



## REQUEST FOR PROPOSALS ACCOUNTING SERVICES

August 16, 2019

The Sullivan County Family Justice Center, d/b/a Branch House Family Center (Branch House), is requesting proposals for accounting services. This request for proposals (RFP) is open until the earlier of August 30, 2019, or the date on which a contract for services is awarded to one of three qualified responses.

### Background

Branch House is a Tennessee not-for-profit corporation chartered on September 1, 2016. Branch House is registered with the State of Tennessee and has been deemed tax-exempt by the IRS under section 501(c)(3). The organization's mission is to advocate for and empower survivors of abuse through unified community engagement, education, and collaboration.

### Corporate profile:

- Fiscal Year: July 1 – June 30
- 5 FTEs, both exempt and non-exempt
- Accounting System: QuickBooks Online
- Payroll: QuickBooks
- Bank accounts: 2 (1 checking, 1 savings)
- Annual income totals less than \$400,000
- Government grants (on varying fiscal years) constitute >90% of annual income
- Largest federal funding sources include CFDA# 16.838 Comprehensive Opioid Abuse Site-based Program, and CFDA# 16.575 Victims of Crime Act
- 2017 IRS Filing: Form 990-EZ
- 2018 Form 990 not yet filed

### Scope

#### Monthly Services

- 1) Bi-weekly Payroll and remission of payroll taxes
- 2) Weekly Accounts Receivable/ Payable
- 3) Monthly Grants Invoicing and Reporting
- 4) Production of Monthly Financial Reports for Management

#### Annual Services

- 5) IRS Form 990
- 6) Preparation of 1099s
- 7) Preparation of W-2s

#### Projects

- 8) Implementation of timekeeping system for staff and volunteers
- 9) Analysis of existing accounting system and report of recommendations
- 10) Ad hoc reporting for grant proposals

## Selection Criteria

Selection by management will be based on our assessment of responsiveness, qualifications, services, reputation, and cost. Management retains the right to interview selected proposers.

## Qualifications

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:
  - US GAAP for nonprofit entities
  - Governmental Accounting Standards
  - OMB Circulars A-110, A-122, and A-133
  - 2 CFR, Part 230
  - 28CFR, 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 income and expenses
- Payroll processing functions and applicable Federal/State wage & hour laws
- Personnel must be able to meet with management on site and comply with Branch House security and confidentiality policies, including:
  - Submission of a criminal background report (TBI/ FBI) acceptable to Branch House
  - Signed confidentiality agreement to safeguard client identity
  - Signed statement regarding video recording in and around Branch House facility

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

## Proposals

Proposals should be submitted electronically in PDF or Microsoft Word format, copier ready with standard margins and readable fonts) to [admin@branchhousecenter.com](mailto:admin@branchhousecenter.com). Proposals should not exceed 7 pages. Proposals should include clearly indicated sections that address:

- 1) Contact Information
- 2) Qualifications and Experience
- 3) Representative Clients—preferably Tennessee non-profits
- 4) Proposed Services, including work plan, key personnel, and timeline

- 5) Monthly fee structure and billing (Hourly rate proposals will be considered; however, contract must include a not-to-exceed clause)

### **Additional Considerations**

#### Responsibility for Costs

All costs related to responding to this RFP must be assumed by the submitting contractor/firm. No expenses will be reimbursed for proposing to or contracting with Branch House.

#### Rights of Proposer

All materials submitted in response to this RFP become the property of Branch House upon delivery and may be appended to any formal documentation, which would further define or expand the contractual relationship between Branch House and the contracted vendor. Each proposer, as an express condition for Branch House'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.

#### Conflict of Interest

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

#### Reservation of Rights

This RFP does not commit Branch House to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to contract for services. Branch House 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 Branch House, the organization determines that it is in its best interest to do so.