



Mines Advisory Group (MAG) America, Inc.

RFP: State compliance specialist services

June 20, 2019

## **1. Company Profile**

Mines Advisory Group (MAG) America is a 501(c)3 nonprofit organization based in Washington, D.C. whose mission is to save lives and build safer futures by supporting the work of MAG. MAG finds and destroys landmines, cluster munitions and unexploded bombs in places affected by conflict. Since 1989, we have helped over 18 million people in more than 60 countries rebuild their lives and livelihoods after war. By removing landmines and unexploded bombs from land, we enable communities to grow more food and make a better living, access better health services, and send their children to school on secure paths. MAG has found and destroyed more than 700 landmines and unexploded items per day – day in and day out – for nearly 30 years. That’s 5,000 items each week for over a quarter of a century.

## **2. Scope of Work**

MAG America is seeking state-compliance specialists to provide comprehensive professional services to manage our registrations and renewals for charitable solicitation within all of the United States. The responsibilities of our compliance specialists include the following:

- Determine the registrations needed for MAG America by providing a legal analysis of our fundraising activity and resulting registration obligations
- Maintain communication with MAG America throughout the registration process by providing up-to-date status reports, including an annual overview of upcoming filings for the year
- Prepare and submit all state charitable solicitation registration forms and extension requests and, as needed, other necessary state filings such as North Dakota’s Domestic and Foreign Nonprofit Corporation Annual Report or renewals for Washington DC’s Sales and Use Tax exemption or Personal Property Tax exemption. In general, forms requiring signatures from our organization should be sent to us three weeks prior to when your company needs to process them, to allow for scheduling of signatories who are offsite or travelling<sup>1</sup>
- Review all correspondence and documents received from MAG America and state regulatory authorities
- Notify MAG America of expired/expiring registrations in a timely manner
- Inform MAG America of any delinquencies or other outstanding issues and follow through to resolution
- Obtain confirmation of submitted registration filings
- Upon request, review additional documents, (e.g. contracts, disclosures, etc.)
- Maintain a running list of fundraising contracts
- Update states with any organizational changes (e.g. organization’s name, address, new or terminated contracts, etc.)
- Keep MAG America abreast of pertinent regulatory changes affecting our registration and compliance obligations
- Update MAG America with any pertinent changes to your company, including fee structure, payment processes, compliance specialist assignments, or firm contact changes
- Upon request, provide copies of documents submitted to regulatory authorities on MAG America’s behalf

Compliance specialists must endeavor to meet all registration deadlines by submitting the required paperwork to obtain a current registration, or, when necessary, by submitting the appropriate extension request.

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<sup>1</sup> Forms requiring signatures can be sent within a shorter timeframe if key data, such as MAG America’s 990, is delayed. However, notification of such effected forms and their deadlines should be provided as soon as possible.

### **3. Working Relationships**

At this time, the compliance specialists' relationship is managed primarily by Lisa Chun, Development Operations Coordinator. Invoices and payment concerns will also address to the Development Operations Coordinator. If the Development Operations Coordinator is absent, then Kathryn Duval, Development Director, will serve as the point of contact.

### **4. Evaluation Metrics**

MAG America will evaluate bidders and proposals based on the following criteria:

- Previous experience/past performance history
- Projected costs
- Legal expertise
- Responsiveness
- Strong references

### **5. Submission Requirements**

Bidders must adhere to the following guidelines to be considered:

- Only bidders who meet all 5 metrics in the evaluation section should submit a proposal.
- Proposals must be sent in by July 31, 2019. Bidders who are interested in submitting a proposal should inform Lisa Chun (Lisa.Chun@maginternational.org) no later than July 11, 2019.
- Include references, and cost estimates (including a listing of fee structures) with your proposal.
- Proposals should not be more than 6 pages maximum. Failure to comply to this guideline will result in an automatic rejection.
- A proposed timeframe for the annual submission of extensions and renewal forms must also be included and clearly expressed.

### **6. Contact Information**

For questions or concerns connected to this RFP, please contact Lisa Chun at 202-525-4516 or [lisa.chun@maginternational.org](mailto:lisa.chun@maginternational.org).