



REQUEST FOR PROPOSAL (RFP): ACCOUNTING SERVICES

The California Partnership to End Domestic Violence (Partnership) invites you to submit a proposal for contracted accounting services. At this time, we anticipate a 12-month engagement (dependent on performance) with option to renew.

Additional information about our organization, project & scope of services are provided in subsequent pages.

Questions Regarding RFP

Inquiries concerning this RFP should be submitted to christina@cpedv.org using the subject line: *"Accounting RFP Inquiry"* by 3:00pm on 05/31/2017. Answers will be posted to www.cpedv.org/procurement by 3:00pm on 06/07/2017.

Submission of Proposals

Documents must be submitted in PDF format via e-mail to christina@cpedv.org by 5:00pm on 06/16/2017.

Top candidates will be contacted to schedule interviews in mid to late June. We expect to award a contract by mid-July for an August 1st start date. All candidates will be informed of a decision by July 31, 2017.

Note

All costs related to the submission of this RFP must be assumed by the submitting contractor/firm. No expenses will be reimbursed.

SECTION I. Organizational Overview

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 survivors, advocates, organizations & allied groups. With offices in Sacramento, the Partnership's diverse membership spans the entire state. Through our public policy, communications & capacity-building efforts, we align prevention & intervention strategies to advance social change.

The Partnership believes that by sharing expertise, advocates & policy-makers can end domestic violence. Working at the state & national levels for nearly 40 years, the Partnership has a long track record of successfully passing over 200 pieces of legislation addressing domestic violence. Every day we inspire, inform & connect all those concerned with this issue, because together we're stronger.

SECTION II. Project Description

A. Scope of Work

The Partnership seeks to contract with an independent financial professional or firm to perform full-service accounting functions for our 501(c)(3) organization. The current accountant will be available to facilitate a smooth transition, and to ensure continuity.

The organization's current financial profile is as follows:

- Annual budget: \$2.5 million
- Revenue mix:
 - Government grants: 66%
 - 3 federal grants w/ varying fiscal years
 - Health & Human Services: Centers for Disease Control
 - Health & Human Services: Family Violence & Prevention Services Act
 - Department of Justice: Office of Violence Against Women

- 2 state grants w/ significant match requirements
 - California Governor's Office of Emergency Services: State Technical Assistance and Training
 - California Governor's Office of Emergency Services: State Domestic Violence Prevention Resource Center
- Private grants: 14%
 - 3 Blue Shield California Foundation Grants
- 10% Remainder: Membership dues, Conference & event revenue, Contributions & sponsorships
- Major expenses:
 - Salaries: 43%
 - Sub-awards: 14%
 - Pass-thru funds to local non-profit organizations
 - Fiscal sponsor managing temporarily restricted funds for 3 other projects
 - Operating expenses: 13%
 - Conferences & workshops: 12%
 - Remainder: Other programmatic expenses, travel assistance, etc.
- For more information please see www.cpedv.org/annual-reports-financials

Other aspects relevant to the organization's operations & financial management:

- Cost allocations & grant-reporting are a significant focus of our accounting
- Relatively small employee workforce (e.g., 13.0 FTE) necessitates careful attention to maintain appropriate segregation & internal controls
- Less substantial yet still significant:
 - Per the organization's mission, the Partnership has filed 501(h) election & performs limited lobbying activities
 - Increasing need to account for program revenue (e.g., conference & registration fees)
- Statewide Board leaders & frequent management travel necessitates use of online tools including:
 - Conference calls & web-conferencing

- Online banking
- Web-based merchant services portals (PayPal & Moolah)
- Online time-tracking (TSheets) & payroll (Intuit)
- QuickBooks Online (recent conversion)
- Online AP (recent adoption of Bill.com)

B. Deliverables

The firm/person selected will be responsible for providing the following services for a period of one year with an option to extend the contract.

- Weekly
 - Record all cash disbursements & cash receipts, and track income & expenses by GL, Funder & Activity codes
 - Prepare AP using an on-line tool such as Bill.com
 - Record credit card & merchant services journal entries
 - Record other miscellaneous journal entries as needed
 - Record AR entries & deposits
 - Prepare invoices & track receivables
 - Allocate payroll (bi-weekly)
- Monthly
 - Record month-end journal entries
 - Complete cost-allocations
 - Reconcile bank & credit card statements
 - Prepare management reports
 - Update audit schedules
- Annually
 - Assist management in preparation of grant budgets & reports
 - Assist management with annual budget development & import budget into QuickBooks
 - Maintain accurate chart of accounts
 - Deliver timely IRS 1099 & 1096 filings, and state tax returns
 - Prepare the Partnership for external financial audit

- Prepare requested schedules & documents
- Make adjusting entries as requested by auditor
- Have representative on-site during audit
- Prepare Partnership for funder audits as needed
- Reconcile membership dues and event registrations

- Communication
 - Frequent face-to-face communication (either in person or via web-conferencing) will be expected during onboarding process, audits and year end budgeting process
 - Weekly phone check-ins during rest of year, which may change based on needs

SECTION III. Qualifications

A. At a minimum, the selected vendor will possess the following knowledge, skills & experience:

- Thorough understanding of accounting principles, procedures & practices including, but not limited to:
 - GAAP
 - OMB Circulars A-110, A-122 & A-133
 - 2 CFR, Part 230
 - 28 CFR, Part 70
 - FFATA sub-award & executive compensation reporting requirements
- Non-profit financial accounting, including, but not limited to:
 - Government & foundation grants management
 - Indirect & cost allocations
 - Match & reporting requirements
 - Government procurement standards
 - Recording program revenue
 - Lobbying restrictions & 501(h) election
- Payroll processing functions, and applicable Federal/State wage & hour laws

- B. In addition, contracted accountant will demonstrate the ability to:
- Perform the above scope of work in a timely, efficient & competent manner
 - Be responsive to requests from administrative and Board leadership
 - Manage continuity of work & ensure reliable performance of contracted deliverables
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SECTION IV. Proposals

Those wishing to submit proposals for this contract should carefully review & submit the following information:

A. General Information

- Name of contractor/firm
- Contact Person
- Title
- Mailing Address
- Telephone Number
- E-mail
- Website

B. Organizational Overview & Qualifications

- Describe the contractor/firm, incl. history & scope of practice
- Provide biographies of proposed team (w/ resumes attached) including percentage of time each member of staff is expected to be working with the Partnership, and level of supervision expected

C. Qualifications

- Explain how contractor/firm is a good fit with our organization, detailing experience with other non-profit clients of a similar size and scope
- More specifically, describe how contractor/firm meet the qualifications outlined above (Sec. III)
- Provide copies of peer review report if available, and response if any

- Give details on staff turnover in past three years, and commitment to continuity

D. Proposed Work Plan & Timeline

- Description of proposed process to fulfill the Scope of Work & Deliverables noted above, including whether or not staff have experience with above listed programs, applications and websites (Sec. II)
- Outline of key steps, persons responsible, level of effort & proposed timelines to complete each item

E. Project Management & Fees

- Process for managing project, including communications with the Partnership
- Measures & reports to be used to keep project on track & demonstrate fulfillment of expected deliverables
- Proposed budget necessary to fulfill Scope of Work & Deliverables (Sec. II)
- Budget narrative, justification & methods of calculation, as well as hourly rates for the firm's employees should additional services be requested outside of the scope of this proposal

F. References

- List of non-profit clients (name only) for whom contractor/firm have provided similar contracted accounting services
 - Contact information for three (3) specific professional references including at least two (2) non-profit clients, for whom the contractor has provided similar accounting services
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SECTION V. Additional Terms

A. Applicant Rights

All materials submitted in response to this RFP become the property of the Partnership upon delivery & shall be appended to any formal documentation, which would further define or expand the contractual relationship between the Partnership & the contracted vendor. Each applicant, as an express

condition for the Partnership's consideration of such proposal, agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential, proprietary & trade secret information in all technical areas, and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant. Neither party shall be liable for disclosures that are required by law.

B. Conflict of Interest

Proposing contractors/firms are asked to identify any conflicts of interest in serving the Partnership & to clarify, if applicable, how conflicts will be managed/mitigated to ensure the best interests of the Partnership are met.

C. Reservation of Rights

This RFP does not commit the Partnership to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to contract for services. The Partnership reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified contractor or firm, or to cancel in part or in its entirety this RFP if, at the sole discretion of the Partnership, the organization determines that it is in its best interest to do so.