approach to be used to ensure the audit will thoroughly cover the identified scope of work.
4. Describe any specific software compatibility needs your firm will require to access electronic documents.
5. Provide a detailed timetable, by phase which includes expected delivery of financial statements, tax returns, and any additional documentation needed from NACOLE to commence audit.

B. Qualifications & Experience

1. Provide information concerning your firm's area of expertise and describe level of experience with non-profit organizations.
2. Provide the size and location of your firm.
3. Provide a resume for all key personnel proposed for the project and provide copies of all certifications and licenses possessed by each.
4. Provide a minimum of three (3) professional references.

C. Pricing & Fees

Provide a price/fee proposal for the areas identified in the Scope of Work and provide a detailed pricing/fee schedule stating the price for a full audit for the calendar year 2019 and preparation of federal 990 tax returns for 2019.

V. Submission Requirements and Deadline

Proposals must include a cover letter summarizing your proposal. Additional information not covered by the required sections may be attached as necessary.

Proposals submitted via electronic mail (e-mail) must be sent in either Microsoft Word or Portable Document Format (PDF). Electronic proposals shall be sent to perez@nacole.org.

Proposals may also be mailed to NACOLE at the following address:

NACOLE
P.O. Box 87227
Tucson, AZ 85754

Attn: Liana Perez, Director of Operations

Only one copy of the proposal is necessary. It is not necessary to submit a paper and electronic copy

Deadline to submit proposals is November 30, 2019, by 5:00 p.m. PST

Questions about the proposal process should be directed to Liana Perez (520) 240-6654 or via email to perez@nacole.org