

Request for Proposals

Regarding The National WIC Association's Audit

Request for Proposals: Mar. 9, 2023

Proposals Due: Apr. 8, 2023

Organization: National WIC Association (NWA)

NWA Contact: Lyncoln Dujon, ldujon@nwica.org

Audit Request for Proposal

Background and Overview

NWA Overview

The National WIC Association (NWA) is accepting proposals from several firms with experience in providing remote audit and tax reporting services. We invite your firm to submit a proposal to us, for consideration by April 8, 2023, if interested.

Background

NWA is a membership association classified as a 501(c) (3) tax-exempt organization by the IRS and is headquartered in Washington, DC. The organization employs approximately 20 employees under the leadership of a salaried Chief Executive Officer.

The Association is a membership organization with 16,000 individuals and agency members. Our business model has four major revenue streams including memberships, grants, contracts (including a large marketing contract), and conferences. Additional information about NWA can be found on our website.

NWA is a member-driven organization that represents the diverse mission areas essential to WIC service delivery. NWA's membership consists of five Sections, totaling 15,000 memberships. The Sections include: State Agency, Local Agency, Nutrition Services, Breastfeeding, and Vendor Management. Each Section is governed by a Standing Committee that includes geographic representation from each of the seven USDA regions. NWA's Board of Directors - which sets strategic priorities for the organization - is composed of members of these Standing Committees and an Executive Committee elected by the full voting membership. The President & CEO functions under the Board of Directors.

Financial Status

NWA audited revenues for the fiscal year 2021 were approximately \$4.8 million with expenses at \$6.1 million. Association revenues were comprised of the following: memberships 13%, marketing contract with members 30%, contributions 13%, conferences 20%, investment income 17%, and other revenue representing 7%.

NWA's unaudited revenues for the fiscal year 2022 were approximately \$6.7 million with expenses at \$6 million. Association revenues were comprised of the following: Memberships 10%, Marketing contracts with members 28%, contributions 53%, conferences 21%, investment income (12%), and other revenue representing 0%.

The Association generates an average of 40 payments per month, via Bill.com. This includes paper checks and EFT payments. NWA outsources its bi-weekly payroll, and the payroll is paid primarily through direct deposit.

Computer Equipment and Accounting Software

NWA utilizes Client Management Service (CMS) and QuickBooks as its member and accounting databases respectively. NWA currently uses QuickBooks for financial reports. NWA is shifting over to Sage Intacct in 2023. Beginning January 1, 2023, transactional information and reporting will be done in Sage Intacct.

Retirement Plans

NWA sponsors tax-deferred annuity plans, including 403(b) plan for staff and 457(b) plan for senior management.

Timing

The fiscal period is on a calendar year-end. The target date for the published 2022 audit report and 990 filings is September 1, 2023. Moving forward, the preferred completion would be during the second quarter following year end close. Tax returns should be filed by their respective due date.

Services Requested

NWA requires the following services:

- An annual audit of the financial statements for the FY 2022 year-end to be completed in compliance with the above filing requirement and meetings with the finance committee and/or executive board committee, as necessary.
- Management letters containing comments and recommendations as deemed appropriate with respect to accounting and administrative controls and efficiency.
- Preparation of Federal and DC tax return Forms 990.
- Available to guide and consult with NWA regarding related accounting and tax issues.

Key Personnel

The following are key contacts you may seek in preparing your proposal:

- Lincoln Dujon, Director of Finance and Administration, LDujon@nwica.org
- Georgia Machell, Chief Operating Officer, Gmachell@nwica.org
- Dr. Jamila Taylor, Chief Executive Officer, JTaylor@nwica.org

For requests for additional information, visits to our site, and/or review of prior financial statements and tax returns, please reach out to NWA Director of Finance and Administration, Lincoln Dujon LDujon@nwica.org.

Relation with Prior CPA Service Provider

The financial audit and tax preparation services have been provided by Anderson ZurMuehlen, LLP. In preparing your proposal, be advised that management will give permission to contact our prior auditors. A copy of the recent audit and other related documents are enclosed.

Preparing Your Proposal

Final proposals are due by close of business April 8, 2023. Completed proposals should be sent to Lincoln Dujon, ldujon@nwica.org. Please provide the information in the order as requested below:

1. Firm philosophy in providing audit and tax services to associations - detail your firm's experience in providing auditing and tax services to companies in the not-for-profit sector, as well as associations of comparable size to the NWA, including membership associations.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Provide the firm's diversity, equity, and inclusion policy.
4. Discuss the firm's independence with respect to the National WIC Association.
5. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.

6. Identify the five largest clients your firm (or office) has lost in the past three years and the reasons. Also discuss, in instances where the loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
7. Identify the profile of partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
8. Describe how your firm will approach the audit of the organization, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also, discuss the firm's use of technology in the audit. Discuss the communication process used by the firm to discuss issues with the management and audit committees of the board.
9. Set forth your fee proposal for the FY2022 (January 2022 to December 2023) audit, with whatever guarantees can be given regarding increases in future years. Additionally, provide your proposed fee for tax preparation.
10. Furnish standard billing rates for classes of professional personnel for each of the last three years.
11. Provide the names and contact information for other, similarly sized clients of the partner and manager that will be assigned to our organization for reference purposes.
12. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our independent accountant is the best decision we could make.
13. Include 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.

Evaluation of Proposals

NWA will evaluate proposals on a qualitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

Please submit your response to this request for proposal by **April 8, 2023**.

Thank you in advance for your efforts in this process.

Attachments

[2021 NWA Audit](#)

[2021 Form 990](#)

[Organization Chart](#)