

Section 1 Introduction

The Forum of Incident Response and Security Teams, Inc., also known as, and referred to herein as “FIRST“, is a non-profit, membership-based association with over 600 member teams from nearly 100 countries and an operating budget of nearly USD 3 millions. FIRST is incorporated in North Carolina, and is recognized by the U.S. Internal Revenue Service as a 501(c)(3) tax-exempt organization. FIRST is an international membership association of trusted computer incident response and IT security teams who cooperatively handle computer security incidents and promote incident prevention programs.

Section 2 RFP purpose

FIRST is seeking a professional partner to do an audit of the organisation. The purpose of this RFP is to solicit proposals from interested parties to provide such an audit.

Section 3 Structure

Financial structure

The organization’s current financial profile is as follows (based on 2019 numbers)

- Annual budget: \$3 million
 - Revenue mix:
 - Government grants: 5%
 - Membership dues: 45%
- Conference & event revenue
 - Contributions & sponsorships 50%

Major expenses:

- Operating expenses: 50%
- Conferences & workshops: 50%

Account activity

- physical checks
- international wires incoming
- international wires outgoing
- ACH

Other aspects

Other aspects relevant to the organization’s operations & financial management:

- 10 volunteer board members (spread globally)
- 1 full time executive director (based in UK)
- established relationships with vendors to provide secretarial, financial and legal services, totaling about 3 FTEs

- membership with nearly 600 members from around the globe requiring the ability to receive and send funds internationally
 - we are currently establishing a know your customer program
 - attention to maintain appropriate segregation & internal controls

Use of online tools including

- QuickBooks Online
- Bill.com
- web based access to monitor and management of the bank account
 - accessible by board and staff located inside and outside the US

Section 4 Requirements

The institution will be responsible for providing the following service

- Conduct an Audit of financials for fiscal year 2021
- Be available for an around 1 hour session with FIRST members in June 2022 during the annual general meeting conducted in Dublin (virtual is fine).

Optional:

- Outline a proposal for a three year period to include annual follow-up reviews

Section 5 Proposals

Those wishing to submit proposals for this contract should carefully review & submit the following information:

- General Information
 - Name of institution
 - Contact Person
 - Title
 - Mailing Address
 - Telephone Number
 - E-mail
- Organizational Overview & Qualifications
 - Describe the institution, including history & scope of practice
 - Provide ownership information, including a statement of any recent or foreseen mergers and/or acquisitions.
- Services and fees
 - Describe the services available to meet the needs outlined above as well as any and all associated fees
 - Provide a detailed depository agreement, including availability schedule
 - Provide a sample of your standard contract terms
- Proposal timeline to get the audit closed by April 2022.

- Should the timeline be too short we would welcome proposals to conduct a review for 2021 financials and an audit for 2022 financials.
- PBC (Prepared by client) list
- Corporate Social Responsibility
 - Describe the ways in which the institution is committed to social responsibility
- References
 - Contact information for three (3) specific professional references including at least two (2) non-profit clients, for whom the institution has provided similar service

Section 6 Proposal Preparation and Submission

The response must include costs to provide all the services outlined in this RFP.

- Describe how your proposal meets each requirement of Section 4 Requirements of this RFP.
- Identify the individuals by name who would contribute to the project. Describe the qualifications of each individual.
- Any agreements (e.g. licenses, etc.) that vendor or any third party proposes to be entered into as part of a contract resulting from this RFP must be included with the proposal response. - A representative authorized to bind the company must sign the proposal.
- The proposal must be submitted in PDF form via email to rfp-response@first.org.
- Proposal Receipt Deadline: Dec 10, 2021.
- Expected Project Start: Nov of 2021

If you have questions concerning this RFP please contact:

FIRST Executive Director: Mr. Chris Gibson

Email: rfp-response@first.org

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Additional Terms

A response to this proposal does not create any agreement between vendor and FIRST, Inc. and does not create any commitment on the part of FIRST. If a contract is awarded, FIRST.Org reserves all options and discretion regarding the terms and conditions of the contract and will establish the terms at the point of issuing a contract. FIRST reserves the right to amend or cancel this RFP at any time prior to the submittal deadline. All material submitted regarding this RFP becomes the property of FIRST.Org. If a prospective vendor includes any information in a proposal that it wishes to keep confidential, it shall clearly identify such information in the proposal. The estimated quantities given above (like the estimated number of attendees) are meant to be generally representative of the type and scope of work to be done. FIRST is for looking capability, and will not be bound by any estimated quantities.