



October 13, 2026

Dear Prospective Respondent:

The Free the Slaves (FTS) is accepting proposals from CPA firms to provide audit and tax services. We invite your firm to submit a proposal for consideration by November 10, 2026.

A description of our organization, the services requested, and the proposal requirements follows.

## BACKGROUND OF FREE THE SLAVES

Free the Slaves (FTS) is a 501(c)(3) not-for-profit, working at the intersection of community empowerment, survivor leadership, innovative research, corporate engagement, policy reform, and global advocacy. We work in solidarity with local organizations, survivor leaders, businesses, and governments across Africa, Asia, the Americas, the Caribbean, Europe, and the Middle East and North Africa to create systemic, sustainable change. Together, we help people chart their own path to freedom, access services, and reclaim their rights. We also help strengthen legal protections, reform harmful practices, and build local and global coalitions for change.

The operating budget for FTS is approximately \$4 million. FTS has total assets of approximately \$1.5 million and a December 31 fiscal year end.

The audit should be conducted in accordance with generally accepted auditing standards (GAAS), and the financial statements should be prepared in accordance with generally accepted accounting principles (GAAP) applicable to not-for-profit organizations in the United States.

Free the Slaves requires receipt of draft audited financial statements no later than April 30 and final audited financial statements and management letter no later than June 30 of each year.

## SERVICES TO BE PERFORMED

Your proposal should address the following services:

1. Annual audit of FTS, including all required communications with those charged with governance and meetings with management, the Audit Committee, and/or Board of Directors, as necessary.
2. Preparation and filing of all required federal tax returns for the FTS, including Forms 990 and any other required filings.
3. Preparation of any management letter and recommendations regarding internal controls, accounting policies, operational efficiencies, or other matters identified during the audit process.

4. Attendance by the lead engagement partner at meetings of the Audit Committee and Board of Directors (if requested) to present audit results and respond to questions. The firm should also be available, upon reasonable advance notice, to participate in special meetings, retreats, or strategic planning sessions when audit, accounting, financial reporting, governance, or tax matters are being considered. Please indicate whether such attendance is included in the proposed fixed fee.

## KEY CONTACTS

Requests for additional information, site visits, review of prior financial statements and tax returns, and/or appointments should be coordinated through:

**Wahidullah Naseri**

Finance and Account Manager

Email: [wahidullah.naseri@freetheslaves.net](mailto:wahidullah.naseri@freetheslaves.net)

Completed proposals should be submitted electronically to [wahidullah.naseri@freetheslaves.net](mailto:wahidullah.naseri@freetheslaves.net)

## RELATIONSHIP WITH PRIOR CPA SERVICE PROVIDER

Audit and tax services have been provided by DeLeon & Stang, CPAs and Advisors since FY2019.

The decision to request proposals is the result of a periodic review of our satisfaction with the services provided by our current auditors. Finalists may be permitted to communicate with the predecessor auditor upon authorization by management and in accordance with professional standards.

## YOUR RESPONSE TO THIS REQUEST FOR PROPOSAL

In response to this request, please provide the following information:

1. Detail your firm's experience in providing auditing and tax services to not-for-profit organizations, member-driven associations, and organizations comparable in size and complexity to the FTS.
2. Describe your firm's experience with:
  - 501(c)(3) organizations;
  - Conferences, sponsorships, and continuing education programs;
  - Investment and endowment accounting;
  - Restricted contributions and fund accounting; and
3. Provide information regarding services your firm provides to similar organizations.
4. Discuss the firm's independence with respect to the FTS.

5. Discuss commitments your firm will make to engagement team continuity, including staff turnover experience during the last three years.
6. Identify significant not-for-profit clients lost during the past three years and, where disclosure is permitted, the reasons for those departures.
7. Identify the partner(s), manager(s), and in-charge accountant(s) who would be assigned to our engagement and provide biographies for each. Describe any material disciplinary actions, regulatory findings, or litigation involving the firm or proposed engagement personnel during the past five years, and any corrective actions taken.
8. Describe how your firm will approach the audit of the FTS, including:
  - Areas of primary audit emphasis;
  - Coordination in a virtual environment;
  - Use of affiliate firms or subcontractors;
  - Use of technology and data analytics;
  - Secure document exchange procedures;
  - Data security and confidentiality practices;
  - Any use of artificial intelligence tools in connection with client data; and
  - Communication procedures with management and the Audit Committee.
9. Provide a proposed timeline for audit and tax services based on a December 31, 2026 fiscal year end, including key milestones, information requests, draft financial statement delivery, final report delivery, and tax return preparation.
10. Provide a fixed fee, inclusive of all incidental costs, for audit and tax services for FY2026, FY2027, and FY2028.
11. Furnish current standard billing rates and any discounted rates applicable to the engagement for each class of professional personnel. Also describe how technical accounting and tax consultation requests arising during the year would be billed.
12. Provide the names and contact information for three similarly sized clients served by the proposed engagement partner and manager for reference purposes.
13. Describe how your firm differentiates itself from other firms being considered and why your firm would be the best choice to serve as the independent accountants for the FTS.
14. Include a copy of your firm's most recent peer review report, any related letter of comments, the firm's response to such comments, and a description of the firm's quality management policies and procedures.

## EVALUATION OF PROPOSALS

The FTS will evaluate proposals on a qualitative basis. Evaluation criteria may include, but are not limited to:

- Experience with not-for-profit organizations and professional associations;
- Qualifications and experience of the proposed engagement team;
- Peer review results and quality management practices;
- References from current and former clients;
- Audit approach and communication practices;
- Proposed fees; and
- Completeness and timeliness of the proposal.

FTS reserves the right to interview firms and request additional information as part of the evaluation process.

Please submit your response to this request for proposal no later than November 10, 2026.

We anticipate scheduling interviews with selected firms during the first week of December, 2026.

Thank you for your interest in serving Free the Slaves.