Request for Proposal

For Annual Institutional Financial Statement Audit and Other Assurance Services

Issued by: Winrock International
Date Issued: December 03, 2025
Intent to Submit Notification Due: December 05, 2025
Questions Due: December 09, 2025
Responses to Questions: December 10, 2025
Proposal Submission Deadline: December 15, 2025

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Thank you for your consideration, Winrock International.

Introduction

Winrock International Institute for Agricultural Development (Winrock) is a not-for profit 501(c)(3) organization that provides solutions to some of the world's most complex social, agricultural and environmental challenges. A recognized leader in U.S. and international development, Winrock combines technical expertise with entrepreneurial innovation to improve lives around the globe. Major areas of focus include:

- Agriculture, resilience, and water
- Human rights, education and empowerment, environment, and energy
- Other programs including community and economic development

The Audit and Compliance Committee of the Board of Directors is responsible for appointing an independent accounting firm. Accounting and financial reporting are the responsibility of the Chief Financial and Operations Officer and encompass both institutional (corporate) accounting and international accounting. Institutional accounting functions are performed in the US. International accounting is performed domestically, in foreign regional offices and foreign local country offices. Winrock's consolidated financial statements include Winrock International and three disregarded entities.

Winrock uses Deltek Costpoint V 8.2.0 release version 2025.3 for its general ledger, accounts payable, fixed assets, cash management, receivables, project accounting, budget planner, time and travel expenses modules, and BI reporting. Inventory details are tracked in ProSeries FX

Fixed Asset Manager. Dayforce, a US HRIS and payroll service provider, currently processes benefits and payroll for Winrock's US-paid staff.

Winrock's accounting system is configured to support Federal rules and regulations, GAAP, and Cost Accounting Standards. Critical accounting policies and procedures are documented and encompass the Organization's internal control system.

Winrock has a tax-deferred defined contribution plan covering all domestic employees and certain qualifying expatriates. The plan is administered by Captrust and audited and managed in accordance with the Employee Retirement Income Security Act (ERISA).

Business Overview & Background

Winrock has transitioned into a leaner organization, collaborating with partners across the U.S. and multiple international locations during a significant federal award termination period. This transition has substantially impacted our project portfolio and new business development. For 2025, Winrock projects revenue of $65.6 million, with an anticipated decrease to $43 million in 2026.

Submission Details

Acknowledgement of Intent to Propose

Respond to procurement@winrock.org by Friday, December 5, 2025, at 5 PM Central Time, indicating whether your firm plans to submit a proposal. You may propose for one, or more of the audit services requested based on your firm's capabilities.

Submission Questions and Clarifications

Inquiries/questions must be received no later than Tuesday, December 9, 2025, at 5 PM Central Time and must be submitted via e-mail to procurement@winrock.org. A complete list of Q&A will be summarized and shared with all vendors by Wednesday, December 10, 2025, at 5 PM Central Time.

Proposal Submission Deadlines

Proposals must be received by Monday, December 15, 2025, at 5 PM Central Time. Late submissions will not be accepted, and telephone requests will not be honored.

Winrock International may request additional documentation or meetings (via Teams or in person) after the bid deadline. Winrock will evaluate complete vendor proposals to determine which proposal represents the best value to Winrock.

Submission Delivery Address

Submissions should be made via email to: procurement@winrock.org

Instructions to Vendors

In order for Winrock to evaluate and compare bids, your proposal should be complete on all points listed below, and supporting documents should correlate clearly to the items discussed in Project Scope:

- Validity of bid: 60 days starting from the submission date
- Legal Business Name
- Authorized contact, including address, phone number, and email
- Proof of business registration, payment terms, complete banking information for ACH payment, and completed Form W-9
    - Winrock is not tax-exempt. If the vendor is subject to sales tax, please include it in any proposed cost.
- Background of your firm, including an overview of your firm, industry specialties, and years in business
- Your firm's expertise in providing audit and advisory services for not-for-profit organizations, specifically with international NGOs with International offices, as well as organizations of a comparable size to Winrock
- Your experience with audit procedures required under the Office of Management and Budget Uniform Guidance Single Audit
- Your experience with 990 Form preparation for a 501c (3) organization and related entities
- Your experience with 403b and 457b audits/reporting required by DOL and under ERISA
- An affirmative statement that your firm is independent of Winrock, and related entities
- Commitments you will make regarding staff continuity and your firm's staff turnover rates for the past three years
- The partner, manager, and in-charge accountants who would be assigned to our engagement and brief resumes for each including the number of years' experience, CPA status, number of years with your firm, and the level of each person's responsibility within the firm; indicate any complaints against any individual by a state board or other regulatory authority
- A description of how your firm will approach our audit engagement and the areas that will receive primary emphasis including your firm's use of technology in the audit process

and forms of communication to be used to discuss issues with management and the board of directors

- Your first-year fee for each service and any guarantees that can be given regarding future year increases; the fee schedule should identify the planned number of hours at each staff level to complete each audit engagement, an estimate of itemized out-of-pocket costs, your firm's policy on handling cost overruns which might occur, and your firm's policy on providing any pro bono services. Please be aware that out-of-pocket expenses should include air travel, hotels, ground transportation, meals and incidentals
- Provide the history of the professional personnel billing rates for the past three years
- A description of why your firm stands out in the industry
- A copy of your firm's most recent 2 peer review reports, the related letter of comments, and the firm's response to the letter of comments
- Any other information that you consider relevant to your firm's proposal to Winrock's International RFP
- A list of references of INGO clients your firm serviced in the past 3 years

Project Scope

The scope of audit services to be addressed in your proposal is as follows:

1) Audit of the consolidated financial statements of Winrock as of and for the year ending December 31, 2025
2) Single Audit required in accordance with the Uniform Guidance as of and for the year ending December 31, 2025
3) Prepare and submit IRS form 990 by November 15, 2025, and filing of any required extensions
4) FBAR Filing for the year ended 2025
5) Audit of the financial statements of Winrock's defined contribution plan 403b and 457b as of and for the year ending December 31, 2025
6) Meetings with the Audit and Compliance Committee of the Board of Directors, the Board of Directors, and management as necessary semi-annual and as requested by the committee

Tentative consolidated financial statement audit and reporting timeline:

December 31	Fiscal Year End
End of 4th Quarter 2025	Interim Field Work / Testing
Mid of March	Complete PBC audit Schedules provided to the auditor
End of March	Start of Fieldwork
Mid of April	Audit exit meeting with the CFOO and finance management
End of April	Issue draft audited financial statements and reports
Mid of May	Presentation of final audit reports draft to the Board / Audit and Compliance committee
Mid of June	Issue final audited financial statements and reports Submission and certification of Federal Data Collection form
Mid of October	Submission of final form 990 draft
October 31	Submission of 990 forms to IRS Submission of FBAR

Tentative defined contribution plan audit timeline:

December 31	Fiscal year ends
End of June	Complete PBC audit schedules provided to the auditor
July	403b Fieldwork
October	Issue final audited plan financial statements

Assumptions and Constraints

Fieldwork will be expected to be mostly Virtual/Remote or in Little Rock/Crystal City if Winrock's team requests it. If required, a dedicated conference room and internet connectivity will be provided. On-premises fieldwork timing should be coordinated with Winrock's finance leadership. Draft documents, adjustment schedules, and financial statement footnotes will be provided in Excel, PDF, or Word.

An electronic document management portal for PBC requests and other electronic data exchange is required.

Evaluation Criteria

Proposals will be evaluated by Winrock management and presented to the Audit Committee of the Board of Directors for finalist review.

Criteria	**Score**
Evidence of proficiency in auditing not-for-profit organizations that receive material funding from United States government agencies and other funding sources	30%
Firm's Partner and Manager qualifications and INGO knowledge	10%
Cost Affordability - Combination of Audit Fixed Fees and supplemental hourly rate card	40%
Required time to complete the audit services	20%

At its discretion, Winrock may request presentations by or meetings with any or all firms to clarify or negotiate modifications to the proposals.

Award

Winrock will run an open and fair competitive bidding process. Vendors are not excluded from bidding on one or all services. As warranted, Winrock may choose to award services included in the proposal to one vendor or more vendors. Acceptance of a proposal neither commits Winrock to make an award to any vendor, even if all requirements stated in the RFP are met, nor limits our rights to negotiate in our best interests.

Attachment A

- Excerpt of prior year list of bidder questions and answers