

## OPEN GOVERNMENT PARTNERSHIP

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## REQUEST FOR PROPOSAL December 2025

### INTRODUCTION

The Open Government Partnership Secretariat (OGPS), a US based organization and Open Government Partnership Europe (OGPE) a Belgium based organization, is requesting proposals from licensed, certified public accounting firms (FIRM) to provide audit and tax services starting with the fiscal year ending March 31, 2026. The services will be a consolidated audited financial statement, with supplemental schedules prepared in accordance with US GAAS and preparation of Form 990 and related tax forms for Open Government Partnership Secretariat only.

It is anticipated that the selection of a firm will be completed by January 30, 2026.

A five to seven year engagement with annual renewals is contemplated, subject to satisfactory negotiation of terms and the annual concurrence of the Audit Committee.

### DESCRIPTION OF THE ORGANIZATION

#### Background Information

The Open Government Partnership Secretariat (OGP) is a 501 (c)(3) organization working internationally. OGP was launched in 2011 to provide a global platform for domestic reformers committed to making their governments more open, accountable and responsive to citizens. We aim to secure concrete commitments from governments to promote transparency, empower citizens, fight corruption, and harness new technologies to strengthen governance. Prior to 2018, OGP was a fiscally sponsored project of The Tides Center and all activities were managed and included in Tides' reports until it formally spun off from Tides and began full operations as an independent organization effective April 1, 2018.

OGP's legal entities in the US and Belgium share goals coordinated through a joint workplan and operate through a structured governance framework that includes a Steering Committee and Board of Directors. Offices are located in Washington DC, Belgium and the UK. OGP has 62 staff based in the US, Belgium, UK and Germany and working remotely from several other countries including Argentina, Germany, Mexico, India, Morocco, Kenya, South Africa, Phillipines, Tanzania, France, Poland and Ukraine.

OGP's revenue sources include voluntary foreign government contributions, government agency grants, and grants and contributions from private foundations in the US & other countries. Funding from the US government ended in January 2025

The OGP by laws provide for five members of the Board of Directors from both the United States and other countries. The Board meets a minimum of twice a year. Financial reports are provided to senior staff members monthly and to the Board during the meetings.

#### Budget and Funding

OGP's fiscal year runs April 1 to March 31. OGP's annual operating budget for FY2026 is \$13.1 million in revenues. Additional information on funding, budgets, prior audited financial statements and Form 990 is available on the Transparency & Financial Information section on our website. [www.opengovpartnership.org](http://www.opengovpartnership.org)



Accounting Method, System, and Staffing

OGP follows Generally Accepted Accounting Practices. OGP uses Sage Intacct as its accounting system, Salesforce for contracts, grants, and donor management, and Nexonia for expense reimbursement and payables approval. OGP's accounting department includes a Chief Finance & Operations Officer, Director of Finance, Sr Grants and Operations Officer, Finance and Accounting Officer, and a part-time staff accountant (consultant).

Federal Assistance

None for the fiscal year ending March 31, 2026

Principal Contact

The Firm will report to the Director of Finance. The CEO, CFOO, management staff and other staff members will also be available.

**NATURE OF SERVICES REQUIRED**

Scope of Work

1. Perform a consolidated audit of the FY'26 financial statements and issue the required reports for the year ended March 31. We did not receive US government funding for the fiscal year ending March 31, 2026.
2. Prepare a report to management concerning areas where the internal accounting controls can be improved or where management practices and systems can be altered to improve performance.
3. Prepare and file Federal Form 990 and other required non-payroll IRS and State filings (i.e FBAR, CA RRF-1, NYCHAR)
4. Be available at the conclusion of the audit to meet with the Audit Committee to present the results of the audit.
5. Be available throughout the year to respond to issues and questions that may arise.

Auditing Standards

To meet the requirements of this request for proposal, the Firm shall be prepared to perform the audit in accordance with US GAAS.

Reports

The Firm shall submit to OGP an audited Financial Statement package and a management letter, with appropriate recommendations, commenting on material weaknesses in internal accounting



control and reportable conditions, and identifying possible noncompliance with finance related legal provisions.

Working Paper Retention and access to Working Papers

All working papers and reports must be retained, at the Firm's expense, for a minimum of 7 years, unless the Firm is notified in writing by OGP of the need to extend the retention period. The Firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

Timing, Location, and Conduct of Audit Work

The following conditions shall apply in relation to the time requirements of audit work:

1. Prior to the end of each year, the Firm will prepare a list of schedules to be prepared by OGP staff and other items that will be required for the audit.
2. Pre-closing, interim tests and procedures can be conducted by the Firm at a mutually agreeable time, generally before the end of the fiscal year.
3. The fieldwork will be scheduled so as to provide for final reports to be ready by not later than June 30<sup>th</sup> of each year. OGP will provide access to accounting systems as needed for the Firm to efficiently conduct the audit.
4. Prior to issuance, the Firm will provide a draft of the proposed report, audit journal entries, and management letter points with the Chief Finance & Operations Officer and Director of Finance.
5. The Firm will present the final financial statements and management letter to the audit committee.
6. The Firm should have the capacity to perform the entire audit remotely

PROPOSAL INSTRUCTIONS

Proposals and attachments, in PDF format, should be emailed [auditor.rfp@opengovpartnership.org](mailto:auditor.rfp@opengovpartnership.org). Please also complete this [questionnaire](#). To be considered, proposals must be received by January 22, 2026. Should you have any questions or need additional clarification, please send an e-mail to the same address.

Proposal Calendar

The following is a list of key dates including the date proposals are required to be submitted:

Posting of request for proposals	December 18, 2025
Due date for questions	By January 8, 2026
Due date for proposals	January 22, 2026
Interviews scheduled	By January 30, 2026
Selected Firm notified	By February 6, 2026
Due date of Audited Statements	June 30, 2026

The proposal should demonstrate the qualifications of the Firm and staff to be assigned to the engagement. It should also specify an audit approach that will meet the request for proposal requirement.

While additional data may be presented, the proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. The criteria against which the proposal will be evaluated are listed below:



1. *Identifying Information* – The auditor should include the name of the firm and primary contact with regard to explaining and negotiating the proposal.
2. *Firm Reputation and Experience* – The auditor should summarize the firm’s overall qualifications and history in performing similar work for similar organizations with similar funding structures and global operations. While not currently applicable, firms must have experience in performing Single Audit engagements and in auditing nonprofit organizations. Reference to specific clients must be made, including contact information. OGP staff will contact reference clients of firms deemed to have an adequate technical background. The proposal should also speak to the results of peer reviews and it must include a copy of the firm’s most recent peer review report.
3. *Partner, Supervisory, and Staff Qualifications and Experience* – The Firm should identify the principal supervisory staff, including engagement partners and managers and qualifications of other supervisors and specialists who would be assigned to the engagement.
4. Independence- The proposal should address the firm’s independence with respect to our organization
5. *Specific Audit Approach* – The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in this request for proposal. Firms are required, at a minimum, to provide the following information on their audit approach:
  - a. Proposed segmentation of the engagement;
  - b. Level of staff and number of hours to be assigned to each proposed segment of the engagement;
6. *Cost Information* – The proposal should include a breakdown of staff billing rates, expected number of hours by staffing level for the engagement, and an estimate of out-of-pocket costs. The cost breakdown should be split to cost the audit and tax services separately. Also, describe your billing rates and procedures for handling technical questions that may arise during the year.
7. *Payment Schedule* – The proposal should include a payment schedule for year one, with interim payments that cover a period of not less than a calendar month. The schedule should reflect not less than ten percent withholding of the total cost, which will be paid after the final deliverables. The schedule should also include projected increases for at least 3 future years.

#### Oral Presentations

Depending upon the nature of the proposals received, the Firm may be requested to make an oral presentation. The primary purpose of an oral presentation will be to answer OGP’s questions on the Firm’s proposal. Not all firms will be asked to make such oral presentations. Members of the Audit Committee, with OGP staff, may participate in the oral presentations.

#### Final Selection

1. OGP’s Audit Committee will select a firm based upon the criteria listed above. Firms will be notified of the selection by email, and reasons for OGP’s decision to reject a firm’s proposal will not be provided.

#### Right to Reject Proposals

Submission of a proposal indicates acceptance by the Firm of the conditions contained in this request for proposals. OGP reserves the right without prejudice to reject any proposals, and change the rating criteria and/or weighting as it sees fit during the proposal evaluation process.

