



**INCORPORATED RESEARCH INSTITUTIONS FOR SEISMOLOGY (IRIS)**

**REQUEST FOR PROPOSAL  
For Audit and Tax Services  
To Include Five (5) Fiscal Years  
Ending June 30, 2020 through June 30, 2024**

Inquiries and proposals should be directed to:

Jeph Mathurin, Assistant Controller  
E-mail: [jeph.mathurin@iris.edu](mailto:jeph.mathurin@iris.edu)

## **Introduction**

Incorporated Research Institutions for Seismology ("IRIS", "the Organization") is accepting proposals from qualified licensed Certified Public Accounting (CPA) firms ("Offeror") for audit and tax services for up to five (5) fiscal years ending June 30, 2020, through June 30, 2024. We invite only licensed firms in good standing to submit a proposal no later than 5:00PM EDT on March 20, 2020, for full consideration. IRIS expects to engage the selected audit firm for five (5) years, subject to annual review and recommendation of IRIS management and its board of directors. A description of the organization, the services needed, and other pertinent information follow.

## **Background of Organization**

IRIS is a consortium of over one hundred U.S. universities dedicated to the operation of science facilities for the acquisition, management, and distribution of seismological data. IRIS is a private, nonprofit 501(c)(3) corporation. It is governed by a nine (9) member volunteer board of directors. IRIS is incorporated in the state of Delaware, with its administrative offices and records located at 1200 New York Ave., NW, Suite 400, Washington, DC 20005. Additional program offices and operational facilities are located in Seattle, WA, Anchorage, AK and Socorro, NM.

IRIS is primarily funded through cooperative agreements and grants from the National Science Foundation. In 2019, IRIS changed its accounting system, from Deltek GCS Premier to the cloud-based Deltek Costpoint Foundations (version 7.1.1) system. Additionally, IRIS partners with ADP TotalSource, a professional employer organization (PEO) for its payroll, timekeeping, employee benefits, HR administration and workforce regulatory compliance needs.

## **Scope of Services to Be Performed**

Your proposal is expected to cover the following services:

- Conduct a single audit in accordance with 2 CFR §200.514 and issue the relevant reports for the base year audit period July 1, 2019 – June 30, 2020.
- Prepare the Federal Form 990, "Return of Organization Exempt from Income Tax," and any additional required federal or state tax filings.
- Provide written recommendations to management that address any matters that come to the attention of the auditors during their work.

- Brief IRIS management regarding significant accounting, audit and tax regulatory changes that impact federally funded nonprofit organizations.
- Formally present audit results to the IRIS Board of Directors (or the Budget & Finance Committee).

For control purposes, we ask that you coordinate requests for additional information, visits to our site, review of prior financial statements and tax returns, and/or appointments with IRIS management or governance through our Assistant Controller, Mr. Jeph Mathurin.

### **Relationship With Prior CPA Service Provider**

The Organization maintains a good relationship with the prior audit firm. However, as a matter of best practice, IRIS aims to engage an RFP process every 4-5 years to update the board's awareness of audit and tax services and ensure continued auditor independence.

### **Your Response to This Request for Proposal**

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

#### **Background and Service Delivery**

1. Describe the firm's organization, size and structure.
  - Identify whether Offeror is certified as a small business, minority-owned business or women's business enterprise.
2. Describe the firm's prior experience in providing financial audit and tax services to nonprofit organizations, particularly audits of National Science Foundation (NSF) or similarly federally funded organizations.

The response should include the names, addresses, contact persons, and telephone numbers of three (3) prior audited organizations to be used as client references.

3. Describe how your firm will approach the initial year audit, including
  - the use of any association or affiliate member firm personnel;
  - areas that will receive primary emphasis;
  - the firm's use of technology in the audit;
  - the communication process used by the firm to discuss matters of concern with the management and audit committees of the board.

IRIS generally anticipates planning/preliminary testing to be conducted in June or July and fieldwork to be completed by the end of October.

4. Discuss the firm's staffing approach, staff qualifications and commitments you will make to staff continuity, including your staff turnover experience in the last three years.
5. Discuss the firm's independence with respect to IRIS. Explain how you monitor and maintain your independence on an ongoing basis.
6. Identify the partner, manager, and in-charge accountant who will be assigned to this engagement if you are successful in your bid; provide short biographies for these individuals.
7. Include a copy of your firm's most recent Peer Review report, the related letters of comments, and the firm's response to the letters of comments.

### **Pricing and Value Added Capabilities**

1. Furnish current standard billing rates for classes of professional personnel who would likely work on this engagement, including an expense policy describing how incidental costs (for example, travel and mileage) are billed.
2. Describe how you bill for questions on technical matters that may arise throughout the year.
3. Set forth your fee proposal for the initial fiscal year June 30, 2020, audit with whatever guarantees you offer regarding fee increases in future years. The Offeror's proposed fee schedule should include information indicating how the price was determined for the single audit and tax preparation.
4. Describe any unique value-added services your firm provides, and why our selection of your firm as our independent auditors is the best decision we could make.

### **Instructions on Proposal Submission**

1. Closing Submission Date: Proposals must be submitted no later than 5:00 p.m. EDT on March 20, 2020.
2. Inquiries: Inquiries concerning this RFP should be directed in writing to Jeph Mathurin, Assistant Controller – email address: [jeph.mathurin@iris.edu](mailto:jeph.mathurin@iris.edu)
3. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by IRIS.
4. Submission: Due to the current national health crisis, an electronic version only of the proposal may be submitted to the following e-mail address: [jeph.mathurin@iris.edu](mailto:jeph.mathurin@iris.edu) by the closing submission date and time.

Please send 2 copies of the entire proposal in a sealed envelope clearly marked "AUDIT RFP" in the lower left hand corner to:

Name: \_\_\_\_\_ Jeph Mathurin

Title: \_\_\_\_\_ Assistant Controller

Entity: \_\_\_\_\_ IRIS

Address: \_\_\_\_\_ 1200 New York Ave., NW, Suite 400

\_\_\_\_\_ Washington, DC 20005

## **Evaluation of Proposals and Award Notification**

IRIS staff, in consultation with the Budget & Finance Committee, will evaluate proposals on a comprehensive and qualitative basis, and make a recommendation to the IRIS Board of Directors. This includes a review of the firm's peer review and related materials, results of discussions with other clients, and the firm's completeness in its response to this RFP.

IRIS may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors' proposals. However, IRIS reserves the right to make an award without further discussion of the proposals submitted, and to reject any and all proposals received in response to this RFP.

It is expected that a decision selecting the successful audit firm will be made within six (6) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this RFP will be informed in writing of the conclusion.

If you choose to respond to this request, please do so by FRIDAY 5:00PM EDT on March 20, 2020.

For quality control purposes, please let us know if and why you choose not to respond to this RFP.

Additional Information about IRIS

- [2018 IRIS at a Glance](#)
- [FY19 Financial Statements](#)
- [FY18 Form 990](#)
- [RFP Q&A Document](#)