

**REQUEST FOR PROPOSAL
FOR PROGRAM AND GENERAL ADMINISTRATIVE SERVICES
FOR THE ISLAMIC-AMERICAN ZAKAT FOUNDATION**

The Islamic-American Zakat Foundation (the Foundation) seeks proposals for the provision of services for the administration and operation of the Foundation in its mission of providing assistance for food, shelter, clothing and transportation for the poor and needy, orphans, wayfarers, and other persons and needs deserving of charity under Islamic law by assessing, collecting and distributing obligatory and voluntary charity called zakat and sadaqa primarily for the benefit of poor and needy in the United States. Bids are requested for each of three areas: Operations, administration and support, and office space. Bids may be submitted in any combination of the three areas. All work must be conducted in a professional, efficient and timely manner, properly documented, in compliance with the policies of the Foundation, with Generally Accepted Accounting Practices, and, unless otherwise authorized by the Board of Directors, in compliance with the Best Practices Guidelines of the U. S. Dept. of Justice. Proposal should state all charges for the services with some indication of the time spent and the details of the services provided and document the Provider's history at providing similar services to this or similar organizations in the past.

(1) Operations services. The Provider shall provide personnel that, together with such volunteers as the Buyer may provide, shall execute ALL the daily operations of the Buyer's charitable activities, to deal with clients, donors, volunteers, the press, the government and the general public in person at offices provided under section 3 of this RFP, by telephone, and by e-mail. Provider shall be responsible for supplying clients with applications forms and for processing all applications, whether for clients or volunteers, obtaining approval for disbursements from the Review Committee. Provider shall provide the Review Committee with all information required to make informed decisions consistent with our policies. The office must be open to the public at least 16 hours per week and the Provider is responsible for the manning and maintenance of the office by the Provider's personnel or subcontractors and/or volunteers. The Provider is responsible for evaluation of client applications and for written reports on every applicant professionally documenting the investigation, evaluation, and disposal of every case. The Provider is responsible for the operation of the Medina program providing referral, social, and volunteer services to our clients to help them to establish self-sufficiency. All work shall be documented, including hours spent, and identified as to whether it is in support of particular clients, to the general benefit of clients, for da`wa (dissemination of information about Islam) work, homelessness alleviation, zakat (charity) assessment, etc.

(2) Administrative and support services. The Provider shall provide ALL administrative, bookkeeping, accounting and management services for the smooth, professional, and efficient operation of the Foundation, (exclusive of the services of a CPA for an annual audit, which shall be paid directly by the Foundation). This shall include management of operations, finance, fundraising, co-ordination with all partner organizations including federated fundraising agencies, government agencies, including but not limited to registrations with the states of Maryland and Virginia, corporate registration with Company Corporation, applications to the Help the Homeless program of the Fannie Mae Foundation, Local Independent Charities, and the United Way. The Provider shall work closely with the officers and the Board of Directors in the development and implementation of policies and provide to the Board of Directors any and all information necessary for the proper oversight of the organization. Provider shall provide annual

budget and financial statement consistent with the Generally Accepted Accounting Practices and the recommendation of the CPA. Provider shall provide database management services to the Buyer including, but not limited to, maintenance of the Foundation's contributor and donor databases, printing of labels and mailmerge letters, operation of a properly maintained website for the Foundation, its clients and contributors. Provider shall handle all receipts, invoices, and correspondence of the organization.

(3) Office Space. The Provider shall state the location, nature, size, and time availability of space for the Foundation's "front office" wherein we may meet with clients, government officials, representatives of other agencies, and the general public. State whether the space is furnished or unfurnished and what facilities it offers for the purposes of the Islamic-American Zakat Foundation.

OTHER CONSIDERATIONS

In the event that any of the personnel of the Provider are members of the Buyer's Review Committee, Board of Directors, or volunteer staff, at no time shall the Provider bill for such services as they provide personally as volunteer in connection with that position. Nor will the Buyer be billed for any other volunteer activities that their personnel provide for the organization as a personal volunteer.

The Provider shall keep a daily time log of services provided, noting whether the service qualifies as program or general activity. Invoices may include requests for reimbursement of any reasonable out-of-pocket expenses. All expenses will be reimbursed for actual costs incurred except that photocopying may not exceed ten cents per copy and mileage and per diem costs shall be at the current government rate at the time they are incurred. Invoices shall be submitted monthly with 30-day terms and shall be paid upon approval.

WE ARE NOT REQUESTING A PROPOSAL FOR FUNDRAISING SERVICES.

Proposals must be received by June 11, 2004, and should be submitted by e-mail or post to:

Islamic-American Zakat Foundation
4323 Rosedale Avenue
Bethesda, MD 20814-4750
Zakat@iazf.org

Direct inquiries to:
Imad-ad-Dean Ahmad, Ph.D.
301-907-0997

More information on the Islamic-American Zakat Foundation is available at www.iazf.org.