



# Request for Proposal

## Finance and Accounting Expert

Response Deadline Extended to: Thursday, 7/9/26 by 5pm

### ISSUED BY

Hope the Mission

### REPRESENTATIVE

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# Introduction & Background

Our mission is to prevent, reduce and eliminate poverty, hunger and homelessness. We do this by offering immediate assistance and long-term solutions. Our core values are: compassion, integrity, faith, diversity, and growth.

Hope the Mission is a 501(c)(3) faith based organization. The organization has been established for 16 years, experiencing its most significant growth in the previous four years. Accelerated growth has increased demand and rigor. Business complexities have scaled with growth and our original infrastructures no longer support our current, enterprise level operation, particularly in the Finance Department.

The objective of this Request for Proposal is to identify an expert in Financial Controls, Governance, and Accounting for a \$100M+ budget agency, to consult on a short term assignment (90-120 days). The Awarded Applicant is charged with providing an objective assessment of Hope's Financial Management against the most stringent compliance standards. Hope is on a mission to level up its department infrastructure, productivity, accuracy, quality of work and service to all external stakeholders; upholding integrity.

Applicants must be available to commence work immediately, upon award.



# Scope of Work

## Part 1

- Scrutinize the agency's financial compliance against Federal and Contract standards, identifying vulnerabilities or outdated controls in light of OMB Circulars and 2 CFR Part 200 (Uniform Guidance)
- Audit select periods of Hope's Financial Records against the standards of funding agencies, identifying mild, moderate, or severe areas for corrective action.
- Create a list of prioritized recommendations to modernize any infrastructure or process improvements to ensure the Agency can meet and exceed compliance standards.
- Support ongoing, internal audits as needed through calendar year end. To include an audit of Corrective Action Plans (CAP). Specifically:
  - Immediately review ongoing concerns and findings from recent financial audits. Design, document, and help implement immediate corrective actions

## Part 2

- Using the findings from Part 1, further examine the Finance Department's organizational design, its Financial policies and procedures, and protocols for engagement with internal and external stakeholders. Make recommendations for improvement, if/as warranted.
- Identify methods for improvement to ensure compliance and integrity are upheld while optimizing operational workflows. Namely within:
  - **Core Systems & Structure** Audit the effectiveness of the current accounting software platform, chart of accounts, and fiscal team structure.
  - **AP / AR Cycles:** Evaluate the efficiency, segregation of duties, and internal controls governing Accounts Payable and Accounts Receivable.
  - **Contract Management:** Perform an in-depth review of all active contracts/budgets, establishing clear recommendations for: The invoicing and billing lifecycle., Grant/contract reimbursement processing, Payroll allocation and time-and-effort reporting.
  - **Complex cost-allocation methodologies** across multi-funded programs.
  - **Review of CoC Grant** for Compliance in accordance 24 CFR 578.3
- Make Change Management and immediate Corrective Action Recommendations

## Part 3

- Considering Parts 1 & 2, Provide strategic guidance and execution support to secure federal approval for a Negotiated Indirect Cost Rate Agreement (NICRA) or an optimized indirect cost allocation methodology.



# Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. Please submit an electronic copy of your proposal in PDF Format to: Ivet Samvelyan ([ivet.samvelyan@hopethemission.org](mailto:ivet.samvelyan@hopethemission.org)) and Emily Falappino ([emily.falappino@hopethemission.org](mailto:emily.falappino@hopethemission.org)) with subject line: "RFP Submission - Finance and Accounting Consulting Engagement"
2. Bidders must provide at least two reference projects or relevant experiences that are substantially similar to this project. This should include total organizational or project budgets assessed during those engagements, to demonstrate proficiency.
3. Professional resumes for all consultants who will actively work on this project.
4. A price proposal must be provided. This price proposal should indicate any price or package options available for Hope's consideration. Please articulate incremental billing rates and terms. Hope expects, as well as an estimated total number of hours, should Hope decide to award a contract on an hourly basis. Please also include any retainer or deposit requirements and terms.
5. Proposals must be signed by a representative that is authorized to commit to the bidder's company.
6. Please provide liability insurance verification and workers comp certificate Professional Liability / Errors and Omissions Insurance:
  - a. Limits of Liability: \$2,000,000 CSL General Aggregate and \$1,000,000 CSL Per Claim
  - b. Additional Insured or other more applicable endorsement
  - c. Naming HOPE the Mission as an Additional Insured
  - d. Waiver of Subrogation to also be included.
7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation and incorporated into an Agreement drafted by Hope.
8. Proposals must be received on or by **Thursday, 7/9/26 by 5pm** to be considered.
9. Provide a proposed methodology and timeline for how you intend to approach the assessment, implement the corrective action plan, and manage organizational change.



## Evaluation Criteria

Criteria	Description
<b>Technical Expertise</b>	Demonstrated depth of knowledge in 2 CFR Part 200, OMB Circulars, and NICRA federal approvals. Experience with HUD and LAHSA contract compliance preferred.
<b>Relevant Experience</b>	Proven track record working with non-profits of comparable budgetary size and contract complexity.
<b>Remediation Strategy</b>	Quality and clarity of the approach to audit corrective actions and change management.
<b>References &amp; History</b>	Strength of professional feedback and past outcomes.
<b>Cost Proposal</b>	Total projected cost, fee transparency, and value delivery.



# Deliverables

The Awarded Applicant will be invited to present a Kickoff Report by presentation or meeting. This should include a project roadmap, methodology, and an information or access request checklist.

## Part 1 Deliverables

- Audit Assessment Matrix: Findings log categorizing past audit issues and Uniform Guidance gaps into low, medium, and high-risk tiers.
- Step-by-step Corrective Action Plans addressing material weaknesses with defined ownership.
- Assessment Report on the Agency's implementation of Corrective Action following prior Findings Reports
- Recommendations Report.

## Part 2 Deliverables

- Strategic schedule ranking long-term internal control upgrades by cost, effort, and impact.
- Evaluation report of the current software, Chart of Accounts, and fiscal team capacity.
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- Cycle Controls Matrix: Segregation of duties (SoD) analysis mapping AP and AR workflows against fraud risks.
- Mega-Contract Blueprint (\$100M+): Target operating model optimizing invoicing lifecycles and grant reimbursement speeds.
- CoC Grant Compliance Checklist: Specific compliance verification report mapped against compliance regulations.

## Part 3 Deliverables

- NICRA Feasibility Assessment: Data analysis comparing a formal NICRA structure against optimized allocation methods.
- Federal Indirect Proposal Packet: Fully prepared negotiation submission compliant with OMB Circular rules.
- Negotiation Support Binder: Audit-ready documentation defending chosen cost pools during federal reviews.



## RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance Extended	7/2/26 7/8/26
Request for Proposal Remittance	<b>Due on or by 7/9/26 by 5pm</b>
Selection Interviews	Actively upon Application
Contract Award / Notification to Unsuccessful Bidders	7/10/26



## Evaluation Factors

Hope the Mission will rate proposals based on the following factors:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Technical expertise/experience of bidder and bidder's staff
4. Cost, including an assessment of total cost of ownership.



## Thank you

We sincerely appreciate your interest in this proposal and your anticipated response.