



**Alliance of Community Assistance Ministries, Inc.
Request for Proposals for
Bookkeeping/Accounting Services**

**Request for Proposal for
Bookkeeping/Accounting Services – ACAM Operating (RFP No. BAS-2024)**

Alliance of Community Assistance Ministries, Inc. (ACAM) ACAM hereby solicits proposals from qualified organizations/firms to provide accounting services.

RFP TIMELINE

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| Official Release Date: Thursday, February 8, 2024 Full RFP posted at: https://acamweb.org/funding-vendor-opportunities/ |
| Optional RFP Conference Thursday, February 22, 2024 at 1:00 PM CST Registration required https://us02web.zoom.us/meeting/register/tZ0tcuihrDkiHdb7miC6PIj8unUeDQFa2rIQ |
| RFP Questions Due by Tuesday, February 27, 2024 at 12:00 PM CST Please submit questions in writing to admin@acamweb.org with the subject line “RFP No. BAS-2024 Questions Agency Name” |
| Answers to Written Question Posted Thursday, February 29, 2024 by 5:00 PM CST |
| Proposals Due: Monday, March 4, 2024 by 12:00 PM CST |
| Anticipated Preliminary Award Announcement: Monday, March 18, 2024 by 5:00 PM CST |
| Addenda and answers to questions will be posted at https://acamweb.org/funding-vendor-opportunities/ |

Responses to this RFP should be emailed to
Bren Gorman, Resource and Program Development Director
admin@acamweb.org.

The proposal cover sheet must be signed and dated by an authorized representative of the proposing firm.

Late proposals will NOT be accepted. Proposals must be received via email by the due date. If all or any portion of a response submitted is received late or is otherwise non-responsive due to equipment failure or operator error, the response or the applicable portion of the response will not be considered. In addition, ACAM is not liable for equipment failure or operator error.

The Alliance of Community Assistance Ministries, Inc. (ACAM) hereby requests proposals from accounting firms and/or contractors (“Contract Accounting Firm”) to perform bookkeeping/accounting services for a nine-month period (April through December), with the potential of being extended up to four additional calendar years running on ACAM’s fiscal year of January 1 through December 31. Contracts may be renewed for subsequent time periods by mutual written agreement not to exceed four renewal (4) years. In addition, contractors may be selected to serve under multiple, concurrent, and/or intersecting projects based on the availability of funding. Proposers would answer the RFP based on the details outlined in this request only. The first contract term is anticipated to begin April 1, 2024 and end December 31, 2024, for ACAM basic operations which excludes most project specific accounting funded through various government sources. We invite you or your firm to submit a proposal by **Monday, March 4, 2024 by 12:00 pm CST** for consideration. Proposals will be held in confidence and not released in any manner until after the contract(s) are awarded.

I. General

The Alliance of Community Assistance Ministries, Inc. (hereinafter referred to as ACAM), ACAM is a 501(c)(3) nonprofit management support organization (MSO) with the mission to “advance collaboration to create community-wide solutions for thriving nonprofits, neighborhoods, and families.” ACAM assists nonprofit organizations through high-impact collaboration, technical assistance and organizational development. ACAM has a challenging role with responsibilities to two sets of clients: the nonprofits to which ACAM provides capacity building assistance; and the funding community, which expects measurable results from its investment in these programs. ACAM is soliciting proposals from qualified accounting firms to provide professional accounting services. **The deadline for receiving responses to this request is Monday, March 4, 2024 by 12:00 pm CST.** Late proposals will not be accepted. Respondents must submit proposals by e-mail to Bren Gorman, Resource and Program Development Director at admin@acamweb.org.

Proposals must be composed and assembled as outlined in Sections V and VI respectively titled *Proposal Contents* and *Proposal Format*. An optional RFP conference will be held virtually on **Thursday, February 22, 2024 at 1:00 pm**. Registration is required at <https://us02web.zoom.us/meeting/register/tZ0tcuihrDkiHdb7miC6Plj8unUeDQFa2rIQ>. ACAM will not provide assistance to any respondent in the preparation of a proposal, but will, however, entertain questions submitted in writing through **Tuesday, February 27, 2024 12:00 PM CST**. Please direct questions to Bren Gorman, Resource & Program Development Director, at admin@acamweb.org Questions will not be accepted thereafter.

II. Accounting Systems, Cost Allocations and Requirements

Fiscal Year, Accounting Method and Standards - ACAM follows all applicable accounting and reporting requirements of a 501(c)(3). ACAM currently utilizes an Unrestricted Fund and a Restricted Fund. Project level accounting is maintained to budget and account for ACAM’s multiple funding streams. Accounting records are maintained on an accrual basis. ACAM’s fiscal year ends December 31.

Internal Reporting - Monthly financial statements are prepared in-house for presentation to the Board of Directors. Additional financial reports are generated throughout the year for management purposes and in response to the requests and requirements of ACAM's various funding sources.

Cost Allocations - Expenses associated with specific departments, projects, or grants are recognized to that specific area when incurred. The general operating expenses are recorded among the funding areas based on the allocation methodology outlined in the Annual Operating Budget.

Accounting Systems - ACAM currently utilizes QuickBooks Desktop Premier Nonprofits Edition 2021 as its primary accounting system and utilizes a contract with an accounting firm to reconcile operating and federal accounts, process payments and provide technical assistance and specialized reports via QuickBooks. The selected contractor will have access to ACAM's QuickBooks system.

III. Background Information

General - ACAM became a 501 (c) 3 corporation in September of 2011. ACAM is a management support organization (MSOs) that assists a network of community assistance nonprofit organizations (the ACAM Network) with improving their organizational and program effectiveness. ACAM has a challenging role with responsibilities to two sets of clients: the nonprofits to which ACAM provides organization development assistance and the funding community, which expects measurable results from their investment in these programs.

Mission: *The ACAM Network advances collaboration to create community-wide solutions for thriving nonprofits, neighborhoods and families.*

Vision: *An innovative, connected network that ensures families in need have a path to stability, health, and wealth.*

Funding Sources - In the past two years, ACAM's primary funding sources include, but are not limited to:

- Bank of America
- Community Health Choice
- The George Foundation
- Houston Immigration Legal Services Collaborative (HILSC)
- The Susan and Michael Dell Foundation
- Texas Department of Housing & Community Affairs (TDHCA)
- The Powell Foundation
- The Aspen Institute
- Trellis Foundation
- United Way of Greater Houston
- Wells Fargo
- William Stamps Farish Fund

Current Programs & Activities - ACAM's primary programs/activities and roles are:

- **Organizational & Network Development:** ACAM promotes sound practices in nonprofit operations and programming. Organizational assessments inform Network Partners on areas of strength and weakness and are used to develop capacity building plans. ACAM supports plan implementation through stipends for training, consulting and direct grants to develop organizational infrastructure.

- **Training and Networking:** ACAM promotes best practice knowledge, peer learning and information exchange for the following groups: executive leaders, resource development managers, volunteer coordinators, client service managers and thrift store managers. Peer mentoring relationships are developed among executive leaders. This component also helps to build relationships between ACAM and funders.
- **Community Outreach & Education:** ACAM staff reaches out to underserved parts of Greater Houston to raise profile of the ACAM network as service hubs in their communities and promote the issues affecting the people served by the Network.
- **Collaborative Initiatives:** ACAM helps the 16-partner ACAM Network use its collective strength to develop region-wide service streams and service models that address root causes of poverty. ACAM also organizes Network- and funder-driven initiatives to provide immediate response to member needs.
- **Management Support Services:** ACAM offers expertise to organizations and networks outside of its Network. Some examples of available services under this program include:
 - Research and assessment
 - Resource distribution and facilitation and convening partners and stakeholders
 - Technical assistance and targeted trainings
 - Collaboration, support to other networks

Organization Data - ACAM’s current budget is approximately \$6 million. A seven-member Board of Directors charged with setting overall organizational policy governs ACAM. ACAM’s Chief Executive Officer (CEO) reports directly to the Board. ACAM currently has 15 full-time positions and an AmeriCorps VISTA. Together they are responsible for daily programmatic, fundraising, and administrative operations. ACAM disburses funding to selected organizations and as such, approximately 60-80% of ACAM’s budget is disbursed to partnering organizations in regular transactions. ACAM’s operating budget less awards to other organizations is typically less than \$1M per year with more than half of that expensed on payroll and consulting fees.

Description of Accounting Systems and Procedures

ACAM’s accounting structure is carefully built, focusing on the importance of properly coding/recording accounting transactions: Bank Account, General Ledger Account, Class, Grantor, Grant Item, Customer Types and Vendor Types. ACAM takes fiscal transparency seriously, has had eleven successful financial audits and has the highest seal of transparency with Candid/GuideStar (Platinum). ACAM staff pay attention to details and have developed forms for coding revenue and expense before they are submitted to the Contract Accounting Firm. Full effort should be given to code each and every transaction in accordance with the planned structure. ACAM utilizes QuickBooks Desktop Premier Nonprofits Edition 2021, and the accounting Contractor is expected to obtain authorized user access from ACAM. ACAM maintains a subsidiary QuickBooks for the federally funded Homelessness Prevention and Intervention (HP&I) Programs which is managed by a separate accounting firm and the WIOA-funded NextGen program which is managed by

a second procured project specific accounting firm. The project specific activity is summarized and entered monthly from this file to the QuickBooks Operating account. ***The management of the transactions for the HP&I and NextGen programs are outside the scope of this RFP.*** The Contractor is expected to review the reports from the subsidiary file and properly record the activity. Payroll processing is also outside the scope of this RFP. ACAM personnel are co-employed by Nextep, a Professional-Employer Organization (PEO), and Nextep manages the payroll and benefits for ACAM employees. All employees are salaried. All benefits are through Nextep with the exception of ACAM's SEP IRA payments. All time is recorded and allocated by the employee in accordance with time actually spent on work in a particular program area. To avoid extensive adjusting entries for payroll, ACAM has adopted a business model whereby employees are required to document all of their time by class/program. In addition, payroll is issued approximately five (5) days after the close of the pay period to allow for the documentation and processing of timesheets, which are based on real time program accountability. ACAM has aligned the Nextep payroll coding with those in ACAM's QuickBooks so that the payroll and benefits can be imported from the PEO into QuickBooks with minimal adjustment. The selected Contractor is expected to coordinate with Nextep to ensure imports are successful and that the coding maintains alignment with ACAM's QuickBooks. The selected Contractor will work with ACAM's selected CPA firm(s) managing the HP&I Program and NextGen Program, personnel designated at Nextep, and the selected audit firm to ensure maximum communication, accurate operating financials, and minimal adjustments. Communication and coordination with staff and other consultants are essential functions.

Historically, contractors can anticipate spending an average of approximately 14 hours per month at an average cost of \$100 per hour excluding prop bono hours/in-kind services. Proposed costs shall be inclusive of all fees. Because ACAM has limited resources, innovative and creative fee arrangements proposed by the respondent that minimize risk and cost to ACAM will be considered favorably.

IV. Scope of Work

Scope of Accounting Services

The purpose of the Request for Proposal is to obtain accounting services for a portion of the current fiscal year beginning ***April 1, 2024, through December 31, 2024.*** ***Any subsequent renewals of the contract will be on a calendar year to align with ACAM's fiscal year.***

The scope of accounting services will consist of the following (most activity completed remotely):

- A. Review requests for payment for accuracy and ensure no duplicate payments/entries. Record vendor checks for payment by management (note ACAM staff prepare the check requests and print the physical checks for mailing);

- B. Record or post coded transactions determined or approved by management to general ledger;
- C. Propose standard, adjusting, or correcting journal entries to be checked and approved by management;
- D. Post approved standard, adjusting or correcting journal entries to trial balance;
- E. Reviews and books revenue, receivables and other transactions reported by ACAM staff in the deposit log
- F. Reconcile bank account(s), excluding the examination of cancelled checks, substitute checks or electronic images of such checks;
- G. Post invoice and adjusting journal entry based on Government Program QuickBooks file(s) received from ACAM contracted CPA firm(s) for government grant accounting;
- H. Upkeep existing memorized financial QuickBooks reports detailing all operating revenues, expenditures, and other fund balance transactions of ACAM
- I. Import payroll file from Nextep and support ACAM with new account codes or class /subclass implementation as needed for new projects or programs
- J. Assist the external auditor by preparing schedules and performing any other duties deemed necessary to provide auditors with requested financial information in a timely manner;
- K. Meet onsite at ACAM with the ACAM staff member designated as the preparer of financial reports no less than quarterly and as often as monthly.
- L. Support ACAM to produce needed report for the annual independent audits and required monitoring.
- M. Prepare 1099 forms for submission. Pull the 1099s from QuickBooks, verify complete information, and then complete and e-file the 1099s for all service vendors and attorneys over \$600. The contractor will work with ACAM staff to ensure vendors have W9s on file. The contractor will send copies to ACAM to mail to the vendors. (In 2023, ACAM filed 20 1099s).

All records will be maintained by the proposer in accordance with ACAM's record retention policy and any relevant regulatory requirements but will remain the property of ACAM. Any and all records will be surrendered to ACAM upon request.

The proposer will not release records or information related to ACAM.

ACAM will provide the selected firm with necessary documentation and information to ensure the accounting firm has all that it needs to successfully perform the duties outlined in this RFP.

ACAM will provide all payable requests and other signed documents in scanned PDF format (ACAM retains original requests) and submit to the firm electronically. ACAM uses Microsoft Outlook 365 as its primary email provider.

ACAM is reviewing software options for sending and receiving more confidential documents requiring heightened security. Please note if your firm has a secure accounting portal available to upload and download documents.

Qualifications

Responses shall not be considered for further evaluation unless they are in compliance with all of the following criteria. The respondent:

- 1) Shall be CPA properly licensed for public practice in Texas.
- 2) Shall be knowledgeable of generally accepted government auditing standards (GAGAS) and generally accepted accounting principles (GAAP).
- 3) Shall not have a record of substandard work and have passed their most recent Peer Review satisfactorily.
- 4) Professional credentials relevant to the scope of work (such as CPA, CISA, CIA, CFE, CGAP).
- 5) Supervisors should have 4-6 years' experience and a CPA. The team members must have at least two years of experience in auditing, accounting, or other related areas.
- 6) Shall submit a response that complies with the requirements of the request for qualifications.

The proposer must demonstrate the capability to perform the above-stated accounting services in accordance with generally accepted accounting principles. Expert knowledge of QuickBooks and nonprofit accounting.

Term of Accounting Services

The contract for accounting services based upon Board approval of the proposal will be for the remaining portion of current fiscal year beginning *April 1, 2024 through December 31, 2024. Any subsequent renewals of the contract will be on a calendar year to align with ACAM's fiscal year.* Such a condition will be executable with at least thirty days' notice to the other party.

V. Content of Submission

The following is a description of the minimum information which must be supplied by Contractors in their proposals. It is open to all Contractors to give such supplementary facts or materials that they may be considered in the evaluation of the proposal submitted. Proposals that omit critical elements may be considered non-responsive. Proposal narratives shall be completed in the attached RFP Response Form. Application packages must contain, at a minimum, the following information and materials:

1. Proposal cover sheet signed and dated by a Certifying Representative. This document shall be placed in front of the proposal.
2. Narrative response shall be provided in the Response Form and follow the character limits set for each section.
3. Certifications held, and résumés of the staff to be assigned to the program.
4. Submit dated proof that applicant is not excluded from doing business on the federal level:
 - Select "Search Records" on the Federal System for Award Management ("SAM") website located at <https://sam.gov/content/home> (Note that this is a free service).

- Select “Entity Information” click “All Entity Information” and toggle to “Exclusions”. Type the name of the applicant followed by an asterisk (the “*” symbol) in the “Search Exclusions” bar.
 - If your search yields no matches found, this is sufficient for the debarment check and can be saved by printing to pdf.
5. Submit dated proof that applicant is not on the State of Texas debarred vendor list by screenshotting or printing to .pdf from <https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php>
 6. Demonstrate ‘ACTIVE’ tax account status using the Texas Comptroller Taxable Entity Search at <https://mycpa.cpa.state.tx.us/coa/search.do>
 7. Historically Underutilized Business (HUB) certification, if applicable.

VI. Use the narrative RFP Response Form provided to address the following:

1. Executive Summary

Provide a brief summary of the firm’s approach to the work associated with the requested services demonstrating an understanding of the scope of work required and unique or innovative approaches to be utilized in performing these services.

2. Experience and Qualifications

- a. Describe how long the respondent accounting firm has been in business under the present name and structure. Provide any other names under which the firm has done business and the dates it operated under each name and the locations at which it operated under each name.
- b. Describe the respondent accounting firm’s experience in conducting comparable services, similar in scope to ACAM’s requested services, during the most recent five-year period.
- c. Provide a list of nonprofit organizations to which your firm is currently providing services. Briefly describe the services provided and the similarities to the scope of work described in the RFP.
- d. Provide the qualifications and experience the firm has in the various categories described above in the Scope of Work, Board Certifications held, and résumés of the staff assigned to do this work. Describe the qualifications of the staff who will be assigned to provide services to provide services to ACAM and why they are best suited to work with ACAM including expertise with QuickBooks for Nonprofits.

3. Task/Activity Plan

The Contractor will specify budgeted hours and timetable for accounting services for each monthly cycle. The respondent will state how they will carry out contract requirements in the event of an illness or other circumstance that may limit the Contractor’s ability to complete the work requested in this RFP.

4. Estimated Fees

Please state the proposed contract fee for providing accounting services for ACAM. The Contractor will only be allowed reimbursement of the maximum monthly contracted amount agreed upon by both parties. Any additional expenses, unless agreed upon by ACAM in writing, will be the sole responsibility of the Contract Accounting Firm above the set maximum agreed-upon fee. Also, state fees for the subsequent four years, under existing conditions.

The Contractor shall provide:

- 1) A cost per hour (hourly rate) that is to completion and not to exceed the cost per hour proposed;
- 2) Estimated hours per month;
- 3) A total monthly fee;
- 4) Any monthly estimated in-kind or pro bono services;
- 5) Fee to complete the annual 1099s

The fees negotiated with the selected Contract Accounting Firm shall be inclusive of all fees.

The Contractor's fee will be considered in addition to other technical factors in determining the offer most advantageous to ACAM. Because ACAM has limited resources, innovative and creative fee arrangements proposed by the respondent that minimize risk and cost to ACAM will be considered favorably. Respondents shall provide complete information on any in-kind/pro bono services which may be provided in the course of providing services.

ACAM requests that proposers submit the proposed fees for each fiscal year. A format has been provided below for reference and is included in the RFP Response Form.

Proposed Fees Table

| Period | Standard Hourly Rate | Proposed Hourly Rate | Monthly Billable Hours | Total Proposed Monthly Cost including any In-Kind/Pro Bono | Monthly pro bono \$ Amount | Monthly Cost per month less prop bono/in-kind <i>(Total Monthly Cost – In-Kind/Pro Bono)</i> | Annualized Cost Less Pro Bono/In-Kind Services <i>(Monthly cost less In-Kind/Pro bono X 12 Months)</i> | Total Cost to Complete the annual 1099s |
|--------------------------------------|-----------------------------|-----------------------------|-------------------------------|---|-----------------------------------|---|---|--|
| 2023 (3/1/24-12/31/24) | | | | | | | | |
| CY 2025 (1/1/25-12/31/25) | | | | | | | | |
| 2026 (1/1/26-12/31/26) | | | | | | | | |
| 2027 (1/1/27-12/31/27) | | | | | | | | |
| 2028 (1/1/28-12/31/28) | | | | | | | | |

VII. Basis of Proposal

The successful respondent(s) will be expected to execute a standard professional service contract with ACAM based on the proposal materials submitted and the requirements of this RFP and any future addenda thereto.

Respondents are advised to check that all parts of this RFP package have been received. Respondents shall be responsible for informing themselves with respect to all conditions, which might in any way affect the cost or performance of any of the work. Respondent(s) assumes risk for any conditions which might in any way affect the cost or performance of any of the work, and no relief shall be given for errors or omissions by the respondent(s).

VIII. Confidentiality of Proposals

All proposals and information concerning same shall remain confidential until all negotiations are completed and the preliminary notice of award is issued. Therefore, any part of the application that is not considered confidential, privileged, or proprietary under any applicable Federal, State or local law shall be available for public inspection upon completion of the procurement process. Any material submitted by the respondent that is to be considered as confidential must be clearly marked as such; however, the applicable provisions of Federal, State and local laws shall govern the confidentiality of proposals despite anything contrary to this provision stated in the application. A payment schedule will be negotiated with selected contractor(s). ACAM reserves the right to offer a contract award greater or less than the amount requested in the proposal and to request respondents submit a Best and Final Offer (BAFO).

IX. Unauthorized Sub-Contracting Prohibited

The Proposer shall identify whether any subcontractors will be used, if awarded, and/or if the Proposal is a joint venture with another firm. The successful Proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the Contract) without the prior written consent of ACAM. Any purported assignment of interest or delegation of duty without the prior written consent of ACAM shall be void and may result in the cancellation of the Contract with ACAM or may result in the full or partial forfeiture of funds paid to the successful Proposer as a result of the proposed Contract as determined by ACAM.

X. Conditions for Submission of Proposal

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

- A. The respondent must address each of the accounting service requirements as stated in this Request for Proposal and describe their proficiency in Microsoft Excel and QuickBooks Premier for Nonprofits.
- B. The respondent shall submit information indicating if the respondent firm is a Historically Underutilized Business (HUB).
- C. The respondent shall furnish such additional information that ACAM may reasonably require to provide a comprehensive proposal review.

- D. ACAM will not be liable for any cost incurred in the preparation of proposals.
- E. The firm selected to provide these accounting services will not be eligible to perform the annual audit of ACAM, which will be covered under a separate, subsequent Request for Quote or Proposal.

XI. Proposal Evaluation Criteria

Selection of a successful Contractor(s) will be at the sole discretion of ACAM. If a contract is awarded, it will be awarded to the responsible firm(s) or individual(s) whose qualifications, price and other factors are deemed most advantageous to ACAM. Additionally, ACAM shall have the right to reject any proposals at its discretion and to negotiate portions thereof.

An evaluation team will be established to review Contractor responses to this RFP. Proposals will be evaluated by, but not limited to, the following criteria:

| Evaluation Criteria | Maximum Points |
|--|----------------|
| 1. Respondent’s compliance with all specifications and/or other requirements contained in this RFP | 15 |
| 2. Relevant experience and qualifications | 20 |
| 3. Reasonableness of contract price | 40 |
| a. Project Cost per month and year (Not to Exceed) | |
| b. Other services | |
| c. Hourly Rate | |
| 4. Respondent’s capacity to provide services | 10 |
| 5. Respondent’s experience with applicable State of Texas and Federal accounting regulations | 15 |
| Total Points | 100 |

During the proposal evaluation, ACAM reserves the right to call for supplementary information from Respondents and to meet with Respondents’ representatives listed in the proposal to clarify points of uncertainty or ambiguity. Respondents agree to cooperate fully and promptly in providing supplementary information or accepting meeting requests.

Proposals will be evaluated and ranked according to the points received. The highest ranked Respondents may be invited for an interview. Respondents should be prepared to discuss the proposed scope of work, including availability of equipment and staffing, accounting and payment procedures, schedules, qualification of subcontractors proposed for portions of the work, and other such items as are directly related to the proposal. ACAM will not be liable for the costs incurred by the Contractor in connection with attending a meeting or interview. Failure of a Contractor to respond to a request for additional information or clarification could result in rejection of the Contractor’s proposal.

XII. Submission

Submit proposals by email to Brem Gorman, Resource and Program Development Director, at admin@acamweb.org no later than **Monday, March 4, 2024 at 12:00 PM CST**. Proposals received late or incomplete will not be considered. The timestamp on the recipient email will serve as the official time of submission. Early submissions are encouraged to avoid delivery issues. ACAM is not responsible for errors that may occur that prevent the timely arrival of proposals by email.

ACAM will not provide assistance to any respondent in the preparation of a proposal, but will, however, entertain questions through **Tuesday, February 27, 2024 at 12:00 PM CST**, solely for the purpose of clarification of any instruction contained in this request. Please direct questions to Brem Gorman, Resource & Program Development Director, at admin@acamweb.org Questions will not be accepted thereafter.

V. Grievance Procedures

Grievances arising from this RFP shall be processed in accordance with the posted Grievance Policy. This policy is posted to the ACAM website at <https://acamweb.org/funding-vendor-opportunities/>.

XIII. Conditions

- A. **Modification** - Proposers may modify proposals that have already been accepted by providing a written modification to ACAM. However, no proposal may be modified after the deadline for submission.
- B. **Assistance** - Please direct questions in writing to Bren Gorman, Resource and Program Development Director, at bgorman@acamweb.org.
- C. **Sole Discretion of ACAM** - ACAM may accept or reject any or all responses under this request in its sole discretion.
- D. **Proposal is not a Contract** - This Request is not a contract and does not obligate ACAM to pay for costs incurred by any proposer in connection with its proposal. Furthermore, ACAM is not obligated to contract with any proposer. ACAM reserves the right to engage none, all, or any portion of any proposed services. ACAM may negotiate a contract with a proposer as a result of this request and that contract may or may not conform to the requirements of this request at the ACAM's sole discretion.
- E. **Modification by ACAM** - ACAM may change any part of this request at any time prior to the submission deadline. Such modification will be provided to all potential proposers who have obtained this RFP.
- F. **Public Information** - Materials submitted to ACAM as a part of this proposal are considered public information unless noted in the proposal as trade secret or proprietary information. Materials submitted to ACAM as a part of this proposal become the property of ACAM upon submission. ACAM is not responsible for the return of creative examples of work submitted.
- G. **No Undue Influence**

- a.** No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a proposal under this Request for Proposals may have any contact outside of the RFP formal review process with any employee of or any member of the ACAM's Board of Directors for purposes of discussing or lobbying on behalf of respondent's proposal. Respondents are encouraged to formally submit all questions during the Question-and-Answer period and attend any optional RFP conference(s) offered.
- b.** No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a proposal under this Request may offer any favor, gratuity, inducement, or anything of monetary value to any employee of the ACAM, or any member of the ACAM's Board of Directors for purposes of influencing the evaluation of a proposal submitted under this Request. ACAM will reject proposals of those proposers who violate this condition.

ACAM RFP BAS-2024 Proposal Cover Sheet

| | |
|--|----------------------------|
| Organization (Offeror) Name and Address | Proposal Contact |
| Phone Number | RFP No. BAS-2024 |
| Email Address | EIN OR TAX ID Number |
| Cage Code | Annual Budget |
| Unique Entity ID | # of Employees |
| <p>Name & Title of Certifying Representative. Note: “Certifying Representative” means the individual who may legally submit proposals for the agency and enter into agreements (i.e. the Chairman of the Board of a social service agency). You may identify a different contact person.</p> <p>Name: _____ Title: _____</p> | |

I hereby certify that all information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate to the best of my knowledge.

AND

The undersigned, as Proposer, certifies that the Proposer has not, either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in connection with this contract. The Proposer certifies they have not and will not participate in the development, review, and/or selection process.

| | |
|--|----------|
| Signature of Certifying Representative | Date |
| | |



**RFP BAS-2024 for Bookkeeping/Accounting Services
RESPONSE FORM**

1. Executive Summary

Provide a brief summary of the firm's approach to the work associated with the requested services demonstrating an understanding of the scope of work required and unique or innovative approaches to be utilized in performing these services. (1,250 character maximum)

2. Experience and Qualifications

- a. Describe how long the respondent accounting firm has been in business under the present name and structure. Provide any other names under which the firm has done business and the dates it operated under each name and the locations at which it operated under each name. (750 character maximum)

- b. Describe the respondent accounting firm's experience in conducting comparable services, similar in scope to ACAM's requested services, during the most recent five-year period. (1,250 characters maximum)

- c. Provide a list of nonprofit organizations to which your firm has provided similar accounting services. Briefly describe the services provided and the similarities to the scope of work described in the RFP. (1,250 characters maximum)
- d. Provide a brief description of the qualifications and experience the firm has in the various categories described in the Scope of Work, Board Certifications held, and attached résumés of the staff assigned to do this work. Describe the qualifications of the staff who will be assigned to provide services to provide services to ACAM and why they are best suited to work with ACAM including expertise with QuickBooks for Nonprofits. (1,500 characters maximum)

3. **Task/Activity Plan**

The Contractor will specify budgeted hours and timetable for accounting services for each monthly cycle. The respondent will state how they will carry out contract requirements in the event of an illness or other circumstance that may limit the Contractor's ability to complete the work requested in this RFP. (1,250 character maximum)

4. Estimated Fees

| Period | Standard Hourly Rate | Proposed Hourly Rate | Monthly Billable Hours | Total Proposed Monthly Cost including any In-Kind/Pro Bono | Monthly pro bono \$ Amount | Monthly Cost per month less prop bono/in-kind <i>(Total Monthly Cost – In-Kind/Pro Bono)</i> | Annualized Cost Less Pro Bono/In-Kind Services <i>(Monthly cost less In-Kind/Pro bono X 12 Months)</i> | Total Cost to Complete annual 1099s |
|---------------------------|----------------------|----------------------|------------------------|--|----------------------------|---|---|-------------------------------------|
| 2024 (3/1/24-12/31/24) | | | | | | | | |
| 2025 (1/1/25-12/31/25) | | | | | | | | |
| 2026 (1/1/26-12/31/26) | | | | | | | | |
| 2027 (1/1/27-12/31/27) | | | | | | | | |
| 2028 (1/1/28-12/31/28) | | | | | | | | |