**Request for Proposal**

Update/Create Financial Policies and Procedures

**Issue Date:** 02/15/2023

**Closing date and time:** 03/03/2023 – 5:00 pm COB

**Request For Proposal (RFP) ID:** Update/Create Financial Policies and Procedures

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1. INTRODUCTION TO HIAS

HIAS is a nonprofit organization incorporated in New York State and headquartered in Silver Spring, Maryland, and is exempt from federal income tax under Internal Revenue Code Section 501(c)(3). HIAS advocates for the protection of refugees and assures that displaced people are treated with the dignity they deserve. Guided by our Jewish values and history, HIAS brings more than 130 years of expertise to our work with refugees.

1. REQUIREMENTS

HIAS invites qualified service providers (referred to herein as “Applicants”) to make a firm offer for updating and creating financial policies and procedures.

**HIAS seeks to establish a contract with an Applicant that can assist with updating our current financial policies and procedures and creating new financial policies and procedures to fill any gaps. The timeframe is 120 days from the start of the Services. Applicants may propose to assist with financial policies and/or procedures; it is not required that an applicant propose to assist with both.**

The Applicants are therefore requested to quote under this RFP a price per each item in Annex IV. Upon signing of the contract, the quoted prices shall be binding on the goods/service providers (herein referred to “Contractor”) for the duration of the contract. The quoted price will be accepted by both HIAS and the Contractor until expiration or termination of the contract.

1. ACKNOWLEDGMENT

HIAS would appreciate you informing us of the receipt of this RFP by return e-mail to procureinquiry@hias.org as to:

1. Your confirmation of receipt of this RFP and
2. Whether or not you will be submitting a Proposal

Please include the RFP ID, located at the top or this document, in the Subject line.

1. PREPARATION OF PROPOSALS
	1. Documents Comprising the Proposal **to be Submitted**:

Proposal Submission form (Annex V)

Price Schedule (Annex VI)

Technical Details: detailed description of the essential technical and performance characteristics of the goods

Customer References: at least two references from prior customers for which similar goods/services to that contained in this RFP were provided

Sample(s) of similar work

* 1. Key Personnel: If Key Personnel (individuals who are specifically and uniquely important to the proposed work) are named in the Applicant’s proposal, the Applicant will do so in “good faith”. Good faith means that the applicant communicated with the proposed key person, obtained a commitment that they would work on the contract and that the person consented to being identified in the applicant’s proposal to hold a given position. If the Applicant learns during the course of the procurement, before award, that one or more Key Personnel will not be able to work on the potential award, the Applicant must notify HIAS immediately.
	2. Interviews: If provided in the Proposal Data Sheet, HIAS shall require interviews with the applicants. HIAS shall not be liable for any costs incurred by the Applicants to attend the interviews.
1. REQUESTS FOR CLARIFICATION

Applicants are required to submit any request for clarification or any question in respect of this RFP by e-mail to procureinquiry@hias.org. Please include the RFP ID in the Subject line. The deadline for receipt of questions for any clarifications is **23:59 hrs. EDT time on 02/22/2023**. Applicants are requested to keep all questions concise and to exclude language as to the applicant’s identity as the questions and responses will be posted publicly.

1. PROPOSAL SUBMISSION DEADLINE

Proposals must be delivered to the email address and on or before the time and date specified in the Proposal Data Sheet (Annex I). **Late Proposals shall be rejected.** If the responses received for this RFP are insufficient to conduct a fair and competitive evaluation, the RFP may be reposted with a later due date with or without changes.

1. DISCLAIMER

This RFP is not to be construed in any way as an offer to contract with your organization.

Sincerely,



Theron Jurkowski

Director, Contracts and Procurement

**Annex I: PROPOSAL DATA SHEET**

The following specific data for the goods to be procured shall complement, supplement or amend the provisions in the General Instructions to Applicants. Whenever there is a conflict, the provisions herein shall prevail over those in the General Instructions to Applicants.

|  |  |
| --- | --- |
| **Relevant clause(s) of****Instruction to Applicants** | **Specific data complementing, supplementing, or amending instructions to Applicants** |
| Language of the Proposal | English |
| Proposal Price Currency | USD |
| Evaluation Criteria | Best Value and technical skills |
| Documents Establishing Applicant’s Eligibility & Qualifications **(Samples of similar work)** | [x]  Required [ ] Not required. |
| Proposal Validity Period | 120 days after the Deadline for Submission of Proposals |
| Interview (in-person or online) | [x] Required [ ] Not Required. |
| Deadline for Requests for Clarification | 23:59 hrs. EDT time on 02/22/2023 |
| Deadline for Submission of Proposals  | 03/03/2023 - 23:59 hrs. Eastern Daylight Time (EDT) |
| Electronic Submission of Proposals | [x] Allowed [ ] Not allowed |
| Email Address for Submission | procureinquiry@hias.org |
| Preliminary Examination — Completeness of Proposal. | [x] Partial Proposals permitted. 󠇎[ ] Partial Proposals not permitted. |
| Documents to be Submitted | 1. Proposal Submission form (Annex V)

(ii) Price Schedule (Annex VI)1. Technical Details
2. Customer References: at least two
3. Sample(s) of similar work
 |
| **Additional Requirement** |  |
| Required Start Date for Performance | [ ] No [x] Yes\_March 15, 2023 |

**Award Methodology:** HIAS shall award the contract to the Applicant based on **Best cost and technical skills**:

|  |  |
| --- | --- |
| Evaluation Methodology Factors | Weighting |
| 1.1 | Cost – Life cost of product | 20% |
| 1.2 | Financial and grantee experience | 15% |
| 1.3 | Policy/Procedure creation experience | 15% |
| 1.4 | Technical writing skills | 15% |
| 1.5 | Feasibility and quality of Applicant’s approach to assessing and planning the engagement | 15% |
| 1.6 | Sustainability - Economic, environmental, and social benefits in support of the project objectives; may include the flexibility of the Proposal to adapt to possible changes over the life-cycle | 10% |
| 1.7 | Innovation - Innovation in the design and/or delivery; solutions that exceed the requirements or alternative solutions that could deliver best value | 10% |

**Annex II: GENERAL INSTRUCTIONS TO APPLICANTS**

A. Introduction

1. General: HIAS invites Proposals for the supply of goods or services.
2. Eligible Applicants: Applicants must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates that have been engaged by HIAS to provide consulting services for the preparation of the design specifications or other documents to be used for the procurement of goods/services to be purchased under this RFP.
3. Cost of Proposal: The Applicant shall bear all costs associated with the preparation and submission of the Proposal and HIAS will not be responsible or liable for those costs, regardless of the conduct or outcome of the RFP.

B. RFP Documents

1. Examination of RFP Documents: The Applicant is expected to examine all instructions, forms, terms and specifications contained in the RFP Documents. Failure to comply with these documents will be at the Applicant’s risk and may affect the evaluation of the Proposal.
2. Clarification of RFP Documents: A prospective Applicant requiring any clarification of the RFP Documents may notify HIAS in writing. The response will be made in writing to any request for clarification of the RFP Documents that it receives earlier than one week before the Deadline for the Submission of Proposals. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Applicants that have responded to the RFP Documents.
3. Amendments of RFP Documents: HIAS may, for any reason, amend the RFP Documents, whether at its initiative or in response to a clarification requested by a prospective Applicant. All prospective Applicants that have received or acknowledged receipt of the RFP Documents will be notified in writing of any amendments. To afford prospective Applicants reasonable time in which to take the amendments into account in preparing their Proposals, HIAS may, at its discretion, extend the Deadline for the Submission of Proposals.

C. Submission of Proposals

1. Procurement Ethics: It is HIAS’s policy that Applicants/Suppliers observe the highest standard of ethics during the procurement process and execution of such contracts. HIAS shall reject a Proposal if it determines that the Applicant, or any of its personnel, agents, consultants, subcontractors or goods/service providers, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question. HIAS may also declare the Applicant ineligible for participation in future procurement and award of contracts, either indefinitely or for a stated period. An Applicant/Supplier who offers any gift of any value to HIAS staff will be considered to be influencing the procurement process. HIAS shall reject a Proposal if it determines that any such gift has been offered.
2. Suspension and Debarment: HIAS will not make purchases or obtain services from people or companies on suspension, debarment, or other sanctions and watch lists, including, but not limited to:

The U.S. System for Award Management (SAM);

The U.S. Treasury Office of Foreign Asset Control (OFAC);

The UN Consolidated Sanctions List;

The World Bank Listing of Ineligible Firms & Individuals;

European Union Sanctions List.

A suspension and debarment check will be performed at the time of proposal and then again at the time of contract preparation.

1. Conflict of Interest: An Applicant shall not have a conflict of interest that could call into question its participation in the procurement process and award of contract. Applicants shall disclose any potential or actual conflict of interest at the time of Proposal and during the execution of any contract. All Applicants found to have a conflict of interest may be disqualified.
2. Joint Venture: Where a joint venture or any other form of partnership (together, JV) approach is proposed, Applicants are required to provide full details of the JV and nature of the relationship with other members.

Applicants forming a JV shall nominate an authorized representative of the JV (duly evidenced by submitting a power of attorney signed by a legally authorized representative of the JV) who shall have the authority to conduct all business for and on behalf of all members and enter into the contract.

1. Modification and Withdrawal of Proposals: The Applicant may withdraw its Proposal after submission, provided that written notice of the withdrawal is received by the HIAS before the deadline for submission. No Proposal may be modified after passing of the Deadline for Submission of Proposals. No Proposal may be withdrawn in the interval between the Deadline for Submission of Proposals and the expiration of the Period of Proposal Validity indicated in the Proposal Data Sheet.

D. Evaluation of Proposals

1. Preliminary Examination:
	* + - 1. Before the detailed evaluation, HIAS will determine the substantial responsiveness of each Proposal to the RFP. A substantially responsive Proposal is one that conforms to all the terms and conditions of the RFP without material deviations.
				2. HIAS will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.
				3. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the concerned Applicant does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
				4. A Proposal determined as not substantially responsive will be rejected by HIAS and may not subsequently be made responsive by the Applicant by correction of the non-conformity.
2. Award Methodology
	1. See **ANNEX I: PROPOSAL DATA SHEET**

E. Award of Contract

1. HIAS reserves the right to accept or reject any Proposal, to annul the RFP process and reject all Proposals at any time before award of contract, without thereby incurring any liability to the affected Applicant(s) or any obligation to provide justification.

**Annex III: General Terms and Condition**

Please find the General Terms and Conditions as a separate file along with this RFP file at:

<https://www.hias.org/requests-proposals>

If you are having trouble with the file, contact procureinquiry@hias.org immediately. Delays with accessing the file will not constitute an extension of the submission period.

**ANNEX IV: TECHNICAL SPECIFICATIONS**

1. **Introduction/Background**

HIAS is an international Jewish humanitarian organization that provides vital services to refugees and asylum seekers in more than 20 countries. In 2022, HIAS experienced many operational and procedural changes, including the implementation of NetSuite, and the Finance Department is looking for an experienced firm or individual to capture all the changes and updates and put them into standardized financial policies and procedures for the organization. The firm or individual needs to have the knowledge and experience to capture all the operational and procedural changes and place them in writing, including screenshots from NetSuite, as appropriate.

1. **Deliverables**

The firm or individual will:

Review current finance, procurement and budget and fiscal compliance policies and procedures as well as current IT systems and manuals to develop a plan for creating policy and procedure templates and updated/new policies and procedures utilizing those templates. A plan will be drafted and will include the policies and procedures to be updated or created as well as a timeline. The plan will be approved by HIAS before moving forward.

Create templates to be used for current and future HIAS policies and procedures. The template will be approved by HIAS before moving forward.

Update and create additional policies for the Finance team as detailed in the approved plan or as discovered later and discussed with HIAS.

The firm or individual will consult with the Associate Vice President, Accounting & Finance and the Senior Director, Budget & Fiscal Compliance on each of these activities and will acquire their approval.

The firm or individual will work on a tight deadline to meet the assignments included in the Request for Proposal and stay within the budget. The timeline for the this project is 120 days.

**Describe how you will approach the work to complete these deliverables including how you will obtain the information you need and how you will interact with HIAS staff.**

1. **Ideal Applicant Attributes**
	* + 1. Strong background in Finance, Accounting and Budgeting Policies and Procedures
			2. Strong background in nonprofit and governmental grantee accounting
			3. Solid background in creating and updating Finance policies and procedures
			4. Sound grammar, spelling and writing skills
			5. Ability to meet deadlines as required by this RFP
			6. Ability to work with the various members of the Finance Team
			7. Ability to adhere to HIAS policies and values
			8. Ability to stay within the proposed budget

**Describe how you meet these attributes.**

**ANNEX V: PROPOSAL SUBMISSION FORM**

*RFP ID: Update/Create Financial Policies and Procedures*

Dear HIAS,

Having examined the Proposal Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to assist with updating and creating finance policies and procedures in conformity with the Technical Requirements for the pricing listed in the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to deliver the goods/services following the Technical Requirements.

We confirm that, based on our current knowledge, there are no real or potential conflicts of interest involved in rendering Services to HIAS. **In this regard, we have listed, if any, all the contracts that we have been involved with HIAS as per the attached**. We acknowledge and agree that HIAS has the right to determine whether there is any actual or potential conflict of interest in its sole discretion.

We agree to abide by this Proposal for 120 days from the Deadline for submission of Proposals. We undertake, if our Proposal is accepted, to initiate the services no later than the date indicated in the data sheet.

We understand that you are not bound to accept any Proposal you may receive.

We agree to the General Terms and Conditions except for …………. *(insert titles of the General Terms and Conditions from Annex III and on a separate sheet, detail the likely changes that would be proposed)*, which we plan to negotiate with HIAS in the event we are the winning applicant.

|  |  |
| --- | --- |
| Name: | Title: |
|  |  |
| Organization: | EIN, if applicable: |
|  |  |
| Address: |
|  |
| Signature: | Date: |
|  |  |
| Email: | Phone: |
|  |  |

**ANNEX VI: PRICE SCHEDULE**

**(CUSTOMIZE BEFORE SENDING AS APPLICABLE)**

1. The Price Schedule must provide a detailed cost breakdown for each item.
2. Technical descriptions for each proposed item must provide sufficient detail to allow HIAS to determine compliance with the Technical Specifications of this RFP.
3. **Please provide your proposed pricing structure for the three (3) Deliverables listed in Annex IV, including the total estimated or guaranteed price.**

Signature of Applicant