

NABSE



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September 30, 2024

4005 Wisconsin Avenue NW #5704
Washington D.C. 20016

To Whom It May Concern:

The National Alliance of Black School Educators (NABSE) is seeking proposals from qualified firms to provide audit services for the fiscal year ending Fiscal Year 2022 & 2023. We invite your firm to submit a proposal outlining your qualifications, experience, and approach to conducting our audit.

Scope of Services

The selected firm will be responsible for:

1. **Balance Sheet Audit:** Conduct an examination of the balance sheet to ensure that all assets, liabilities, and equity accounts are accurately presented fairly for 2022. Obtain and review the audited beginning and ending balances for the fiscal year 2022 to establish a foundation for comparative analysis.
2. **Full Financial Audit for 2023:** Carry out a complete financial audit for the fiscal year 2023, which will involve examining all financial statements, internal controls, and compliance with applicable regulations and accounting standards.
3. **Preparation of Charitable Organization Annual Report for the Michigan Attorney General**
4. **Management letter**

Our organization does not require a federal single audit.

The audit of NABSE's financial statements must be performed in accordance with generally accepted auditing standards.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm
- Proposed approach and methodology
- Ability to meet timelines
- Cost-effectiveness
- Client references and past performance

NABSE is a 501(c)3 National Education organization. The mission of NABSE is to be the nation's premier non-profit organization devoted to furthering the academic success for the nation's children – particularly children of African descent. Our Programs include:

Annual Teachers Institute

- a) Annual Superintendents Training Sessions Quarterly
- b) Coalition Of Allies for Public Education
- c) Annual Conference
- d) National Affiliate Activities
- e) National Commission Meetings

We have two employees located in virtual office(s) in Washington D.C. and Dallas, Texas. Our annual revenue has ranged between \$500,000 and \$800,000 over the past three years.

NABSE requires that a meeting of the auditors and our board and staff members be held to discuss a draft version of teach year's financial statements and that the auditors meet at least Annually with the Board of Directors' audit committee.

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 3 comparable nonprofit audit clients.

All proposals must be submitted electronically no later than October 24, 2024, at 4:00 pm. **Late submissions will not be considered.**

Please email your proposal to Phyllis Williams, NABSE Executive Director, at executivedirector@nabse.org.

We anticipate selecting a firm and notifying the chosen proposer by November 7, 2024, with the aim of commencing the audit soon thereafter.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at 945-324-0265. I look forward to receiving your proposal.

Thank you for considering this opportunity to work with NABSE. We look forward to receiving your proposal and potentially collaborating on this important engagement.

Sincerely,

Phyllis Williams
NABSE Executive Director
945.324.0265
executivedirector@nabse.org

Encl:

OUR NONPROFIT audit report and Form 990 for last fiscal year & other business-related information is posted on the website: <https://nabse.org/nabse-business/>

[2022 990 Report - chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://nabse.org/wp-content/uploads/2023/11/2022_-FORM-990-NABSE.pdf](https://nabse.org/wp-content/uploads/2023/11/2022_-FORM-990-NABSE.pdf)
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