

# Request for Proposals

Search for a Financial Auditor

September 1, 2022

Issued by:

New Orleans Workers' Center for Racial Justice

Representative:

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Contract Term:

TBD

Submission Deadline:

September 30, 2022

## RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	September 1, 2022
Selection of Top Bidders/Notification to Unsuccessful Bidders	September 30, 2022
Start Negotiation	October 3, 2022
Contract Award/Notification to Unsuccessful Bidders	October 17, 2022

### 1. Introduction & Background

New Orleans Workers' Center for Racial Justice (NOWCRJ) is a nonprofit organization. We are Louisiana workers, led by a united front of exploited black and immigrant workers who organize and fight for full participation in every decision that affects our lives. Together, we demand dignified work, racial justice, and liberation that transcends borders.

Over the last thirteen years, NOWCRJ has morphed into an organization focusing on organizing Black and Immigrant workers into a mass-based organizing power in Louisiana. Historically, these groups have functioned separately. NOWCRJ is working to build infrastructure to enforce workers' rights and end state-sanctioned exploitation of workers. In addition, NOWCRJ is developing language justice practices to serve as a model for other organizations and businesses.

As NOWCRJ enters its 16th anniversary, the organization is focused on strengthening its financial management systems and procedures. We are looking to redesign our systems to more comprehensively support our community organizing mission. The organization needs updated financial practices including the creation of participatory budget categories to reflect its programmatic priorities. As such, NOWCRJ is in search of a Financial Auditor to audit its Finance Department. It is accepting proposals to find a qualified source to evaluate and offer recommendations for updating its financial controls to support NOWCRJ's transition into a more transparent organization.

### 2. NOWCRJ's annual budget is < \$2million

### 3. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

- Qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposals.
- Provide a technical proposal with a proposed approach, resumes of all key personnel, a schedule that includes milestones, etc.
- If the organization submitting a proposal must outsource or contract any work to meet the requirements, this must be clearly stated in the proposal. Additionally, all costs included in proposals must include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.
- A price proposal must be provided and should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours should NOWCRJ decide to award a contract on an hourly rate basis.
- A representative, such as a Director or lead administrator, authorized to commit on behalf of the bidder's company must sign proposals.
- If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
- Proposals must remain valid for 30 days.
- NOWCRJ anticipates selecting at least two individuals or firms to have more in-depth discussions with and will make an award to one of these "down-selected" individuals or firms.

#### 4. Project Description

The description of the project is as follows:

**PURPOSE:** This review aims to identify gaps in NOWCRJ's financial control systems that may bring it out of compliance with regulatory requirements. This audit will serve as a means to improve NOWCRJ internal financial controls. After completing this audit and identifying aspects of NOWCRJ's financial system that can be retained or revised, NOWCRJ will also be issuing an RFP for Financial Services.

#### **PRIMARY RESPONSIBILITIES**

Review the current finance function at NOWCRJ which includes: financial policies, procedures and practices of NOWCRJ; note findings and offer recommendations.

- Review the financial policies, procedures & software
  - Mapping: How does financial information flow through various people and platforms?
  - Analysis: Are the current processes efficient?
- Review the accounting system and record-keeping policies and procedures .
  - Are the current policies GAAP compliant?
  - Do they align with the organization's size & capacity?
- Review internal controls policies.
  - Are they current? Are they currently being practiced?
- Compare the internal records by collecting and interpreting figures to answer the following questions:
  - Is NOWCRJ in compliance with all legal requirements?
  - Is NOWCRJ's financial policies and practices in alignment with best practice for nonprofit financial management?
  - Are there any areas of organizational waste? In the instance of a funding deficit, what line items can be reduced or eliminated?
- Perform tests of financial controls to ensure legal compliance, prevent waste, fraud and abuse, and assure timely payment to all vendors.
  - Errors identified should be analyzed and ascertained to determine the impact to the organization.

- Develop plans and preventative measures to remediate current issues.
- Propose strategic and tactical financial management strategies.

## **5. Evaluation Factors**

NOWCRJ will rate proposals based on the following factors:

- Responsiveness to the requirements outlined in this Request for Proposal
- Relevant past performance/experience
- Samples of and organizational financial systems review.
- Costs
- Technical expertise/experience of bidder and bidder's staff
- Experience in the pro-black movements, immigrant rights movements and/or labor movements

NOWCRJ reserves the right to award to the bidder that presents the best value as determined solely by NOWCRJ in its absolute discretion.