



October 4, 2023

Dear Esteemed Colleagues:

National Whistleblower Center (“NWC”) is requesting proposals for the preparation of its audited financial statements and related filings for 2023 fiscal year ending December 31. We are inviting firms that have extensive experience in providing audit services for not-for-profit organizations to submit a proposal to us November 10, for consideration. The audit of National Whistleblower Center’s financial statements must be performed in accordance with generally accepted auditing standards.

National Whistleblower Center is a 501(c)(3) organization. National Whistleblower Center (NWC) was founded in 1988 by experienced whistleblower attorneys to educate the public about the plight of whistleblowers. NWC has remained dedicated to protecting all whistleblowers – regardless of industry, nationality, or type of wrongdoing. With the help of our grassroots supporters, NWC has achieved successes like establishing National Whistleblower Day and adding key whistleblower protections into the Dodd-Frank Act, the Sarbanes-Oxley Act, the Whistleblower Protection Enhancement Act, and numerous other federal laws.

National Whistleblower Center requires the following services:

1. Annual financial statement audit.
2. Preparation of IRS form 990
3. Management letter containing comments and recommendations with respect to accounting controls and efficiency.

All of the above must be completed by April 1, 2024, in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, NWC requires that a meeting of the auditors and selected NWC board and staff members be held to discuss a draft version of the financial statements.

All proposals must include:

- a) Evidence of the firm’s qualifications to provide the above services;
- b) Background and experience in auditing nonprofit clients;
- c) The size and organizational structure of the auditor’s firm;
- d) Statement of the firm’s understanding of work to be performed, including tax and non-audit services;
- f) A proposed timeline for fieldwork and final reporting;
- g) Proposed fee structure, including the maximum fee that would be charged;

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- h) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- i) Names of the partner, audit manager, and field staff who will be assigned to our audit.
- j) A copy of your firm's most recent peer review report, the related letter of comments
- k) References and contact information from at least two comparable nonprofit audit clients.

Send your proposal to us via email – info@whistleblowers.org – with subject “Audit RFP Response” by November 10, 2024.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact us, at info@whistleblowers.org with the subject line “Audit RFP Question.” We look forward to receiving your proposal.

Sincerely,

Siri Nelson
Executive Director
National Whistleblower Center