

REQUEST FOR QUOTATION (RFQ)

Reference: Globfield_RFQ_v1.0 – August 2025 Submission

Deadline: August 30, 2025, 5:00 PM ET

Contact: procurement@globfield.org

Issued by: Globfield International

Dear Firm team,

Globfield International LLC invites your firm to submit a quotation for *Financial, Accounting, and HR Management Services*.

As the attached RFQ outlines, this engagement requires demonstrated capacity in project accounting, compliance with federal guidelines, and fiduciary integrity.

This RFQ has been extended to a select list of qualified firms based on past performance, subject matter expertise, and alignment with Globfield's mission. As such, Globfield encourages the submission of a cost-efficient proposal with a fair, competitive service fee that reflects both the complexity of the scope and the spirit of partnership.

Please review the scope of work, evaluation criteria, and submission instructions outlined herein. Submissions will be evaluated based on pricing, relevant experience, institutional alignment, and operational capacity.

This RFQ and its contents are intended solely for procurement evaluation.

Notification of Intent to Submit: Globfield invites potential bidders to indicate their intention to submit an offer by **August 15, 2025**, by sending an email to procurement@globfield.org. This notification is **non-binding and non-mandatory**, and will be used solely to help Globfield plan for the review process and address any clarifications or inquiries from prospective bidders. Firms may still submit a quotation even if they do not provide advance notice.

We appreciate your consideration and look forward to reviewing your proposal.

Sincerely, *Procurement Committee* Globfield International



Globfield, CEO



Scope of Work

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Globfield International seeks a qualified financial services provider to support compliance, reporting, and strategic financial management of USG FUNDING SOURCE McGovern-Dole-funded programs across West Africa. The selected firm will provide services in accordance with U.S. federal cost principles, audit standards, and Globfield's fiduciary accountability practices.

Eligibility Criteria

To be considered eligible, prospective bidders must meet the following minimum requirements:

- **Legal Registration:** Be legally registered and authorized to operate in the **United States**.
- **Technical Capacity:** Demonstrate relevant experience and technical capacity in delivering goods/services similar in scope and complexity to those outlined in this RFQ.
- **Financial Standing:** Be financially solvent and capable of managing contracts of the proposed value.
- **Compliance History:** Have no record of suspension, debarment, or exclusion by any U.S. government agency or international donor.
- **Conflict of Interest:** Disclose any actual or potential conflicts of interest related to this procurement.
- **Language and Communication:** Be able to communicate and submit documentation in English.

Globfield reserves the right to verify eligibility and reject any quotation that does not meet the above criteria.

1. Objectives

- Ensure sound financial oversight of restricted USG FUNDING SOURCE grants
- Prepare reports and strengthen compliance and cash-flow management
- Support portfolio growth and scaling with consistent financial stewardship

2. Anticipated Tasks

The selected firm is expected to:

2.1. General Financial Management & Bookkeeping

- Maintain an accurate general ledger in QuickBooks Online (or equivalent).
- Reconcile all bank accounts and fund-specific balances monthly.
- Track revenue and expenses by project, donor, country, and cost category.
- Generate monthly financial reports (balance sheet, income statement, budget vs. actual).



- Support internal controls and documentation processes.
- Reconcile field-based expenses and HQ expenses monthly to ensure data consistency and transparency.

2.2. Payroll, Compensation & Fringe Allocation

- Process biweekly payroll for staff and consultants in alignment with applicable labor laws and internal policies.
- Allocate salaries across direct, indirect, and in-kind labor categories, including executive roles.
- Ensure compensation compliance with 2 CFR 200.430 and USG FUNDING SOURCE salary caps.
- Administer and allocate fringe benefits (e.g., 401(k), health insurance, leave) according to Globfield's fringe policy.

2.3. Timekeeping & Cost Share Documentation

- Implement a federally compliant timekeeping system that is accessible via Globfield's SharePoint environment for real-time tracking and oversight.
- Clearly distinguish:
 - Federally funded labor
 - Indirect labor
 - In-kind contributions (e.g., CEO's \$52,000 effort for cost share)
- Maintain audit-ready documentation for Globfield's full \$252,000 non-federal cost share commitment, per 2 CFR 200.306 and 200.430.

2.4. Indirect Cost Recovery & Allocation

- Apply Globfield's 15% de minimis indirect cost rate to all eligible Modified Total Direct Costs (MTDC).
- Allocate recovered indirects to administrative categories such as executive support, finance, compliance, and systems.
- Maintain and periodically update the cost allocation plan.

2.5. USG FUNDING SOURCE Grant Reporting & Compliance

- Prepare and submit USG FUNDING SOURCE financial reports (e.g., SF-425) quarterly and annually.
- Monitor grant budget adherence by award component and country.
- Align financial reporting with USG FUNDING SOURCE-approved M&E frameworks, Foundational Results, and proposal annexes.
- Ensure full compliance with 2 CFR 200, USG FUNDING SOURCE FAS guidelines, and Globfield's internal policies.

2.6. Strategic Advisory Services

- Provide ongoing financial guidance to Globfield leadership on:
 - Liquidity and cash reserves
 - Indirect cost recovery strategies



- Budget planning for USG FUNDING SOURCE and other donor proposals
- Support decision-making with financial dashboards and tailored modeling tools.

2.7. Communication Liaison & Point of Contact

- **Designate a named Point of Contact (POC)** who will:
 - Be continuously available to Globfield's executive and project personnel
 - Liaise directly with USG FUNDING SOURCE grants and finance officers as authorized
 - Coordinate responses to audit findings, budget amendments, and financial inquiries
- Ensure professional, timely, and clear communication representing Globfield's standards and commitments.

2.8. Staff Onboarding Support

- Deliver orientation for new hires and consultants on:
 - Timekeeping systems and SharePoint access
 - Salary allocations and labor category guidance
 - Fringe benefits and payroll schedule
 - Basic compliance with 2 CFR 200 cost principles
- Offer periodic refresher sessions and onboarding briefings as Globfield's team grows.
- Develop and maintain a chart of accounts
- Maintain grant-specific ledgers and provide monthly reporting
- Prepare, review, and validate quarterly SF-425s before submission to USG FUNDING SOURCE
- Conduct spot reviews and fiscal health check-ins
- Advise on allowable cost classification and cost share tracking
- Develop expenditure projections for USG FUNDING SOURCE programs
- Flag risk exposure and recommend corrective measures
- Produce and share monthly expenditure reports
- Reconcile all bank accounts and fund-specific balances monthly.
- Track revenue and expenses by project, donor, country, and cost category.
- Generate monthly financial reports (balance sheet, income statement, budget vs. actual).
- Maintain an accurate general ledger in QuickBooks Online (or equivalent).
- Reconcile field-based expenses and HQ expenses monthly to ensure data consistency and transparency.

2.9. Financial Check-In Meetings

The selected firm will participate in routine financial check-in meetings with Globfield's HQ finance team and/or designated project focal points to ensure sustained alignment and early issue detection. These meetings are intended to promote transparency, foster accountability, and reinforce collaborative problem-solving.

Meeting frequency will be phased based on project lifecycle and field team performance:

- Weekly check-ins during project start-up or surge periods
- Transition to bi-weekly meetings once core systems and reporting are stable



- Evolve to monthly check-ins as the firm gains confidence in the field team's compliance and financial management capacity

Meeting agendas may include:

- Review of burn rate trends and budget variances
- Field expenditure clarification and pending justifications
- Review of reconciliations and unresolved ledger items
- Upcoming financial deliverables and planning milestones

Meetings may be conducted via video or phone and are expected to last no more than 60 minutes. A brief summary of decisions or flagged issues will be circulated within 24 hours

2.10. Contribution to Field Staff Performance Review

To reinforce accountability, mentorship, and mutual growth, the selected firm's designated personnel will contribute to the annual performance appraisal of Globfield field staff assigned to the Finance and Accounting department. This input will focus specifically on personnel with whom the firm has maintained consistent, collaborative interaction over the course of the year.

Contributions may include:

- Structured feedback on financial accuracy, responsiveness, and compliance adherence
- Observations on initiative, learning curve, and support needs
- Participation in virtual review discussions upon request
- Completion of standardized evaluation forms provided by Globfield HR

Globfield will provide clear parameters and templates to ensure consistency across inputs. The firm's role is advisory and complementary; final appraisal decisions rest with Globfield leadership.

2.11. Human Resources Handling The selected firm will support Globfield's HR management functions related to the implementation of USG FUNDING SOURCE-funded activities and Globfield's internal operational frameworks. Services may include the following:

- **Policy Alignment & Compliance**
 - Review and advise on Globfield's HR manual and staffing policies to ensure alignment with U.S. federal regulations (e.g., 2 CFR 200.430) and USG FUNDING SOURCE expectations.
 - Ensure consistency between compensation structures and labor classifications (direct, indirect, and in-kind), especially for key personnel funded by the grant.
- **Personnel File Support & Audit Readiness**
 - Advise on the structure and maintenance of HR files required for program-funded personnel, including:
 - Employment agreements and scopes of work
 - Performance objectives and appraisal forms



- Documentation of eligibility to work and fringe elections (where applicable)
- **Position Classification & Job Descriptions**
 - Support Globfield in drafting or revising job descriptions for field and HQ personnel, ensuring appropriate classification and cost allocation.
 - Provide advisory services on delineating time-sensitive deliverables for new hires or consultants.
- **Safeguarding, Ethics & Conduct Systems**
 - Ensure HR systems uphold Globfield’s Code of Conduct and any USG FUNDING SOURCE-relevant policies on safeguarding, anti-harassment, and workplace ethics.
 - Recommend updates or monitoring protocols as part of HR–Finance integration.
- **HR Support Integration**
 - Coordinate HR-related processes (onboarding, role changes, termination, etc.) with payroll, timekeeping, fringe allocation, and financial reporting cycles.
 - Support Globfield’s HR department in developing light SOPs or checklists for USG FUNDING SOURCE-funded positions.
- **HR Liaison Designation**
 - Nominate a Globfield HR Director/ or Manager who will collaborate with a designated Globfield HR Manager, who will serve as the internal liaison for all HR-related communications, document validation, and policy interpretation across project teams.

3. Compliance

Firms must adhere to:

- 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements
- USG FUNDING SOURCE MGD Guidelines & Cost Policy
- Globfield’s internal procurement and bank access protocols

4. Period of Performance

Initial 12-month engagement with option to renew based on performance and evolving portfolio needs.

5. Payment Terms

The selected firm will be paid a fixed monthly fee based on the agreed scope of services and deliverables. Payment will be issued within 15 business days of approved invoice submission and delivery of outputs. Invoices must clearly reference the RFQ number and include supporting documentation.

6. Eligibility Requirements

Firms must meet the following minimum criteria to be considered:



- Legally registered and authorized to operate in the United States
- Proven experience managing U.S. federal or USG FUNDING SOURCE-funded grants
- Capacity to support international programming, preferably in West Africa
- Adequate financial, operational, and personnel resources to execute the engagement

7. Proposal Requirements

Interested firms must submit the following by the deadline:

- *Cover letter* confirming availability and understanding of the scope
- *Technical narrative* (maximum 3 pages) addressing proposed approach and relevant experience
- *Pricing proposal* specifying a monthly fixed fee with breakdown of assumptions and optional growth scenarios (e.g., Option D)
- *Company profile and summary of past performance*, with a focus on USG FUNDING SOURCE or donor-funded financial management experience
- *Two professional references*, preferably from similar donor-funded projects
- *Resumes of anticipated “Globfield Team”*, including the key personnel expected to interact with Globfield HQ or field finance teams. Resumes should highlight relevant technical skills, prior donor-facing work, and role-specific capacity.

All submissions must be consolidated into a PDF file and emailed to procurement@globfield.org with the subject line: **RFQ Submission – [Firm Name] – August 2025**.

8. Submission Instructions & Deadline

Addendum: RFQ Extension Notice – August 2025

Globfield International LLC hereby extends the submission deadline for RFQ Reference: Globfield_RFQ_v1.0 – July 2025. The revised deadline for proposal submission is **Friday, August 30, 2025 at 5:00 PM Eastern Time**.

This extension reflects Globfield’s commitment to a competitive and inclusive procurement process. All other terms, conditions, and scope elements outlined in the original RFQ remain unchanged. Firms that previously submitted quotations may revise and resubmit by the new deadline.

Questions may be directed to: procurement@globfield.org

9. Bank Access & Payment Authorization Protocol

Globfield will not grant full bank access to external vendors. Instead, vendors will submit monthly invoices and documentation to the Globfield procurement unit for internal review. Upon approval, payments will be processed via ACH transfer in accordance with procurement protocols.



To ensure strong internal controls and clear role delineation, Globfield International LLC requires the following parameters for bank-related responsibilities:

- The selected firm may be granted **read-only access** to Globfield’s designated bank accounts for purposes of:
 - Monthly reconciliation
 - Transaction tracking
 - Donor and grant financial reporting
- The firm will not have payment execution privileges. All payments—including payroll disbursements, vendor payments, fringe contributions, and inter-account transfers—must be initiated and authorized directly by Globfield via designated signatories.
- The firm may prepare draft payment batches, payroll registers, or disbursement forms to support internal review, but authorization authority rests solely with Globfield leadership.
- Under no circumstances shall the firm initiate, schedule, or approve financial transactions via Globfield’s banking platform without prior express authorization.

Activity	Responsibility
Expense categorization & coding	Financial firm
Payroll & vendor prep	Financial firm (in draft form)
Payment execution	Globfield (you only)
Bank account access	Read-only for firm
Transfers, wires, etc.	You or authorized Globfield signatory

10. Portfolio Growth & Fee Adjustment Clause

Globfield International LLC anticipates portfolio expansion during the term of this engagement, including potential award of additional USG FUNDING SOURCE-funded projects. In the event of such growth, the selected firm agrees to:

- Maintain the existing monthly retainer for up to two concurrently active USG FUNDING SOURCE grants, unless and until a material change in level of effort (LOE) is documented and justified.
- Upon Globfield reaching three or more USG FUNDING SOURCE-funded projects, the firm may propose a reasonable flat monthly rate increase, supported by a staffing plan and justification.
- Alternatively, the firm may choose to maintain the original monthly retainer to remain competitive and strengthen its long-term partnership with Globfield.
- Any proposed fee adjustment must be submitted in writing at least 30 days in advance, and is subject to mutual review and written approval by Globfield’s CEO.
- Globfield reserves the right to benchmark proposed increases against market standards before authorizing any adjustment.

11. Branding & Institutional Representation Clause



Any external representation, publication, or referral identifying Globfield International as a client must be pre-approved in writing. The selected firm agrees to maintain strict confidentiality and avoid name-dropping or brand association without explicit authorization.

The selected firm agrees that Globfield International LLC may include:

- A summary of the firm's relevant experience and technical capacity,
- The names and brief professional bios of designated firm personnel assigned to Globfield, in proposals, capability statements, donor communications, and organizational web content, for the purpose of demonstrating Globfield's financial and accounting management capacity.

Such usage will be limited to professional contexts and will not misrepresent the firm's role, scope, or responsibilities. Globfield will consult with the firm before publishing staff bios or institutional references on public platforms such as its website.

Evaluation Criteria

Criteria	Weight (%)
Relevant USG FUNDING SOURCE or donor fund experience	30%
Price competitiveness & clarity	25%
Institutional capacity & compliance	20%
Demonstrated understanding of scope	15%
Communication & responsiveness	10%

Procurement Timeline

- **Proposal Submission Deadline:** August 30, 2025 at 5:00 PM Eastern Time
- **Evaluation Period:** September 2–10, 2025
- **Anticipated Start Date:** October 1, 2025 (unchanged)

12. Deliverables & Frequency Schedule

- The selected firm will be expected to provide the following deliverables in accordance with the timeline below:

Deliverable	Frequency	Format
Maintain and update general ledger (QuickBooks or equivalent)	Ongoing / Monthly reconciliation	QBO access + reconciliation logs
Bank reconciliation and fund balance review	Monthly	Reconciliation summary (Excel/PDF)
Monthly financial reports (Balance Sheet, P&L, Budget vs. Actual)	Monthly (by the 10th)	PDF + Excel



Consolidated field + HQ expense reconciliation	Monthly	Excel Tracker + Summary Email
Burn rate analysis (% spent vs % time elapsed)	Monthly	Graphical dashboard + narrative PDF
Budget variance commentary (>10% deviations)	Monthly	Memo or annotated budget report
Biweekly payroll processing with fringe allocation	Biweekly	Payroll register + Allocation Summary (Excel)
Salary allocation report (Direct/Indirect/In-kind)	Biweekly (with payroll)	Allocation log (Excel)
Fringe benefit allocation report (e.g. 401k, insurance, leave)	Monthly	PDF + Payroll Records Summary
Cost share tracker (in-kind tracking)	Monthly	Cost Share Ledger + Documentation Log
SF-425 compliance review and submission support	Quarterly + Annually	Draft review memo + final SF-425 PDF
Expenditure projections and cash-flow forecasts	Bi-monthly	Excel + Narrative Projections
Indirect cost recovery report (15% de minimis)	Quarterly	MTDC tracker + Allocation Memo
Strategic financial dashboards & liquidity scenario tools	Quarterly (or upon request)	Excel/PowerPoint
Orientation briefings for new field finance staff	Upon onboarding	Slide deck + Reference Toolkit
Digest field financial manual (initial + annual update)	Start-up + Annual Refresh	Editable Word/PDF
Timekeeping audit (federal/indirect/in-kind labor distinctions)	Monthly	Time log audit summary (PDF)
Field chart of accounts (COA) update and dissemination	Initial Setup + As Needed	Excel + Distribution Memo
Spot reviews & internal controls health checks	Quarterly	Memo with risk flags + recommendations
Designated Point of Contact (POC) availability log	Ongoing	Availability calendar or contact log
Financial check-in meeting summary (weekly/biweekly/monthly)	As Scheduled	Email notes or action point tracker
Annual contribution to field staff performance appraisals	Annually (or as requested)	Evaluation Form + Observations Memo
Ad hoc advisory on allowability or compliance questions	Within 3 business days of request	Email Summary + Regulation Citations
Notification of staff transitions or disruptions	Immediate	Email

13. Daily Tasks (Weekdays Only, Unless Notified)



Task	Timeframe	Expected Output
Monitor grant-specific bank transactions for anomalies or discrepancies	Daily (morning review)	Flagged items report (email summary)
Reconcile prior-day expense entries across USG FUNDING SOURCE accounts	Daily	Updated ledger in shared drive
Reconcile field-level expenditures with HQ budget lines	Daily	Field-to-HQ reconciliation file (Excel)
Review and post HQ-administered expenses (e.g. payroll, insurance)	Daily	Approved journal entries (PDF + Excel)
Update cash-on-hand tracker across field and HQ accounts	Daily	Shared Excel or Google Sheet update
Track commitments vs. obligations on active awards	Daily	Running balance file update
Generate internal burn rate tracking sheet per project	Daily update; Monthly rollup	Dynamic Excel tracker + monthly summary email
Respond to Globfield finance/procurement inquiries	Within 24 hours	Email reply or resolution log
Submit clarification on allowability or coding issues	Same day as issue detected	Email to compliance@globfield.org
Notify Globfield of cost reclassification proposals	As needed	Email + supporting justification (memo)

14. Anticipated Start Date

The anticipated start date for this engagement is **Tuesday, October 1, 2025**. Globfield International reserves the right to adjust this timeline based on USG FUNDING SOURCE award notifications or internal operational readiness. Selected firms must confirm onboarding availability within five (5) business days of notification.

15. Optional Support: Field Start-Up and Close-Out Travel

Subject to mutual agreement, Globfield may request in-person support for field-based start-up or close-out activities related to USG FUNDING SOURCE-funded awards. These short-term assignments may include:

- On-site training for new finance or grants personnel
- Development and dissemination of a digest field financial manual summarizing key procedures and critical forms for use by the field team
- Establishment of a designated field financial focal point within the project team to enable structured daily or weekly financial check-ins
- Systems set-up or handover support
- Compliance readiness and close-out checklist validation
- Real-time expense reconciliation and ledger transfers

Globfield will cover all approved travel expenses, including:



- Round-trip economy airfare
- Hotel accommodation
- Per diem covering meals & incidental expenses (M&IE)
- Ground transportation (local airport transfers)

All travel and field-based assignments must be pre-approved in writing. The selected firm should indicate its willingness to provide this support and outline any preferred notice period or constraints. Participation in field travel activities is considered optional and will not negatively impact overall evaluation.

Disclaimer of Obligation and Conditionality Clause

The release of this Request for Quotations (RFQ) does not constitute a commitment by Globfield International to award a contract, nor does it obligate Globfield to pay for any costs incurred in the preparation or submission of quotations. Globfield reserves the right to postpone, cancel, or modify this solicitation, in whole or in part, at any time and without prior notice.

Award of any resulting contract is expressly contingent upon: (a) approval of Globfield's submitted proposal; and/or (b) written authorization or guidance issued by USG FUNDING SOURCE regarding the anticipated outsourcing of financial and management systems related to program implementation.

Globfield shall bear no liability for any claims, damages, or costs resulting from a decision to cancel, amend, or delay this RFQ, whether due to USG FUNDING SOURCE directives or otherwise.

