



Request for Proposals Financial Services

I. Executive Summary

The Board of Directors of NC Counts Coalition (NCCC) requests a proposal for financial services from CPA firms with experience providing bookkeeping and financial management services to not-for-profit organizations.

II. NCCC Background

NCCC is a nonpartisan, 501(c)(3) non-profit organization committed to building a healthy, just, and equitable North Carolina through cross-sector partnerships that advance systemic solutions for communities facing systemic barriers, including BIPOC communities, LGBTQ+, low-wealth, immigrant, and other communities.

The NCCC receives government funding and private donations. An all-volunteer Board of Directors governs NCCC, and there are seventeen full-time employees. The annual revenue for calendar year 2023 was around \$13,323,090.00, and expenses were around \$6,027,900.00. We have three programs that are operated by NC Counts Coalition.

III. Scope of Work

A. Accounting and Bookkeeping Services

1. Accounts Receivable:
 - a) Receive and record revenue as dictated by NCCC
 - b) Deposit frequency 2x per month
 - (1) Approximately 30 checks are received annually
 - c) Prepare invoices and track receivables
 - (1) Prepared invoices are approximately 10-12 per year
2. Accounts payable:
 - a) Make payments to vendors and grantees
 - b) Averages 25–30 invoices per month

- (1) Credit cards - 8 employee cards with a total of approximately 55–65 transactions per month
 - (2) One debit card (1-5 transactions per month)
 - (3) Occasional ACH transactions that can vary in quantity
 - (4) The maximum number of ACH transactions NCCC has initiated is 120 in a month
3. Prepare annual form 1099 filings
 4. Payment avenues include:
 - a) PayPal (Specific to Online donations)
 - (1) Less than \$10k per year and less than 100 donors
 - b) Government Contracts
 - c) Grants
 5. Maintain costs by program (Class function in QuickBooks)
 6. Work with NCCC staff to develop a cost-allocation procedure
 - a) Follow the established cost allocation procedure
 7. Work with staff to assist with grant budget reporting
 8. Manage payroll and expense information in QuickBooks.
 - a) NCCC works with TriNet, a PEO that provides payroll and benefit support; payroll is bimonthly
 9. Maintain Deposit and Vendor files by Fiscal Year
 10. Follow Cash Accounting method for maintaining the books
 11. Monthly reconciliation of bank accounts
 12. Reconciliation of all balance sheet accounts
 13. Monitor and record release of restricted funds (currently no government funding), both time and project-restricted grants
 14. Identify areas for management review regarding process and practice to improve efficiency and ensure compliance
 15. Provide oversight on bank accounts and budgets

B. Financial Reporting

1. Budget to Actual summary and detail
2. Maintain an accurate chart of accounts

3. Prepare monthly statements of Income & Expenses, Balance Sheet, 18-month rolling cash flow, or other reports as necessary, typically by the 8th working day of the following month
4. Prepare financial reports for funders, the Board of Directors, and management
5. Maintain fixed asset inventory and depreciation/amortization schedule

C. Budget Preparation

1. Prepare budgets and allocations for multiple programs and funding sources

D. Audit Preparations

1. Participate in financial audits and reviews conducted by funding agencies, including document preparation and onsite support
2. Prepare year-end reports, schedules, and other documents requested by the auditor
3. Provide audit process support as needed; research and resolve issues as they arise
4. Provide reports and data as requested for the completion of annual tax returns
5. Audit timing is spring, with fieldwork usually taking place in April; audit issued in May for board approval in June.

E. Meeting and Employee Engagement

1. Virtually present financial reports at quarterly meetings with NC Counts' board of directors
2. Virtually attend monthly meetings with NCCC's Executive Director and Director of Operations to review and discuss NCCCs' financial performance, bookkeeping, and financial management processes and procedures. This includes presentation of budget analysis and informing the leadership team of any material budget variances and issues.
3. Participate in money management, fraud prevention, and budget development efforts.
4. Develop programs and practices to improve the NCCC's status as a Not for Profit organization, and monitor the organization's compliance with the

legal requirements, practices, and policies that support the Not for Profit status.

IV. Qualifications

NC Counts Coalition will consider the following factors when evaluating the proposals. The factors are not listed in order of importance.

- Qualifications of firm
- Qualifications and experience of the staff to be assigned to the project
- Ability to meet the Scope of Work
- Ability to maintain staff continuity as much as possible
- Cost of services
- Services beyond the Scope of Work
- References
- Commitment to diversity, equity, and inclusion

V. Proposal Specifications

Please provide the following information in your proposal. Since we will be comparing the qualifications of several firms, please provide the information in the order requested. We will provide financial statements and our most recent Form 990 upon request.

Cover Sheet

1. Please include a cover sheet with the following information:
 - a. Name of contractor/firm
 - b. Contact person/Title
 - c. Mailing address
 - d. Telephone number
 - e. Email address
 - f. Website

Organizational Overview and Qualifications

1. Firm/professional history and scope of practice of the firm and proposed team:

- a. Brief resumes for key personnel working on this project, which include related professional experience, degrees and certifications, and years of experience
 - b. Any related professional designations and how they will directly benefit the work of our organization.
 - c. Organizations they serve as a board member, including years of service.
 - d. Any personal relevance or meaning to our organization's mission.
 - e. Explain how the contractor/firm is a good fit with our organization, detailing experience with other non-profit clients of a similar size and scope.
2. Provide details on staff turnover in the past three years, and commitment to continuity.
 3. Describe your firm (staff size, number of professionals, industries served, etc.)
 4. At least 3 references for which the proposer has performed similar work; include the current contact information for each.
 - a. Preferably, 2 or more references from organizations in the not-for-profit sector comparable to our organization in size, mission focus, and complexity.
 5. Describe your firm's familiarity with QuickBooks online.
 6. Your firm's commitment to diversity, equity, and inclusion, either through your work with traditionally marginalized and disenfranchised communities or that you hire and retain staff from these groups.

Statement of Work

1. Proposal to fulfill the Scope of Work and Deliverables noted above.
 - a. Include your firm's approach to bookkeeping/accounting services, particularly as it relates to nonprofits, and accounting for restricted funding
2. Outline key steps and persons responsible, level of efforts, and supervision required.
3. Your preferences and expectations when working with clients.
4. Please describe your availability to be present (virtually) per the SOW as needed.
5. Describe how your firm will approach the transition process when we move from our current firm.

6. Based on our Financial Statements and Form 990 and your firm's experience in the nonprofit sector, provide three suggestions you would make to NCCC as our accounting firm.

Conflict of Interest

1. Describe any existing or potential relationships between your firm and NCCC and any employee or officer of the agency that could affect your independence and objectivity because of an actual or perceived conflict of interest.

Other

1. 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
2. Proposers are expected to examine the specifications and instructions contained in this invitation. Proposals must be signed by a duly authorized representative.
3. Consideration may be given to such matters as contractor integrity, a record of past performance, and financial and technical resources. Upon request, bidders must be willing to provide information concerning these matters.

VI. Fees

- A. Please describe the following:
 1. Set forth your fee proposal for the included services, with whatever guarantees can be given regarding increases in future years. Include out-of-pocket expenses in your fee structure and indicate how these are calculated.
 2. Describe whether and how you bill for overruns. State how you manage against overruns and how we can be assured of no "surprise" billings.
- B. Provide your proposed fee for required monthly invoicing, quarterly financial reports, and tax preparation.
- C. Furnish standard billing rates for classes of professional personnel for the last three years.

VII. Other Proposal Information

- A. The NCCC encourages proposals from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or any other characteristic protected by applicable law.

- B. Confidentiality: The applicant unconditionally agrees never to disclose NCCC proprietary information to anyone. Proprietary information shall include but not be limited to the financial status of NCCC, any and all financial records, and the details regarding discussions held in committee and/or NCCC directors' meetings.

VIII. Proposal Deadline and Point of Contact

- A. The deadline for submission is **5:00 pm EST on November 8, 2024**.
 - 1. No proposals received after this date will be considered. All proposal submissions will be responded to once a decision has been made.
 - 2. If you are interested in submitting a proposal, contact Rita Henry, Director of Operations, at rita@nccouns.org, and we will make available to you:
 - a) current financial statements,
 - b) latest tax returns
 - c) an organizational chart, and
 - d) other documents as requested by you for the preparation of a proposal
 - 3. All proposals should be emailed to Rita Henry, Director of Operations, at rita@nccouns.org.

Proposals should be a maximum of 5 pages long (not including resumes).