

REQUEST FOR PROPOSALS
Federal Grant Compliance & Financial Management Services

Seattle International Soccer Local Organizing Committee
Issue Date: Monday March 30 Proposals Due: Monday April 13

SCOPE OF WORK — ACCOUNTING & FEDERAL GRANT COMPLIANCE FIRM

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1. Introduction & Background

Seattle International Soccer Local Organizing Committee (LOC) (the "Organization") is a nonprofit organization headquartered in Seattle, WA and serves as a subrecipient of federal funds under the FIFA World Cup Grant Program (FWCGP) a grant administered by U.S. Department of Homeland Security (DHS). In connection with this award, the Organization is also a pass-through entity responsible for administering subawards to over 30 subrecipients comprised primarily of state, local, and tribal government entities.

The Organization is issuing this Request for Proposals (RFP) to engage a qualified public accounting or grant management firm (hereinafter "Firm") to provide financial management, invoice processing, subrecipient monitoring, and federal compliance services for the duration of the award period and through final closeout.

2. Overview of the Federal Award

Proposers should understand the following key characteristics of this award, as they directly affect the scope and intensity of services required:

Award Detail	Description
Total Award Amount	\$32,252,845
Award Type	Federal Grant — Subrecipient (pass-through from Washington Military Department)
Federal Awarding Agency	U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)
CFDA / ALN Number	97.160
Performance Period	July 4, 2025 - August 31, 2026
Duration of Requested Subrecipient Management Engagement	Contract execution through close out, estimated September 2026
Number of Subrecipients	33, primarily state, local, and tribal governments
Governing Regulations	FIFA World Cup Grant Program (FWCGP) NOFO / Assistance Listing 97.160; applicable FY 2025 DHS Standard Terms and Conditions; incorporated sections of the FEMA Preparedness Grants Manual; and all prime-award and subaward terms issued by the pass-through entity.
Single Audit Threshold	\$1,000,000 per subrecipient fiscal year

CRITICAL CONTEXT: The highly compressed spending timeline — with the majority of funds expected to be expended across all subrecipients in a two-month window — represents a significant operational and compliance risk. Proposers must demonstrate the capacity and staffing to manage this volume while maintaining rigorous documentation and internal controls.

3. Scope of Work

The selected Firm will be expected to provide the following services throughout the award period. All services must be performed in accordance with 2 CFR Part 200, applicable federal agency regulations, and the terms and conditions of the Organization's federal award and subaward agreements.

3.1 Financial Management & Invoice Processing

This is the highest-volume service area given the compressed spending timeline. The Firm shall:

Invoice Review & Approval Support

- Establish and implement a documented invoice review process that ensures all costs are allowable, allocable, reasonable, and adequately documented per 2 CFR §200.405–§200.406 prior to payment authorization.
- Review and verify all subrecipient invoices and payment requests submitted to the Organization, including verification that: costs fall within the approved budget period; line items align with the approved budget and budget modifications; supporting documentation (receipts, payroll records, timesheets, purchase orders) is complete and adequate; and no duplicate billings exist.
- Maintain a real-time invoice tracking log for all subrecipients throughout the award period, with particular attention to the high-volume June–July 2026 spending period.
- Flag and document any invoiced costs that appear questionable or potentially unallowable and advise the Organization on appropriate resolution prior to payment.
- Coordinate with subrecipients to resolve invoice discrepancies in a timely manner that does not jeopardize the Organization's ability to expend funds within the performance period.

Cash Management & Drawdowns

- Assist the Organization in managing federal cash drawdowns in compliance with 2 CFR §200.305.
- Prepare or review federal financial reports (SF-425 or agency equivalent) on the schedule required by the federal award.
- Monitor cash balance and expenditure pace against the award timeline, providing early warning of any risk of underspending, particularly given the backend-loaded spending profile.
- Support the Organization in developing and implementing appropriate internal controls and disbursement authorization procedures.

Budget Monitoring

- Maintain a master budget-to-actual tracking workbook for the full award and all subrecipient budgets.
- Identify and flag budget variances requiring formal budget modification requests.
- Advise the Organization on allowability of budget realignments under 2 CFR §200.308 and agency-specific prior approval requirements.

3.2 Subrecipient Monitoring and Management

As a pass-through entity under 2 CFR §200.332, the Organization is legally required to monitor all subrecipients. The Firm shall provide the following monitoring support:

Pre-Award Risk Assessments

- For any subrecipients not yet assessed, conduct or support the completion of a pre-award risk assessment per 2 CFR §200.332(c), evaluating at minimum: prior experience with similar subawards; prior audit results; whether key personnel are new; whether financial systems have changed; financial stability; and history of performance.
- Assign a risk rating (Low / Medium / High) to each subrecipient and document the basis for each determination.
- Advise the Organization on appropriate subaward terms and conditions based on risk ratings, including whether reimbursement-only payment terms or additional reporting requirements should be imposed on higher-risk subrecipients.

- Validate and document each subrecipient's indirect cost rate treatment, including acceptance of any federally negotiated rate, pass-through negotiation of a rate where needed, or documented election of the de minimis rate; ensure the rate is reflected in subaward documents and reimbursement review.
- Verify SAM.gov registration and exclusion status for all subrecipients prior to subaward issuance and at least annually thereafter, per 2 CFR §200.332(a).

Ongoing Monitoring

- Develop and maintain a subrecipient monitoring plan for all subrecipients, calibrated to each entity's assigned risk level.
- Conduct desk reviews of financial and programmatic reports on a schedule consistent with each subrecipient's risk rating.
- Identify monitoring triggers that require escalation to site visits or additional audit procedures.
- For subrecipients expending \$1,000,000 or more in federal awards during their fiscal year, verify that a Single Audit has been completed and review audit findings for relevance to this award per 2 CFR §200.501.
- Review subrecipient audit findings, if any, and advise the Organization on follow-up obligations and corrective action plan requirements.
- Document all monitoring activities in a monitoring file for each subrecipient, sufficient to demonstrate compliance to auditors and the federal agency.

Subrecipient Capacity & Compliance Support

- Given that subrecipients are primarily government entities (state, local, tribal), advise the Organization on the specific compliance considerations applicable to these entity types, including any differences in audit requirements and procurement rules.
- Assist the Organization in communicating 2 CFR Part 200 requirements to subrecipients through onboarding materials, compliance guidance, development of self-certification process and Q&A support.
- Alert the Organization promptly if any subrecipient shows signs of noncompliance, financial distress, or inability to expend funds within the performance period timeline.
- Develop recommendations for the Organization on conditions under which reimbursements should be held or other enforcement actions taken if subrecipients become noncompliant with federal requirements.

3.3 Federal Compliance & Reporting

Regulatory Compliance

- Advise the Organization on compliance with all applicable provisions of 2 CFR Part 200, including but not limited to: cost principles (Subpart E); procurement standards (§§200.317–200.327); property management (§§200.310–200.316); record retention (§200.334); and conflict of interest.
- Review and advise on the allowability of any unusual or borderline expenditures before costs are incurred.
- Advise on compliance with award-specific terms and conditions, including any special conditions imposed by the federal agency.

- Assist the Organization in ensuring compliance with Section 889 of the NDAA (prohibited telecommunications equipment) in all procurements.
- Note: The Firm will provide advisory, reconciliation, drafting, and tracking support, but the Organization retains Authorized Official / Signatory authority for certifications, payment requests, and final report approvals

Federal Financial Reporting

- Prepare or review all required federal financial reports (e.g., SF-425 Federal Financial Report) for accuracy and timely submission.
- Reconcile federal financial reports to the Organization's general ledger prior to submission.
- Maintain a reporting calendar and provide advance notice of upcoming deadlines to minimize the risk of late submissions.

Documentation & Records Management

- Establish a documentation framework for the award that ensures all financial transactions are supported by source documentation meeting 2 CFR §200.334 retention requirements.
- Advise on records management practices for a grant of this size, including organization of subrecipient files, invoice files, monitoring records, and correspondence.
- Ensure that all records are retained for a minimum of three years from the date of submission of the final expenditure report, or longer if required by the federal agency.
- The Firm will maintain supporting schedules for all work performed, including reconciliations and federal financial reports and provide those documents to the Seattle FWC26 team for retention within Sharepoint.

3.4 Closeout Support

Federal grant closeout under 2 CFR §200.344 requires significant effort. The Firm shall provide full closeout support, including:

- Develop a closeout action plan and timeline beginning no later than 90 days prior to the end of the performance period (i.e., no later than June 1, 2026), given that the majority of expenditures will occur in June–July 2026.
- Prepare final financial reports and reconcile all expenditures to the award budget.
- Verify that all subrecipient final invoices have been received, reviewed, and approved prior to closeout.
- Ensure all subrecipient subaward agreements are formally closed out with required final reports and documentation on file.
- The Firm will provide a closeout package for each subrecipient at the earlier of: 1) 90 days after the end of each subaward period of performance or, 2) 14 days prior to the planned dissolution of Seattle FWC26.
- Prepare or support submission of the final SF-425 and any other required closeout documentation to the federal agency.
- Identify and advise on disposition of any unexpended federal funds.
- Advise on disposition of any equipment or property purchased with federal funds per 2 CFR §§200.310–200.316.
- Support any post-award audit, including preparation of requested documentation and coordination with auditors.

4. Key Deliverables

The Firm shall produce, at minimum, the following deliverables throughout the engagement:

Deliverable	Description & Timing
Subrecipient Risk Assessment Package	Confirm risk assessments are complete and meet 2 CFR §200.332 for all subrecipients, with risk ratings and recommended monitoring activities — within 30 days of contract execution
Subrecipient Monitoring Plan	Documented monitoring plan for all subrecipients, calibrated to risk level — within 30 days of contract execution
Invoice Tracking Log	Real-time tracker of all invoices received, reviewed, approved, and paid — maintained continuously; provided to Organization on a weekly basis
Budget-to-Actual Report	Monthly reconciliation of all expenditures against the approved award budget and subrecipient budgets — due within 10 business days of month end
Federal Financial Reports (SF-425)	Prepared and reconciled to general ledger prior to each submission deadline — per award reporting schedule
Monitoring Activity Documentation	Completed monitoring files for each subrecipient, including desk review checklists, findings, and follow-up — updated continuously
Compliance Alerts	Written notification to Organization leadership of any identified compliance risks or issues — within 2 business days of identification
Closeout Action Plan	Detailed closeout timeline and task list — due June 1, 2026
Final Closeout Package	All documentation required for federal closeout submission — due within 45 days of end of performance period
Post-Engagement Summary Report	Summary of all monitoring activities, findings, and lessons learned — due at engagement conclusion
Single Audit Support	Assistance and support during Single Audit.

5. Proposer Qualifications

To be considered for this engagement, proposers must demonstrate the following minimum qualifications:

- Demonstrated experience administering or providing compliance services for federal grants of \$10 million or more, with preference for experience with awards of \$20 million or more.
- Direct experience with 2 CFR Part 200 (Uniform Guidance), including subrecipient monitoring, invoice review, and federal financial reporting.

- Prior experience working with pass-through entities that have state, local, or tribal government subrecipients.
- Familiarity with Single Audit requirements under 2 CFR Part 200 Subpart F and the ability to review and interpret Single Audit findings.
- Sufficient staffing capacity to support a high-volume spending period of approximately \$27 million in June–July 2026 without degradation of service quality or timeliness.
- At least one staff member assigned to this engagement who holds a Certified Public Accountant (CPA) license or equivalent credential.
- No current or prior conflicts of interest with the Organization or any of the 33 subrecipients.
- The Organization will award only to a responsible contractor that demonstrates integrity, public-policy compliance, relevant past performance, and sufficient financial and technical resources. The Organization may treat unresolved material grant noncompliance, exclusion status, or adverse performance history as disqualifying.

6. Proposal Requirements

Proposals must include the following components, submitted in the order listed:

1. Cover Letter

- Signed by an authorized representative of the Firm.
- Brief statement of interest and understanding of the Organization's needs.

2. Firm Qualifications & Experience

- Overview of the Firm, including years in operation and areas of specialization.
- Description of at least three (3) comparable federal grant compliance engagements completed in the last five years, including award size, number of subrecipients, and services provided, with particular consideration given to work completed with DHS/FEMA grant programs.
- References for each comparable engagement (name, organization, phone, email).

3. Proposed Staffing Plan

- Identification of the lead engagement manager and key staff, with resumes.
- Description of how the Firm will scale staffing to accommodate the June–July 2026 high-volume spending period.
- Identification of any subcontractors the Firm intends to use.

4. Technical Approach

- Description of the Firm's approach to each area of the Scope of Work.
- Description of tools, systems, or templates the Firm will use for invoice tracking and subrecipient monitoring.
- Description of how the Firm will manage risk during the compressed June–July 2026 spending surge.

5. Fee Proposal

- Proposed fee structure (hourly rates by staff level, fixed fee, retainer, or combination).
- Estimated total engagement cost.
- Identification of any costs not included in the fee proposal.

6. Conflict of Interest Disclosure and Compliance

- Signed statement disclosing any actual or potential conflicts of interest with the Organization or any of its subrecipients.

- The contract awarded under this RFP will include all applicable contract provisions required by 2 CFR §200.327 and Appendix II to 2 CFR Part 200, either in the body of the contract or in a federal flow-down attachment.

The Organization is using competitive proposals. Written evaluation factors will be applied objectively, and any firm that develops the specifications, requirements, statement of work, or other solicitation content for this procurement is excluded from competing unless the Organization documents a compliant exception.

7. Evaluation Criteria

Proposals will be evaluated on the following criteria. The Organization reserves the right to conduct interviews with finalist firms prior to making a selection.

Criterion	Weight
Relevant Experience with Federal Grants of Similar Size & Complexity	30%
Experience with State, Local & Tribal Government Subrecipients	15%
Technical Approach & Understanding of Scope	20%
Staffing Plan & Demonstrated Capacity for High-Volume Period	20%
Fee Proposal / Cost Reasonableness	10%
References	5%
TOTAL	100%

8. RFP Terms & Conditions

RFP Item	Detail
RFP Issue Date	Monday March 30, 2026
Questions Deadline	Monday, April 5 — Submit written questions to georged@sea2026.org
Proposals Due	Monday, April 13 5:00pm PST
Submit Proposals To	George Dugdale, Senior VP Business Operations georged@sea2026.org
Proposal Format	PDF or Word format; maximum [20] pages excluding resumes and references
Questions & Clarifications	All questions must be submitted in writing. No oral responses are binding.

RFP Item	Detail
Procurement Standard	This procurement is conducted in accordance with 2 CFR §200.320
Right to Reject	The Organization reserves the right to reject any or all proposals

For questions regarding this RFP, contact:

George Dugdale

Senior Vice President, Business Operations

Seattle International Soccer Local Organizing Committee

georged@sea2026.org