

## REQUEST FOR PROPOSAL (RFP) FOR BOOKKEEPING SERVICES May 2024

The Council for Court Excellence invites individual financial professionals and/or firms to submit a proposal for contracted full-service bookkeeping and/or accounting services.

Proposal documents should be submitted in PDF format via email to Sharon Terrill by 5 p.m. eastern time May 21, 2024. The vendors whose proposals are most competitive per the evaluation criteria listed in this RFP will be scheduled for interviews in the days that follow. All vendor applicants will be informed of a decision at the end of the process.

Send proposals to: Sharon Terrill, Operations Manager, Council for Court Excellence  
sharon.terrill@courtextcellence.org

Due Date and Time: May 21, 2024 by 5:00 pm

### ORGANIZATIONAL OVERVIEW

Founded in 1982, the Council for Court Excellence (“CCE”) is a 501(c)3 nonprofit, nonpartisan civic organization that envisions a justice system in the District of Columbia that equitably serves its people. CCE identifies and proposes solutions by collaborating with diverse stakeholders to conduct research, advance policy, educate the public, and increase civic engagement. [Annual revenues are between \\$1,000,000 and \\$1,500,000 annually](#), and the organization has 11 FTEs. The organization has a December 31 fiscal year-end and does not currently have to complete a single audit.

### SUMMARY OF REQUEST

CCE is currently accepting proposals for bookkeeping and/or accounting services. The purpose of this RFP is to solicit proposals from qualified financial professionals and firms (“vendors”), enabling us to conduct a fair and extensive evaluation based on the criteria listed herein, and select the vendor that best meets the immediate and ongoing needs of the organization. We are soliciting proposals from vendors that are able to start providing services by no later than July 1, 2024, if not sooner. CCE will begin interviewing vendors, selected at CCE’s sole discretion, on a rolling basis.

### SCOPE OF WORK

CCE seeks to contract with an independent financial professional or firm to provide year-round bookkeeping services to our nonprofit organization. We will need support for reconciliations and monthly closing, quality control review of staff-created journal entries and invoices, monthly and quarterly financial reports, payroll cost allocations, and support for our annual external audit. Additionally, we will need occasional financial/GAAP advice, process improvement guidance, government contract compliance or reporting support, and general bookkeeping support.

CCE uses QuickBooks Online (“QBO”) for income and expenses, Paychex for payroll, and Bloomerang for CRM, and has financial accounts with commercial banks, credit card, and investment firms. Your day-to-day point of contact will be the Operations Manager, but you may interact with our Finance Committee and/or Executive Director on occasion. The initial contract term will be for one (1) year, with an option to renew.

All vendor proposals must be able to provide the following “core services”:

- Reconcile all financial statements (banks, investments, credit cards) on a monthly basis
- Review, record, and/or correct all QBO journal entries in advance of monthly close
- Allocate payroll and grant dollars in QBO on quarterly basis
- Prepare monthly and year-end statements of financial position, activity, and cash flow
- Maintain an accurate chart of accounts
- Record fixed assets and depreciation in accordance with CCE’s capitalization policy
- Enter annual budget and ensure appropriate monthly spreads in QBO
- Prepare and record all year-end adjustments
- Assist with and prepare the organization for its annual audit (usually completed in the summer)
- Prepare contractors’ 1099 Forms
- Tax preparation assistance, based on requests from auditor
- Keep up to date on accounting and bookkeeping regulations and best practices, and help CCE ensure compliance around account record maintenance, financial reporting, and the filing requirements for annual information returns, and payroll remittances
- Answering occasional CCE staff questions, provide limited and appropriate advice, and perform other limited accounting/bookkeeping duties in furtherance of CCE’s regular financial recordkeeping

Proposals should, whenever possible, also address the vendor’s capacity to also provide the following “additional services” that currently are being completed by CCE staff, but may need to be provided by the vendor in the future or on occasion (e.g. when the Operations Manager is unavailable):

- Record all cash disbursements and cash receipts, and track income and expenses by class codes and funding source using QBO to include credit card and merchant services journal entries (assigning to proper donor) and AR pledge invoices, individual contribution receipts, and other payments
- Create accrual-based AP or other payments, including recordation of checks for ED signature
- Record other miscellaneous journal entries as needed.
- Perform budget analyses and inform CCE of any material budget variances and issues

## MINIMUM QUALIFICATIONS

Qualified vendors must possess the following knowledge, skills, and experience:

- Thorough understanding of bookkeeping and accounting principles, procedures, and practices including, but not limited to: GAAP, 2 CFR Part 230, 28 CFR Part 70, and DC 11.0.
- Demonstrated experience with nonprofit financial accounting, including, but not limited to, government and foundation grants management, fund accounting, indirect expenses, cost allocations, match and reporting requirements, government procurement standards, recording program revenue, and lobbying restrictions. *Special consideration will be given to vendors that have served grantees with District of Columbia government funding.*
- Demonstrated ability to perform the above scope of work in a timely, efficient, and competent manner to ensure the continuity of work and reliable performance of contracted deliverables.

## PROPOSAL REQUIREMENTS

### 1) Cover Sheet

Please include a cover sheet with the following information:

- Name of vendor/firm
- Contact person and title
- Mailing address
- Telephone number
- Email address
- Website, if any

### 2) Organizational Overview and Qualifications

Please provide brief descriptions for the following prompts (no more than 2 pages):

- General description and qualifications of the vendor for the requested scope of work
- A brief synopsis of the names, titles, and professional experience of any key personnel that would be designated to work on the CCE account (no subcontracting is allowed)
- How the vendor is a good fit with our organization, detailing experience with other nonprofit clients of a similar size and scope and/or any interest in or relevance of CCE's mission.
- Your preferences and expectations when working with clients.

### 3) Approach for Statement of Work and Core Services

Please provide the following descriptions (no more than 2 pages):

- A proposal for how the vendor will fulfill the Scope of Work and complete the core and/or additional duties described above, including general approach and persons responsible, level of effort, and supervision required
- The first date by which the vendor could begin an engagement with CCE
- Describe how vendor will approach a transition process from our current accounting firm

### 4) Fee Schedule or Fixed Cost Proposal

Please describe the following:

- A competitive nonprofit fee proposal to provide the core services, either with a hourly rate and/or a fixed cost proposal, with whatever guarantees can be given regarding increases in future years
- A competitive nonprofit fee proposal to provide both the core and additional services, either with an estimated hourly rate and/or a fixed cost proposal
- If proposing an hourly-rate approach, provide estimated number of monthly hours necessary to provide the core services and additional services , and furnish standard hourly billing rates for classes of professional personnel to be assigned to the CCE account

## 5) References

Please provide contact information for at least three (3) non-profit clients for whom the contractor has provided similar accounting services. (Note: we will not contact any references until after an applicant has been selected for an interview and we have obtained your express permission to do so.)

Interested vendors are encouraged to provide any additional information not otherwise requested that may help CCE award this professional services contract.

## EVALUATION CRITERIA

CCE will consider the following factors when evaluating proposals:

- Qualifications of vendor, including the specific qualifications and experience of the staff to be assigned to CCE
- Ability to meet the Scope of Work and provide the core services on a prompt basis and consistent/predictable schedule
- Cost of services
- Experience utilizing CCE's current financial software (QBO and others)
- Services available beyond the Scope of Work
- Ability to begin providing services by or near the desired start date (July 1, 2024), if not sooner
- References (during second round)

## ADDITIONAL TERMS

CCE reserves the right to reject any or all of the vendor proposals received, to not award any contract, and to accept the proposal deemed in the best interest of CCE.

During the evaluation process, CCE reserves the right to request additional information or clarifications from proposers and the right to reject any or all proposals. The costs of developing proposals are entirely the responsibility of the individual or vendor and shall not be charged in any manner to CCE. This includes, but is not limited to, the direct cost of vendor personnel assigned to prepare the vendor's response to the RFP and any out-of-pocket expense (including, but not limited to, travel accommodation, supplies, etc.) incurred by the individual or vendor in preparing the response to the proposal.

Please note that all materials submitted in response to this RFP will be treated as confidential, as noted below, but will become the property of CCE upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between CCE and the contracted vendor. Each applicant, as an express condition for CCE'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 and 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.