REQUEST FOR PROPOSALS (RFP)
Auditing Services

Issued by: Hispanic National Bar Association & HNBA VIA Fund (HNBA)
Date Issued: August 17, 2026
Proposal Due Date: September 30th, 2026, by 5PM EST

1. Introduction

The Hispanic National Bar Association and its sister organization, the HNBA VIA Fund is soliciting proposals from qualified Certified Public Accounting (CPA) firms to provide independent auditing services for the fiscal year ending September 30, 2026, with the ability of both parties to renew for additional years if the services are provided within standards acceptable to HNBA.

The firm selected will conduct an annual financial audit in accordance with generally accepted auditing standards (GAAS), Generally Accepted Accounting Principles (GAAP), and other applicable regulations.

The purpose of this RFP is to ensure transparency, accountability, and compliance with all financial reporting requirements, while also identifying a firm that aligns with our mission and operational needs.

2. About HNBA

The Hispanic National Bar Association ("HNBA") is an incorporated, not-for-profit, national membership association intended to comply with section 501(c)(6) of the Internal Revenue Code of 1986, as amended ("Code") that represents the interests of over 78,000+ Hispanic attorneys, 18,000+ law students, and thousands of other legal professionals, including judges, law professors, and legal assistants in the United States and its territories.

The HNBA VIA ("VIA") Fund is the HNBA's section 501(c)(3) charitable arm. Through a combination of strategic programmatic activities, VIA works in joint enterprise with the HNBA to support the development and advancement of Hispanic students, legal professionals, and community members. Attached is VIA's determination letter regarding its tax-exempt status under the Code.

3. Scope of Services

The selected firm will be responsible for:

- Conducting an independent audit of HNBA's and VIA's financial statements for the fiscal year ending September 30, 2026.
- Ensuring compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) guidelines, and relevant federal and state regulations.
- Evaluating internal controls and financial reporting processes.
- Issuing an independent auditor's report, including financial statements and required disclosures in compliance with all applicable law and standards.
- Providing a management letter with findings and recommendations for process improvements.
- Assisting with the preparation and timely filing of Form 990 with the IRS.
- Attending meetings (either virtually or in-person) to present audit findings as requested to management and the Board of Directors. Preference is for an in-person presentation by the auditor as might be requested by HNBA.
- Sharing guidance on best practices on financial, audit and/or compliance matters.

- There may be additional services requested from time to time related to assurance work which scope and pricing would be evaluated as applicable.

The audit draft must be completed no later than six (6) months following the end of the fiscal year. The final audit and 990 shall be completed no later than eight (8) months after the end of the fiscal year in time to meet all applicable filing deadlines for the HNBA, including all permissible extensions. While the audit has historically been performed for both HNBA entities collectively, the HNBA requests that the audit for the year ending on September 30, 2026, be performed for each of the Hispanic National Bar Association and VIA separately from now on.

4. Proposal Requirements. Interested firms must submit a proposal that includes the following:

A. Firm Background and Experience
- Legal name, address, and contact information of the firm.
- Overview of the firm's history, size, and structure.
- Experience providing audit services to nonprofit organizations, particularly those with similar funding sources or operational structures.
- Description of the firm's approach to auditing nonprofit organizations.
- A list of key personnel assigned to this engagement, including their qualifications, relevant experience, and roles in the audit process.

B. Audit Approach and Methodology
- Detailed description of the audit approach, including key phases and procedures.
- Explanation of how the firm will assess internal controls and identify risks.
- Timeline for completion, including significant milestones and expected deliverables.
- Communication plan for keeping HNBA informed during the process.
- Any use of artificial intelligence in connection with the audit and the firm's processes and protections in place to protect that data.

C. References
- At least three references from nonprofit organizations that have received these services.
- Name, title, and contact information for each reference.
- Description of the services provided to each referenced organization.

D. Fee Proposal
- A detailed breakdown of costs, including professional fees, administrative fees, and any anticipated additional charges.
- Hourly billing rates for key personnel.
- Estimated total cost for the audit engagement.
- Cost structure for additional services, if required.

E. Additional Information
- Disclosure of any conflicts of interest.
- Any additional value-added services or expertise that may benefit HNBA.

5. **Evaluation Criteria Proposals will be evaluated based on, among other things, the following criteria:**

    - Experience with nonprofit audits
    - Audit approach and methodology
    - Qualifications and expertise of key personnel
    - Cost-effectiveness and fee structure
    - References and reputation

HNBA reserves the right to conduct interviews with finalist firms before selecting.

6. Proposal Submission & Timeline

All proposals must be submitted electronically in PDF format to:

Jeremy Haldeman, Esq.
Executive Director, Hispanic National Bar Association
President, HNBA VIA ("Vision in Action") Fund
2020 Pennsylvania Ave. NW, Suite 279 | Washington, DC 20006
jhaldeman@hnba.com

The subject line should read: "Proposal Submission – Auditing Services"

Submission Deadline:
All proposals must be received by September 30th, 2026, at 5pm (EST).

Questions and Clarifications
All inquiries related to this RFP must be submitted via email to jhaldeman@hnba.com by August 28, 2026. Responses will be provided by September 7th to all interested firms in the form of an FAQ document. All interested firms should indicate their interest no later than September 30th, 2026.

Timeline

RFP Issued August 17, 2026
Questions about the request need to be submitted by September 7th, 2026
Proposal Submission Deadline – September 30th, 2026, by 5PM EST
Selection by October 13th, 2026

7. Standard Terms and Conditions

A. Right to Reject Proposals

HNBA reserves the full discretion to accept or reject any or all proposals, to waive technical or non-material irregularities, and to make an award based on what the organization deems to be of its best overall interest.

B. Confidentiality

All submitted materials will be treated as confidential, except as required by applicable laws. Firms responding to this RFP should not disclose proprietary or confidential information unless necessary for the proposal.

C. Contract Award and Negotiations

The award of the contract will be based on the evaluation criteria outlined above. HNBA reserves the right to negotiate terms, including price, scope, and deliverables, with the selected firm before finalizing an agreement.

D. Non-Discrimination Policy

HNBA is committed to providing equal opportunities and prohibits discrimination based on race, color, religion, gender, national origin, disability, or any other protected status. The selected firm must comply with all applicable federal and state equal opportunity requirements.

E. Indemnification

The selected firm should agree to indemnify and hold harmless HNBA, its officers, board members, and employees from any claims, damages, or liabilities arising from the services provided under this engagement to the maximum extent provided by law. A reasonable cap on liability would be permissible provided that the selected firm provides liability insurance up to the amount of any such claims for all claims, including, but not limited to, with respect to cyber security liability matters. Please be prepared to submit proof of any such insurance coverage on request.

F. Governing Law

This RFP and any resulting agreement will be governed by the laws of Washington DC. Contact Information

For questions or clarifications, please contact:

Jeremy Haldeman, Esq.
Executive Director, Hispanic National Bar Association
President, HNBA VIA ("Vision in Action") Fund
2020 Pennsylvania Ave. NW, Suite 279 | Washington, DC 20006
jhaldeman@hnba.com

To ensure a fair, transparent, and competitive procurement process, a Blackout Period will be in effect from the date this Request for Proposal (RFP) is issued until the award of the contract or formal cancellation of the RFP.

During this Blackout Period, all communications regarding this RFP must be directed exclusively to the designated RFP Contact listed below. No other form of communication— written, verbal, or otherwise—with any employee, board member, consultant, or representative of the issuing entity should take place, as it could adversely affect the grant of any contract.

Jeremy Haldeman, Esq.

jhaldeman@hnba.com

Any attempt to contact or influence individuals outside of the designated RFP Contact may result in disqualification from this procurement process.

HNBA appreciates your interest in this engagement and looks forward to reviewing your proposal.