

Destinations International Destinations International Foundation

Overview

Destinations International (“DI”) and the Destinations International Foundation (“DTF”) are soliciting proposals for financial statement audit and tax services.

Term

DI and DTF expect to be engaged with the selected respondent for a period of five years. The engagement period should commence or become effective in April 2023 or as soon as practical thereafter. If the firm’s services fail to meet expectations, DI may terminate the arrangement with written notice at any time. Fees would be paid for services rendered through the date of termination.

Relationship with Current Service Provider

There are currently no disagreements or disputes with the incumbent firm. It is the policy of the Association that the external auditor must change every 5 years with a two-year cooling off period. The 2021 Audit concluded the five-year cycle.

Background

Destinations International (www.destinationsinternational.org) was established in 1915 as a 501(c)6. DI is the global travel trade association representing convention and visitors’ bureaus (CVBs) and destination organizations. Together with our members and partners, Destinations International represents a powerful forward-thinking, collaborative association: exchanging bold ideas, connecting innovative people, and elevating tourism to its highest potential. We inform, connect, inspire and educate our members to drive destination economic impact, job creation, community sustainability and quality of life through travel. Our major sources of revenues are membership dues, registration and event fees, accreditation fees, and subscriptions to online services.

Destinations International Foundation was established in 1993 as a 501(c)3 to support the mission of Destinations International. The foundation seeks to provide innovative thought leadership, tools and solutions for the DI association membership and incubate future products or programs that will help the industry and eventually reside within the Association. Current focus is in the areas of advocacy and research; equity, diversity and inclusion; talent and workforce development and global outreach. Administrative and support functions are provided by DI via a Memo of Understanding. A separate audit report is issued for the Foundation. The Foundation’s major sources of revenue are contributions and fundraising activities.

Copies of our most recent audit, tax returns and Annual Report can be located by utilizing this link:

<https://destinationsinternational.org/request-proposal-audit-services>

DI Finance Staffing and Systems

The DI Finance Department provides all regular accounting, tax and reporting services for the two organizations through the following staff:

- Chief Financial Officer (consultant)
- Vice President of Finance
- Controller (consultant)
- Staff Accountant

Systems used for operations and accounting across all organizations includes:

- Association Management: Impexium
- General Ledger: Intacct
- Reporting & Budgeting: Martus
- Expense Reimbursement: Nexonia
- Payroll: Bamboo/Paytrax

Audit and Tax Services Requested

The proposal is expected to cover the following services for DI and DTF:

1. Annual financial statement audit of DI and DTF, including associated meetings with the Audit Committee to discuss audit planning and results as necessary
2. Tax filings for each organization including Federal 990 and 990T

Other Services

Audit firm will be requested to participate in Audit Committee, Finance Committee or Executive Committee conference calls during the engagement period. Consultation on various accounting and tax matters that may arise during the engagement period – to be agreed upon and billed separately from the services defined above.

Other Information

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years after the end of each audit, unless the firm is notified in writing by DI of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to DI.

The firm shall respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

The firm is expected to work with DI staff to develop a feasible timeline to complete the audit and tax returns. Final draft audit statements are due to the Boards of Directors the close of September 2023 for the transition year. Final draft audits are due mid-July in subsequent years. The fiscal year for DI and DTF is January 1-December 31.

Procurement Schedule

The steps involved in the procurement process and the anticipated completion dates are as follows:

Issuance of Request for Proposals	2/1/2023
Intent to Submit Proposal	2/8/2023
Deadline to Submit Questions	2/17/2023
Deadline to Submit Proposals	2/28/2023
Interviews	3/22-24/2023
Notification of Selection	4/5/2023

The listed dates in the above schedule are tentative. DI reserves the right to change or extend any and all dates including the due date for proposals for any reason at any time including after the due date for proposals.

Proposal Submission

To be given consideration, respondents must submit the following:

- One electronic copy of the proposal, including all attachments.

Proposals must be received no later than Tuesday, February 28, 2023, at 5:00 PM. Proposals must be addressed to:

Becky S Heath
VP of Finance
Destinations International
PO Box 650217
Potomac Falls, VA 20165
Phone: 202-835-4082
Email: bheath@destinationsinternational.org

Inquiries

Any requests for information or other inquiries should be directed in writing to the attention of Becky Heath, VP of Finance, by 5:00 PM on Friday, February 17, at bheath@destinationsinternational.org. Respondents should not contact any other DI representative for information and/or to inquire about the status of this procurement prior to the submission of proposals.

Submission Requirements

Format

Each proposal must conform to the following outline. Proposals must not exceed 20 single side pages, inclusive of the executive summary.

Content

Executive Summary

The proposal must be accompanied by an executive summary. The executive summary shall include a brief statement of approach to the work, understanding of the scope of services and objectives.

Qualifications and Experience

1. A brief description of the firm included history, locations, professional staff size and range of services offered.
2. Describe the experience of the firm in providing similar services for other not-for-profit organizations including number of clients served, types and length of relationship.
3. Describe the experience of the firm in conducting audit and tax preparation in a virtual environment.
4. Provide summary biographies for key proposed engagement personnel. Indicate how long they have been with your organization, who the primary contact will be and their level of experience working with not-for-profit organizations.
5. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three (3) years.
6. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.
7. A copy of your firm's Equity/Diversity/Inclusion policy or narrative.
8. A copy of your firm's Sustainability policy or narrative.

Audit and Tax Services

1. Describe the firm's audit approach including expected client responsibilities, utilization of client IT systems and testing of internal controls.
2. Discuss the communication process used by the firm to discuss issues with Management and the Audit Committee of the organization.
3. Describe how and why your firm is different from other firms being considered, and why our selection of your firm is the best decision.

References

Provide no less than three (3) client references from Association and Foundation not-for-profit organizations of the same size and structure as DI and DTF. References should be for similar services performed within the last five (5) years and by the partner/manager that will be assigned to this engagement. At least one of the references should reflect an audit conducted in a virtual environment. The reference shall include:

- Name and address of client
- Name and telephone number of client contact

- Name and title of team members who worked with client reference that will be assigned to work with DI and DTF

Cost Proposal

1. Fee proposal for the FY 22, 23, 24, 25, and 26 annual financial statement audits (including tax preparation) of DI and DTF. Provide a description of your billing procedures. Indicate how and when billing will take place. Please note if the fees are expected to vary during the five-year engagement period. Fee structure for these services should be on an all-in basis including any startup costs.
2. Describe if and how you will bill for questions on technical matters that may arise throughout the year. Please furnish your current standard and discounted billing rates for classes of professional personnel.

Evaluation Process

DI and DTF will review responses that meet the criteria outlined and may or may not choose to hold virtual interviews prior to making the final decision. All responses should be valid for a 90-day period from the due date of the RFP and should be signed by an individual authorized to bind the organization.

Evaluation Criteria

The following factors are assessed as part of the external auditor selection process:

- Professional standing and reputation.
- Ability to provide quality and efficient audit services, including audit approach and methodology.
- Relevant experience.
- Independence.
- Review of the firm's peer review report and related materials.
- Global resources, including relevant industry and technical expertise.
- Key Personnel, including interviews with engagement personnel.
- EDI Policy Adoption or detailed narrative on how EDI is incorporated into organization practices.
- Detailed narrative on how sustainability is incorporated into organization practices.
- Cost.

Terms and Conditions

This RFP does not commit DI or DTF to award a contract to any Respondent or to pay any cost incurred in preparation of materials filed in response to this RFP.

Equal Employment Opportunity

The Respondent shall agree not to discriminate against any employee or applicant because of race, color, religion, sex, national origin, citizenship status, age, protected disability status, sexual orientation, genetic information, uniformed service and/or Vietnam-era or special disabled veteran or any other characteristic protected by applicable federal, state, or local laws.