



National Alliance of Black School Educators

Request for Proposal for Auditing Services

The National Alliance of Black School Educators (NABSE) invites qualified accountants and auditors to submit proposals for the preparation of its yearly audited financial statements and related filings for three years beginning with the 2021 fiscal year and ending with the 2023 fiscal year. Our organization does not require a federal single audit. The audit of OUR NONPROFIT's financial statements must be performed in accordance with generally accepted auditing standards.

The National Alliance of Black School Educators (NABSE) is the nation's premiere non-profit 501(c)(3) organization devoted to furthering the academic success of the nation's children – particularly children of African descent. NABSE boasts an outreach to a distinguished group of preeminent educators including teachers, administrators, superintendents as well as corporate and institutional members. Founded in 1970, NABSE is dedicated to improving both the educational experiences and accomplishments of African American youth through the development and use of instructional and motivational methods that increase levels of inspiration, attendance, and overall achievement. Programs include:

OUR NONPROFIT membership organization serves approximately 5,000 members each year with funding from grants, contracts, fees, and our premier annual conference.

OUR NONPROFIT requires the following services:

1. Annual financial statement audit.
2. Federal Single Audit (if applicable).
3. Management letter

All of the above must be completed within 31 days of the end of each fiscal year, for our Board to review each document before its submission to the appropriate recipients. In addition, NABSE requires that a meeting of the auditors and the members of our audit committee members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors finance and audit] committees.

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing nonprofit clients.
- c) The size and organizational structure of the auditor's firm.

- d) Statement of the firm's understanding of work to be performed, including tax and non-audit services.
 - f) A proposed timeline for fieldwork and final reporting.
 - g) Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years and the maximum fee that would be charged;
 - h) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
 - i) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.
 - j) 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; and
 - k) References and contact information from at least 2 comparable nonprofit audit clients.
- Your proposal must be received by April 17, 2023.

Send your proposal to the
National Alliance of Black School Educators
4005 Wisconsin Ave #5704
Washington, DC 20016-997

The audit committee will review all proposals and make a recommendation regarding the choice of auditors to the full board of directors.

The deadline for submissions is April 30, 2024, at 5:00 p.m. EST.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at (833)762-2731. I look forward to receiving your proposal.

Sincerely,

Dr. LaTonya Goffney
President

Please submit all questions and letters of interest to:

Dr. LaTonya Goffney
4005 Wisconsin Ave
#5704
Washington, DC 20016-9997