



**Request for Proposals
Internal Controls Review and Recommendations**

Overview

America's Service Commissions (ASC) is the national association of the 52 governor-appointed state service commissions. Combined, state service commissions administer 80% of the nation's AmeriCorps State and National funding in addition to promoting national service and volunteering in their respective states. The mission of ASC is to lead and elevate the state service network.

ASC is seeking a provider to facilitate targeted support to select state service commissions to support the continuous improvement of **Internal Controls**.

Service to be Provided

The selected provider will work with a cohort of state service commissions to provide support by reviewing and developing internal controls. This will consist of a webinar series on internal controls and individual technical assistance by reviewing the internal controls of participating commissions and providing recommendations for improvement.

The provider should have a background and experience in grants management, accounting, auditing, or similar relevant experience with excellent customer service, communication skills, experience provide training and technical assistance, and the ability to work independently.

The provider may propose utilizing their own webinar technology or request ASC to facilitate webinar technology using the Zoom platform.

Anticipated Timeline

March 8	Request for Proposals Issued
April 2	Proposals Due
April 16	Provider Selected
May 14	Contract and Work Begin
December 31	Project Work Completed

Criteria for Selection

- Demonstrated experience and knowledge relevant to the project(s).
- Demonstrated experience in providing training and technical assistance.
- Proposal outlines recommended timeline for work and proposed activities.
- Cost-effective proposal.

Proposal Submission

Proposals should be submitted as PDFs via email to rbruns@statecommissions.org.

Proposals must be received no later than Friday, April 2 at 5:00 p.m. ET. Any proposal received after this deadline may be rejected.

Proposals should not exceed 10 double-spaced pages and should include:

- The proposed plan (activities and timeline).
- A cost proposal, not to exceed \$30,000.
- Sufficient information regarding the service provider to enable ASC to make a judgement regarding the service provider's ability to perform the services outlined above.

Service providers are invited to submit written questions and requests for clarifications regarding this Request for Proposals. The questions and requests for clarifications must be in writing and received at the ASC email address noted above before midnight ET on Monday, March 29.

ASC reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and/or to cancel this Request for Proposals at any time prior to the execution of the written contract.

The costs of preparation and delivery of the proposal are solely the responsibility of the service provider.

By submitting a proposal, the service provider agrees that it will not bring any claim or have any cause of action against ASC based on any misunderstanding concerning the information provided herein or concerning ASC's failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this Informal Competitive Solicitation.

Notice of intent to award the contract will be sent to all service providers submitting a timely proposal. Negotiation and execution of contract(s) with the successful service provider shall be complete, where possible, no later than 30 days prior to services being executed.

For further information contact:

Rachel Bruns

Deputy Director, America's Service Commissions

(515) 720-5892

rbruns@statecommissions.org