

**Request for Proposal**  
**Annual Audit of Dioceses and Eparchies**  
**United States Conference of Catholic Bishops**  
**2020 – 2022**

**Purpose of the RFP**

The National Review Board of the United States Conference of Catholic Bishops (USCCB) invites applications for proposals to conduct annual audits of the dioceses and eparchies of the USCCB to assess compliance with the *Charter for the Protection of Children and Young People* (available at <http://www.usccb.org/issues-and-action/child-and-youth-protection/upload/Charter-for-the-Protection-of-Children-and-Young-People-revised-2011.pdf>), for the three-year cycle beginning July 1, 2019 (for which the audit process would begin in July, 2020). The three-year cycle is listed below:

July 1, 2019 – June 30, 2020	2020 Audit
July 1, 2020 – June 30, 2021	2021 Audit
July 1, 2021 – June 30, 2022	2022 Audit

**Objectives and Desired Outcomes of the Audits**

In the *Charter for the Protection of Children and Young People* first approved by the USCCB in June 2002 and revised and approved again in June 2005 and 2011, the bishops of the United States affirmed the Church’s commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other Church personnel and to reach out to victims of sexual abuse and their families. The bishops also pledged to work with parents, civil authorities, educators, and various organizations in the community to create and maintain a safe environment within the Church for children and young people. In the *Essential Norms for Diocesan/Eparchial Policies for Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, granted *recognitio* by the Holy See and approved by the USCCB in May of 2005, the Bishops further delineate policies and procedures for dealing with allegations of sexual abuse of minors.

Article 8 of the *Charter* calls for appropriate audit mechanisms to determine if dioceses and eparchies are complying with the provisions of the *Charter*. Accordingly, annual audits have been conducted in each diocese and eparchy since 2003 to assess compliance with the *Charter* and, where necessary, to specify required actions that would bring the diocese/eparchy into compliance with the *Charter*. Summaries of the results of these audits have been included in the *Annual Report on the Implementation of the Charter for the Protection of Children and Young People*. At the June of 2005 General Assembly, the USCCB voted to continue a vigorous audit process.

Audits will be expected to assess not only the extent to which dioceses and eparchies have established policies, procedures, and programs in accord with the *Charter*, but also to review the administration of these policies, procedures, and programs. Additionally, as guidelines and measurements of effectiveness are developed over the next few years, they are to be incorporated into future audits.

The audit period will extend from July 1, 2019 through June 30, 2022. The annual audit methodology is as follows: the on-site auditing of one-third of the dioceses/eparchies (64+/-) each year and the collection of compilation of data from the remaining two-thirds of the diocese/eparchies (132 +/-).

A final audit summary report in such form as Conference shall require is due to the Secretariat of Child and Youth Protection (SCYP) by January 1 of each year. The auditor will provide to Conference, no later than December 31 of each year, the findings on the compliance status of each diocese and eparchy relative to the implementation of the *Charter* and, if applicable, a remediation recommendation(s). The report will also include a summary of statistical and program compliance information for all dioceses/eparchies in a manner prescribed by the Executive Director of the SCYP.

## **Procedures for Applicants**

### **Timeline:**

*Deadline for Letter of Intent to submit proposal:* June 10, 2018

*Deadline for final proposal:* August 30, 2018

*Interviews:* Fall 2018

### **The Letter of Intent must include:**

Background and relevant information regarding the firm

Listing of the principals of the firm

Client references from prior or existing clients

Articulation of relevant experience in the area of compliance auditing

### **The Final Proposal Application must include:**

Names of project director and the auditors

Resumes of the project director and the auditors detailing relevant experience

Proposed methodology

Proposed budget for the 2020 audit broken down by professional fees, expenses, and other overhead. Also include any guarantees reference rate increases for 2021 and 2022 audits.

## **Conflict of Interest**

To avoid conflicts of interest, the USCCB will not accept proposals from individuals or organizations that have, either currently or during any time period relevant to the audits to which this RFP relates, provided any of the audited services, training or educational programs to or for any diocese, archdiocese, or eparchy in the United States, or who is involved in, or at relevant times has been involved in, the conduct or oversight of any diocese's, archdiocese's or eparchy's implementation of any of the services, training, or programs to be audited pursuant to this RFP. If there is any question whether this limitation might be implicated, that issue should be discussed with the Executive Director, Secretariat of the Child and Youth Protection, prior to submitting a proposal.

**Evaluation Criteria**

There is no requirement that the audits be conducted by Catholic individuals or institutions, but the project director and the auditors should demonstrate an informed understanding of the Catholic Church and diocesan/eparchial structures. Final selection of the Auditor will be made by the Administrative Committee upon the recommendation of the National Review Board in consultation with the Committee on the Protection of Children and Young People and the Secretariat of Child and Youth Protection.

Inquiries, letters of intent, and applications should be addressed to:

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