REQUEST FOR PROPOSALS (RFP)

Accounting, Audit-Preparation Services

Issue Date: Oct 21, 2026 Proposal Deadline: Nov 30, 2026

Introduction and Purpose

- Free the Slaves (FTS) invites qualified accounting firms and independent accounting professionals to submit proposals to provide recurring accounting review, outsourced controller support, financial reporting, and annual audit-preparation services.
- FTS seeks a qualified provider to strengthen the accuracy and timeliness of financial information, support the finance function, and help management maintain effective accounting processes and internal controls.
- Respondents should describe their proposed services, approach, staffing, timeline, fees, assumptions, and any services excluded from their proposed scope.

Organizational Context

- FTS uses QuickBooks and Bill.com as part of its accounting processes. FTS personnel will continue to provide accounting support and perform assigned finance duties. The selected provider is expected to work collaboratively with the finance officer and management.
- Respondents should identify any additional information they require regarding transaction volume, the grant portfolio, or reporting requirements to prepare a comprehensive proposal.

Scope of Services

A. Monthly Accounting Review and Financial Reporting

- Review expenses and bills entered into Bill.com before approval by the Executive Director to ensure that appropriate supporting documentation is provided, expenses are accurately recorded, and charges are assigned to the appropriate accounts and projects.
- Review general-ledger transactions in QuickBooks to ensure that transactions are accurately recorded and charged to the appropriate general ledger accounts, projects, and functional expense categories.
- Review grant accounting and tracking to help identify cost-share obligations, inaccurate allocations, and potential deviations promptly.
- Prepare Quarterly financial statements and supporting reports, including program reports, budget-versus-actual reports, and other financial analyses as requested by FTS management.

B. Outsourced Controller and Advisory Support

- Provide ongoing accounting support and technical guidance to the finance officer.
- Review account reconciliations and follow up on unresolved discrepancies, unusual transactions, and outstanding reconciling items.
- Recommend practical improvements to accounting processes, systems integration, documentation, and internal controls.
- Review payroll and fringe-benefit allocations and the allocation of indirect cost recovery.

- Serve as an accounting resource for FTS staff, management, and the Board, as requested and within the agreed scope of services.
- Work with the FTS Finance Office to review and ensure the appropriate allocation of indirect and headquarters (HQ) costs to individual projects and grants.

C. Annual Audit Preparation and Coordination

- Coordinate with FTS and its independent financial and compliance auditors and serve as a finance-side point of contact, as agreed.
- Draft the financial statements for audit.
- Prepare schedules for significant balance-sheet accounts, a net-assets roll-forward, financial statements, and other supporting audit schedules.
- Review the allocation of indirect and headquarters costs across projects and grants to ensure that allocations are accurate, properly supported, and consistent with applicable grant requirements.
- Assist the FTS Finance Office in collecting, organizing, and providing supporting documentation requested by the independent auditors.
- Review the fixed assets ledgers and depreciate expenses for fixed assets, maintain the fixed asset schedule, and ensure depreciation is accurately recorded in QuickBooks in accordance with applicable accounting policies.
- Review accounts receivable for completeness and accuracy and perform an agreed search for unrecorded liabilities.
- Review permanent files and relevant internal-control documentation and examine Board minutes where relevant to audit preparation.
- Assist FTS in organizing audit documentation and responding to auditor inquiries.
- Review draft audit reports and the draft Form 990 with management, identifying questions, discrepancies, or inconsistencies for follow-up.

- The selected provider will not act as FTS's independent auditor unless separately engaged and permitted under applicable professional independence requirements.

D. Year-End and Other Services

- Assist with the preparation of Forms 1099/1096, as requested. Professional fees and any third-party filing or software charges must be identified separately.
- Assist with annual budget preparation when requested and included in the agreed scope of services.

Required Qualifications and Experience

- Respondents should demonstrate the following qualifications and experience:
  - Demonstrated experience providing accounting, controller, or financial-reporting services to nonprofit organizations.
  - Experience with QuickBooks, Bill.com, account reconciliations, financial statements, grant accounting, and audit preparation.
  - Knowledge of nonprofit financial reporting and applicable accounting requirements. Experience with federal grant compliance is desirable.
  - Qualified CPA with relevant accounting credentials and experience. Respondents should identify the proposed engagement lead and other team members.
  - Ability to protect confidential financial, employee, donor, vendor, and organizational information.

Proposal Requirements

- Proposals should be concise and include the following information:
  1. A cover letter confirming interest, availability, and primary contact information.
  2. A firm or consultant profile, relevant qualifications, and at least three relevant client references, preferably from nonprofit organizations.

3. A description of the proposed approach to each scope area in Section 3, including any exclusions, assumptions, and optional services.
4. The names, roles, credentials, and relevant experience of the proposed engagement team.
5. A proposed monthly accounting and reporting timetable, communication arrangements, and procedures for escalating significant issues.
6. A fixed-fee proposal specifying the services included, billing frequency, any proposed annual fee increase, optional service rates, and all reimbursable or third-party costs.
7. Disclosure of actual or potential conflicts of interest, including any relationships that could affect independence in connection with FTS's independent audit.
8. Confirmation of professional liability insurance and other relevant insurance coverage, if applicable.

Pricing Format

- FTS anticipates a fixed monthly fee of $3,500 for the accounting services described in this RFP. The selected consultant will invoice FTS monthly for the agreed fixed fee.
- Respondents should clearly identify the services included in the proposed fee and disclose any exclusions or additional charges.
- Travel, parking, tolls, software subscriptions, filing fees, and other out-of-pocket expenses must be identified separately. Any reimbursable expenses must be disclosed in advance and require FTS's prior written approval.
- Respondents should also identify any proposed annual fee escalation and the conditions under which it would apply.

Proposal Submission

- Proposals must be submitted electronically **to Mr. Wahidullah Naseri**, email: wahidullah.naseri@freetheslaves.net by November 30, 2026 at 6:00pm EST.
- Please use the subject line **"Proposal – FTS Accounting Services."**
- Questions regarding this RFP must be submitted to **Mr. Wahidullah Naseri**, FTS Finance Manager. FTS will provide clarifications to prospective respondents as appropriate.

Evaluation of Proposals

- FTS will evaluate proposals based on the qualifications and experience of the respondent, the proposed approach to the requested services, the qualifications of the proposed personnel, references, communication practices, and the overall value of the proposal.
- FTS may request interviews, references, or additional information as part of the evaluation process.

Anticipated Period and Contract Terms

- The anticipated service period is **December 15, 2026, through December 30, 2027**, with renewal subject to mutual written agreement.
- The final contract will define the scope of services, deliverables, fees, payment terms, access to records, confidentiality and data security requirements, ownership and return of FTS records, conflicts of interest, and termination rights.
- FTS proposes that either party may terminate the engagement by providing 30 days' written notice. Respondents should identify any requested changes to this provision.