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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 450 member teams from over 90 countries and an operating budget of nearly USD 2.5m. FIRST is an U.S. nonprofit corporation, 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 teams who cooperatively handle computer security incidents and promote incident prevention programs.

Section 1 RFP Purpose

FIRST is seeking a professional partner to outsource its financial operations. The purpose of this RFP is to solicit proposals from interested parties to provide financial services including administration, bookkeeping and CPA services for FIRST.

- Invoice Preparation and Reconciliation (Accounts Receivable)
 - Membership dues invoicing (estimated 600 calendar year dues, and estimated 10 per month prorated for first year membership)
 - Event invoicing (locations varying globally) - estimate annual 1 conference (estimated 1000 attendees) and 5 symposia (estimated 300 attendees each)
 - Event sponsorships (estimated 50 annually)
- Accounts Payable including:
 - Event expense management (location varying globally) - estimate 100 annually
 - Event VAT reporting and filing
 - Other vendor payments (~10 per month)
 - Reimbursement / Travel expenses for Board and volunteers (~10 per month)
 - Approval Process:
 - Match contracts against invoices
 - Board approvals (currently via Bill.com, a similar tool is ok)
- Handling of funds / grants / online donations for specific projects (1-10 per year)
- Knowledgeable in PCI compliance, E-commerce solutions and handling of foreign currencies
- Assistance with Budget planning / cost center (GL) management
- Monthly financial reports and dashboards. Quarterly reports with YE forecast. Annual report and tax filing.
- Audit prep and support.
 - Note we have made a recent migration from QuickBooks Enterprise to QuickBooks Online and may need an internal audit for accuracy for 2018.

Section 2 Contractor's Responsibilities and Requirements

Responsibilities

The Contractor's responsibilities in performance of this requirement include:

- Provide adequate tooling/resources with ability to connect to
 - via WebUI
 - via REST Api
 - conference invoicing (possibly with VAT)
 - send / track invoices to sponsors
 - send / track invoices to participants
- event registration and expenses in various currencies
 - receive and track expenses related to events
- invoice membership fees
 - send out invoices
 - track payment status
 - send out payment reminders
 - escalate unpaid invoices
- process Reimbursements / Travel expenses
- Global Tax filings with a strong focus on the U.S.
- supplier expense handling
 - track payment status of received invoices
 - link received invoices to cost centers
 - based on the cost center an approval process to pay invoices
- support with PCI compliance
- support with budget planning
- handling grants / funds / donations
- provide reporting including
 - AR vs AP
 - Cash flow
 - Statement of Activity
 - Statement of Operations
 - Budget to Actual
 - Balance Sheet and Profit & Loss
 - Reforecasts (quarterly)
 - Report per Event (this depends on our cost centers/GL)

Requirements

Participating contractors must have the following capabilities and skills:

- Experience with global non-profit organizations (501(c)(3) and 501(c)(6)) is a plus
- High Cyber Security posture
- Ability to communicate in English on a professional level
- Experience with VAT handling for internationally hosted events

Section 3.0 Proposal Preparation and Submission

- The response must include costs to provide all services outlined in this RFP.
- Describe how your proposal meets each requirement of Section 2 of this RFP.
- Identify the individuals by name who would contribute to the project. Describe the qualifications of each individual.
- Provide examples/references from clients of similar size and scope with the proposal submittal. Ideally provide references for other organizations with a focus on non-profit organizations.
- 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: March 25, 2019.
- Expected Project Start: April of 2019

If you have questions concerning this RFP please contact the FIRST CEO:

Mr. Thomas Schreck
rfp-response@first.org
FIRST, Inc.
P.O. Box 1187 Morrisville, North Carolina 27560-1187

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.