Request for Proposals For Accounting Services

I. Introduction

National Community Action Partnership (NCAP) is requesting proposals from accounting firms to perform accounting services for our 501(c)3 organization. NCAP's fiscal year is the calendar year.

II. Background Information

NCAP's mission is to ensure the causes and conditions of poverty are effectively addressed and to strengthen, promote, represent, and serve the Community Action Network. In carrying out our mission, we are committed to the Promise of Community Action that Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

NCAP's activities are funded primarily through grants (federal and foundation), contracts, membership dues, and registration for events. Fiscal Year 2025 revenue was approximately $8M. More information about our organization can be found at www.communityactionpartnership.com.

Scope of Accounting Services

The purpose of this Request for Proposals (RFP) is to obtain accounting services for the year beginning January 1, 2027.

The scope of accounting services will consist of the following:

- Accounts payable processing and recording of cash receipts activity.
- Following up on outstanding invoices or billing problems, as requested by the organization management and program managers.
- Preparing bank account reconciliations, budget monitoring, periodic projections, grant and contract billing, tracking of direct grant and contract costs, and reconciling other balance sheet accounts on a monthly basis.
- Post all cash receipt and disbursement transactions to books maintained within the organization's accounting system.
- Preparation of the monthly financial reports to include a statement of financial position, statement of activities, budget versus actual reports by cost centers and grants, and aged accounts receivable. Monthly reports are to be completed by

the 18th business day of each succeeding month. The monthly financial reporting process should include a review by management and program managers and provide them with the tools to manage the cost center's budgets.

- Review of the monthly financial reports with the organization's Chief Executive and/or Chief Operating Officers, as needed.
- Preparation of board reports and presentation of the financial statements to the board, as requested by management.
- Preparation of a budget process plan and timeline and coordinating the annual budget process with management.
- Preparation of federal reports, such as quarterly federal financial reports and federal cash transaction reports and submission of disbursement requests of federal funds.
- Assistance in budget development for grant submissions as needed.
- Ongoing structuring, servicing and monitoring of the accounting system to include rendering suggestions and recommendations on accounting policies and procedures. Includes serving as a thought partner in designing control activities and internal testing.
- Preparing the schedules required for the annual federal information return (Form 990) for the auditors who prepare the 990s for the organizations.
- Prepare all of the financial schedules requested by the auditors and be responsible for ensuring that all audit materials are completed for the annual financial audit and single audit.

The proposer will be required to maintain all accounting files in a highly organized manner. All records will be maintained by the proposer in accordance with laws, accounting standards and the organization policies. The records will remain the property of NCAP. Any and all records will be surrendered to the organization upon request.

The proposer will not externally release records or information related to the organization unless required by law and/or approved by the organization's Chief Executive Officer or the Treasurer of the NCAP Board of Directors.

Qualifications

- The proposer must have experience working with nonprofit membership organizations that have a mixture of membership dues, large scale events with registration revenues, federal grants, and foundation grants.
- The proposer must demonstrate the capability to perform the above stated accounting services in accordance with:
    - Generally Accepted Accounting Principles (GAAP);

    - Generally Accepted Auditing Standards (GAAS), as promulgated by the American Institute of Public Accountants (AICPA);
    - Federal Acquisition Regulations and Cost Accounting Standards;
    - Principles issued by the Office of Management and Budget for nonprofit organizations including the Uniform Guidance at 2 CFR Part 200; and
    - Federal and state statutes.

III. Term of Accounting Services

The contract for accounting services based upon management approval of the proposal, will be for the period of January 1, 2027, through December 31, 2027. Options to contract for future years will occur on a yearly basis.

IV. Scope of Proposal of Accounting Services

Administrative Component

The proposal should clearly describe the following:

- The proposer’s approaches to performing the accounting services.
- The list of expenditures that will be absorbed by the accounting firm (postage, copy charges, etc.).
- The list of expenditures that will be charged to the organization.
- The proposed billing rates for expanded services if the need for such should arise.
- What is specifically included in any fixed monthly or annual fees.

Technical Component

The proposer will deliver satisfactory evidence of capability to provide, in a professional and timely manner, the services included in the RFP. The proposer should:

- Provide evidence that the proposer has experience in performing accounting or other services to nonprofit entities. Describe the size, scope and history of the firm.
- List three to five current and past clients similar in situation to NCAP, and include the names and telephone numbers of contact persons and the number of years that services were provided to each organization.

- List names of staff member(s) who will direct the overall accounting services activity. Include the educational and professional background of all staff members named and indicate any applicable professional licenses held.
- Explain the firm's philosophy on ongoing communications with clients, ability to maintain service continuity and the firm's quality management program, including formally established performance standards.
- Describe the firm's experience with single audit assistance.
- Describe the firm's experience with grant and fund accounting.
- Describe the level of assistance that will be expected from the organization.
- Indicate the planned approach to transitioning the accounting services to the firm and the number of transition weeks it would take to provide for a smooth transition.

Task/Activity Plan

Specify budgeted hours and a timetable for accounting services for each monthly cycle.

Estimated Fees

State and clearly define elements of the estimated fee for providing services for the period January 1, 2027 through December 31, 2027.

V. Condition for Submission of Proposal

All proposals in response to this request must meet the following conditions to be considered:

- Proposals must include a cover letter clearly stating the name of the firm and the name, address and telephone number of the proposer's lead representative for the response.
- Proposals must address each of the accounting service requirements, as stated in this RFP.
- The proposer must identify any known personal or business relationships with any NCAP's staff members or Board members. If the proposer has no knowledge of potential conflicts of interest, the proposal should include such a statement.
- The proposer shall furnish such additional information that the organization may reasonably require.
- NCAP will not be liable for any cost incurred in the preparation of proposals.
- NCAP may ask proposers to have a representative available for an oral interview prior to the approval of a proposal. NCAP will not be liable for the costs incurred by the proposer in connection with such interview.

- NCAP shall serve as the primary reviewer of the proposals.

- NCAP reserves the right to reject any and all proposals, and to negotiate portions of proposals.
- Proposals that address only part of the requirements contained in the RFP will not be considered.
- NCAP reserves the right to select any proposal, considering the quoted estimated fee and other factors.

VI. Procedures for Submitting Proposals

Responses to the request for proposal shall be provided as a PDF to: tstottlemire@communityactionpartnership.com

Proposals must be received by September 11, 5:00 pm Eastern.

NCAP will acknowledge receipt of proposals within 24 hours, excluding weekends. If an acknowledgement is not received, it is the sole responsibility of the proposer to reach out and confirm that the proposer's email containing the proposal was, in fact, received by NCAP. Phone calls to verify receipt may be made to 202-860-1029.

VII. Assistance to Proposers

Some of the key accounting activities consist of:

- Approximately 100 invoices per month and additional 300 payments per quarter.
- Approximately eight to 10 deposits per month.
- Two bank accounts and one investment account.
- Accepting online payments through our CRM (MemberSuite) and Square (POS).

For additional information about the request for proposal contact all questions pertaining to this RFP shall be submitted by e-mail to Tawny Stottlemire, COO, at tstottlemire@communityactionpartnership.org