



## **Request for Proposal Nonprofit Bookkeeping/Accounting Services**

### **I. Statement of Purpose**

Gabriel's Place, a 501(c)(3) nonprofit organization in Avondale, OH, seeks proposals for contracted bookkeeping, accounting, and CFO services. All applicants must have relevant nonprofit experience, particularly accounting for organizations receiving project funding.

### **II. Statement of Purpose**

Gabriel's Place's mission is to provide a safe, beautiful, and spiritually nourishing place for the Avondale Community to gather in mutual respect to learn, interact, and go out in peace. We envision a healthy, food-secure community of sharing.

As Gabriel's Place's program services have grown, its bookkeeping and accounting needs have become more complex. The agency is funded primarily by grants. Sponsors include Childrens Hospital, , Cincinnati Zoo, Christ Church Cathedral and the Episcopal Diocese of Southern Ohio.

Timely reconciliation of monthly financials is of the utmost importance to ensure steady cash flow and management decisions by the Board and Executive Director.

### **III. Statement of Purpose**

The firm selected will be responsible for providing the following services:

#### **Bookkeeping Services**

- Accounts Receivable: receive and record revenue as dictated by IRS Guidelines.
- Accounts payable: Make payments to vendors; prepare annual form 1099 filings
- Maintain costs by program and/or grant designation
- Follow the established Cost Allocation Plan established by the Board
- Work with Development Department in assisting with Grant Reporting
- Review staff timesheets and proper grant allocation
- Payroll: collect and prepare employee data to transmit to third party payroll vendor. Work with vendor on all aspects of payroll. Process and enter Payroll information into accounting system
- Maintain Deposit and Vendor files by Fiscal Year
- Follow Accrual Accounting method for maintaining the books

- Monthly reconciliation of bank accounts as well as reconciliation of all balance sheet accounts
- Monthly reconciliation of payments made for invoicing if required by grantor
- Monitor release of restricted funds
- Identify areas for management review regarding process and practice to improve efficiency and ensure compliance

#### **Financial Reporting**

- Budget to Actual Summary and Detail
- Prepare monthly statements of Income & Expense, Balance Sheet, or other reports as necessary
- Prepare capital campaign tracking reports
- Present financials to Management and Board of Directors on monthly basis

#### **Budget Preparation**

- Assit with budgets and allocations for multiple programs and funding sources
- Assit with and prepare and submit periodic budget amendments to grantors

#### **Audit Preparations**

- Participate in financial audits and reviews conducted by funding agencies, including document preparation and onsite support
- Prepare year end reports, schedules and other documents requested by auditor
- Provide audit process support as needed; research and resolve issues as they arise
- Provide reports and data as requested for the completion of annual tax returns

#### **Reporting Requirements**

- Prepare periodic reports as required by Executive Team, Board and funders (e.g., County, State, and private philanthropic organizations)
- Maintain fixed asset inventory and depreciation

#### **V. Term of Contract**

Initial contract will be for 1 year with an option to extend the contract for three additional 1-year contract periods.

#### **VI. Cost Proposal**

Bidders are requested to submit a project price, include each service and detailed fee schedule. Selected proposers will be paid net 10 monthly with an approved invoice. Any adjustments, additional expenditures, or other service outside of the scope of this proposal must be pre-approved.

## VII. Proposal Contents

Please use the following format when preparing your response. Please limit the proposal to three pages, excluding attachments.

- Section 1: Proposer Information: Company name, primary contact, email, phone, etc.
- Section 2: Scope of work/description of services and approach to bookkeeping/accounting services, particularly as it relates to GAAP Guidelines for nonprofits, and accounting for government and restricted funding
- Section 3: Firm's qualifications: Summary of previous similar work for a nonprofit organization; proficiency with accounting software; experience with multi- agency funders
- Section 4: Description of client portal or on line interfaces with provider
- Section 5: Attachments:
  - Cost Proposal: Budget and narrative
  - Resumes: For key personnel working on this project
  - Professional References: At least 3 references for which proposer has performed similar work; include the current contact information for each
  - Other: Proposers may include a brief sample of their work, or other materials to demonstrate their capabilities to complete the work, not more than 3 additional pages

## VIII. Selection Process

Proposals will be reviewed for completeness, proposer experience, experience with previous similar work, excellent references, and reasonableness of cost proposal. All materials submitted are due by October 6, 2017 Interviews may be requested with select proposers and held on October 13, 2017

## IX. Proposal Submission

Questions and completed proposals shall be submitted via email to Trazana A. Staples, Executive Director, [executivedirector@gabrielsplace.org](mailto:executivedirector@gabrielsplace.org).

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