



**Request for Proposals for
BOOKKEEPING AND ACCOUNTING SERVICES CONSULTANT**

July 8, 2024

REQUEST FOR PROPOSALS FOR Bookkeeping and Accounting Services Consultant for the period August 1, 2024, to June 30, 2025.

RESPONSES DUE: Friday, July 26, 2024

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Executive Director
The Human Services Alliance of Greater Prince William
executivedirector@alliancegpw.org
(703)344-4729



Request for Proposal

SUMMARY OF REQUEST AND DURATION OF CONTRACT

The Human Services Alliance of Greater Prince William (The Alliance), a 501(c)(3) non-profit organization, is seeking proposals from seasoned professional to provide bookkeeping/accounting services. The contract will be for an 11-month period with the option to renew this Contract for 3 successive one-year periods under the terms and conditions of the original Contract except as stated below.

- Price increases shall be negotiated only at the time of renewal.
- Upon receipt of the Contractor's request, The Alliance shall decide to approve or adjust the requested price increase based upon its investigations and the information provided by the Contractor.
- The Contractor will receive written notice of The Alliance's intent to renew the contract approximately 60 calendar days prior to the expiration date of each Contract period.
- If The Alliance elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the subsequent renewal period shall not exceed the Contract price(s) of the previous renewal period increased/decreased by no more than the percentage increase/decrease of the applicable category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest 12 months for which statistics are available.
- The request for a change in pricing shall include, at a minimum, (1) the cause for the adjustment; (2) the previous line-item price and the new requested price; and, (3) documentation to support the requested adjustment (i.e., appropriate Bureau of Labor Statistics index), change in manufacturer's price documented on manufacturer letterhead, etc.

To be considered, a proposal must be received via email in Adobe Acrobat PDF or Microsoft Word format on or before Friday, July 19, 2024, at 5:00 pm at the following email address: info@alliancegpw.org

Questions should be directed to Martina Jackson Green, Executive Director, at 703-344-4729.



I. BACKGROUND OF THE HUMAN SERVICES ALLIANCE OF GREATER PRINCE WILLIAM

The Human Services Alliance of Greater Prince William was formed in 2019 with the mission of being the catalyst for greater partnerships and collaboration among its network of human service organizations, the faith community, other community organizations, and interested citizens to enhance the lives of the people they support. Over the last five years, The Alliance has provided grant funds to more than 30 organizations serving Prince William County, Manassas City and Manassas Park.

II. SCOPE OF WORK TO BE PERFORMED AND STANDARDS TO BE FOLLOWED

The firm selected will be responsible for providing the following services for a period of eleven months with an option to extend the contract for one-year contract periods. Services that may be required from the contractor include:

1) Bookkeeping Services

- a. Review the general ledger accounting system and current accounting software to ensure that both items support the regulatory and financial reporting needs of the organization.
- b. Review system of internal controls to ensure that appropriate controls exist to safeguard the assets of the organization.
- c. Perform monthly reconciliation of bank account as well as reconciliation of all balance sheet accounts.
- d. Receive and record revenue as well as make payments to vendors. Prepare monthly receivable and payable aging schedules for the Board.
- e. Monitor release of grant funds.
- f. Work with the Executive Director to develop an annual budget for The Alliance.

2) Financial Reporting

- a. Prepare monthly/quarterly budget to Actual Summary and Detail reports.
- b. Prepare monthly/quarterly statements of Income & Expense, Balance Sheet, or other reports as necessary for Board or Committee meetings.
- c. Prepare a weekly cash report.
- d. Assist with and/or complete various local, state and federal financial reporting requirements.

3) Audit Support

- a. Prepare year-end balance sheet, revenue and expenditure and funds flow reports, and additional documentation as requested for auditors.
- b. Prepare schedules requested by the auditors as well as any other audit process support requested.
- c. Develop and update recordkeeping, transaction, cash management, procurement, sponsorship/grants management policy and procedures in collaboration with the Executive Director.

4) Reporting Requirements

- a. Prepare federal and State returns as required for nonprofits including additional schedules necessary for preparation of the federal form 990 tax return.
- b. Prepare quarterly and annual reports along with required supporting documentation for grant reimbursement.
- c. Prepare a monthly budget vs. actual expenditure report for Executive Director.

5) Support

- a. Throughout the year, provide telephone assistance to the Board and staff of The Alliance.
- b. Provide assistance, guidance and suggestions to The Alliance to improve internal control procedures and compile a comprehensive policy & procedure guide for the organization to ensure compliance with generally accepted accounting principles.

III. PROPOSAL REQUIREMENTS

The following must be received by the proposal due date or the firm will not be considered:

- 1. Title Page** – the title page shall show the proposal subject, the consultant/firm’s name, address, contact person, and the firm’s Virginia CPA or business license number and federal identification number.
- 2. Cover Letter** – The cover letter should briefly state the proposer’s understanding of the work to be performed, commitment to perform the work and statements as to why the proposer believes that their Firm is the best qualified firm to perform the engagement.

The cover letter should also include a statement that the offer is a firm and irrevocable offer for 60 days.



3. Table of Contents

4. Firm's Qualifications

a. Qualifications and Related Experience - Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work.

b. Provide a listing of current clients in Virginia, similar to The Alliance, for which your firm is providing bookkeeping/accounting services. This section shall include the services being provided, a short description of the client, the amount of revenue generated, and contact information of the client.

This section should not be more than two pages.

c. Please confirm your firm's independence with respect to The Alliance.

d. Please comment on your commitment to staff continuity for personnel assigned to this engagement.

5. Personnel Qualifications

a. Provide sufficient information and related experience of personnel who will perform bookkeeping/accounting services. Include resumes of the persons directly responsible for this contract and other professionals directly involved.

Resumes shall include all relevant experience during the last three years with nonprofit corporations similar to The Alliance, education, CPA licenses and continuing education of the individuals, if applicable.

Include an affirmative statement that the firm and all assigned key professional staff are properly registered/licensed to practice in Virginia.

b. Please provide your firm's most recent peer review reports, the related letter of comments, and your firm's response to the letter of comments. If there are no peer review reports, please explain why there are none.

6. Approach to Provide Bookkeeping/Accounting Services

a. Provide in sufficient detail the firm's approach to bookkeeping/accounting services. Include procedures to be performed, by whom they will be performed, tasks to be accomplished, the utilization of computers in the engagement, consideration of laws and regulations, assistance that will be provided to The Alliance Board and staff.

b. Additional Information - Interested firms are encouraged to provide any additional information not otherwise requested that may aid The Alliance in awarding this professional service contract.

Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response to the solicitation are not desired and may be construed as an indication of the firm's lack of cost consciousness.

7. Professional Service Work Sample

The firm shall provide with its proposal, sample financial report(s) prepared for a client that the firm believes is representative of professional work of the firm, preferably in an area related to the services being requested. This document will be used in the evaluation process in selecting a firm to provide services to The Alliance.

At the request of the firm, the document can be returned immediately after the contract for these services is awarded. Identity of the client may be masked. The Alliance shall treat the professional work sample as confidential.

8. Fees/ Billing and Payment

The firm shall provide with its proposal a total all-inclusive monthly fee and shall present an invoice to The Alliance monthly for services rendered. Any adjustments expenditure or other service shall be preapproved.

IV. Evaluation Criteria

The below factors will be used when evaluating the proposals. The factors are not listed in order of importance.

- ❖ Responsiveness to Request for Proposal specifications
- ❖ Project cost
- ❖ Qualifications of firm
- ❖ Qualifications and experience of the staff to be assigned to the project
- ❖ References
- ❖ Demonstrated capability to perform the type of work requested

During the evaluation process, The Alliance reserves the rights to request additional information or clarifications from proposers and the right to reject any or all proposals. Proposals will be evaluated by a panel and the most qualified firm(s) may be requested to make oral presentations.

There is no expressed or implied obligation for The Alliance to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.