

RFE/RL, Inc.
AUDIT SERVICES
REQUEST FOR PROPOSALS

Deadline for Notice of Intention: April 15, 2022

RFE/RL, Inc. is soliciting proposals from certified public accounting firms to perform the annual financial statement audit and related services for its fiscal year ending September 30, 2022, and (assuming satisfactory performance each year) for up to four more fiscal years.

The audit work will be performed primarily in Washington D.C. and Prague, Czech Republic.

TABLE OF CONTENTS

- A. Introduction
- B. Objective and Needs
- C. Scope of Work
- D. Required Proposal Information and Format
- E. Review Process
- F. Key Dates and Timeline

Attached Documents:

Reference Materials (zip file)
RFE/RL 2020 Annual Audited Financial Statement, Audit Report,
AU-C Letters, USAGM Grant Agreement
USAGM Performance & Accountability Report, FY 2021
Price/Fee Proposal Form (Word doc)

A. Introduction

RFE/RL, Inc. is an international news and broadcast organization whose mission is to promote democratic values and institutions and advance human rights by reporting the news in countries where a free press is banned by the government or not fully established. In 23 countries, RFE/RL journalists provide what many people cannot get locally: uncensored news, responsible discussion, and open debate. RFE/RL strives to meet the highest standards of objective journalism and report the facts, undaunted by pressure or attempted influence.

RFE/RL is registered with the IRS as a private, nonprofit Sec. 501(c)(3) corporation, and is funded by a grant from the U.S. Congress through the United States Agency for Global Media (USAGM) as a private grantee. RFE/RL's editorial independence is protected by U.S. law. In connection with its receipt of federal funding, RFE/RL is subject to the cost and accounting standards established by the Office of Management and Budget.

RFE/RL maintains a corporate office in Washington, D.C. and broadcasting headquarters in Prague, Czech Republic. More information is available at <https://www.rferl.org/>

B. Objective and Needs

RFE/RL is currently using the accounting firm, GRF CPAs and Advisors. While we are pleased with its services, in accordance with best practices we are soliciting proposals from certified public accounting firms to perform audit and related services.

Assuming satisfactory performance each year, the objective is to retain the same services for a total of five fiscal years for each of matters in the Scope of Work. The audit field work will be performed in Washington D.C. and Prague, Czech Republic with agreement regarding other office locations as needed. The selected firm will be expected to comply with GDPR standards.

C. Scope of Work

We are soliciting proposals from certified public accounting firms to perform audit and related services as follows:

- Financial audit of the annual financial statement & Financial and Federal Award Compliance Examination of RFE/RL and affiliates for its fiscal year ending September 30, 2022
- Preparation of related management letter (AU-C 265 letter) and Communication to Board of Directors (AU-C 260 letter)
- Preparation and filing of corporate annual tax return(s) Form 990 and 990-T if applicable
- Audit of annual financial statement of our VEBA Trust for the fiscal year ending December 31, 2022 and related AU-C 265 & AU-C 260 letters
- Preparation and filing of VEBA Trust annual tax return Form 990
- U.S. Retirement plan audit for the fiscal year ending December 31, 2022
- Limited consultation on accounting and tax matters as required

D. Required Proposal Information and Format

The proposal should consist of two parts: technical and pricing.

Technical Proposal:

- Brief introduction, statement of qualifications
- Description of Services
- Technical Proposal must be thirty (30) pages or less

Pricing/Fee Proposal (please use the provided form to specify estimated cost for each service):

- Cost of services.
- Fee schedule for consultation service

A copy of the Proposal should be sent as an email attachment to RFE/RL Procurement & Licensing Officer Virgis Pikturna at procurement@rferl.org and must be received by April 29, 2022, 5:00 PM EST.

E. Review Process

RFE/RL may, at its discretion, request interviews/presentations by or a meeting with any or all firms, to clarify or negotiate modifications to the firm’s proposal. However, RFE/RL reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose. In making a selection, we will base our decision on the offered services, features and capabilities that are of use to us, the level of support to RFE/RL and our employees, and the price of the services.

Proposals will be evaluated by RFE/RL Review Committee against the factors specified below. The relative weights of the criteria are based on a 100-point scale:

Criteria	Points
Qualifications: experience and expertise in auditing U.S.-based international organizations, U.S. Government grantee entities at overseas locations and U.S. non-profits.	35
Technical content of the proposal: plan for the audit, including soundness of professional approach, management controls, staff support and economic efficiency.	10
Legal and regulatory environment: understanding of the statutory and regulatory requirements imposed upon RFE/RL and its wholly owned subsidiaries.	15
Cost of proposed work for initial year and 4 subsequent years.	40

Please submit the template of your agreement/letter of engagement at your earliest convenience to allow our legal team to review it and draft an addendum if necessary. This will help minimize legal delays.

F. Key Dates and Timeline

RFP Released	March 21, 2022
Submission of Questions Due by Firms and Final Date to Submit a Notice of Intention to Submit Proposal	April 15, 2022
Response to Questions Posted	April 22, 2022
Submission of Proposal Due Date	April 29, 2022, 5:00 PM EST
Oral Presentation/Interviews	TBD
Award Notice*	June 1, 2022

Additional Information

RFE/RL requires an audit schedule such that Financial Statements for the year ending September 30 are issued by January 15. Audit work plans must be set in alignment with this goal.

*To ensure RFE/RL's compliance with the General Data Protection Regulation ([EU 2016/679](#)) (GDPR), a European Union regulation on data protection and privacy for all individual citizens of the European Union and the European Economic Area, the selected firm will be required to sign the EU [Standard Contractual Clauses](#) relating to the protection of personal data.