

Northwest Counseling Service (NWCS), Inc.
720 Greenwood Avenue, Suite 102
Jenkintown PA 19141
215-572-0326
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www.nwcsinc.org

Request for Proposal Bid for Accounting Services

Northwest Counseling Service (NWCS), Inc. is posting the following Request for Proposal bid for qualified accountants to perform full charge accounting and bookkeeping services for its non-profit operations. Responses to this request are due no later than **October 31, 2015 at 5:00 PM.**

Northwest Counseling Service, Inc. desires to engage an accountant to provide the following services:

1. Full charge accounting and bookkeeping services including: bookkeeping (including review, posting, and submission of payables), general ledger, accounts payable, accounts receivable, cash application, bank and credit card reconciliation, inventory monitoring, and fixed assets management; receipts and payments, balance sheet, cash flow, budgeting, financial statement reports for auditors, prepare, review, and submit monthly, quarterly, and semi-annual and year-end financial reports, management reporting, and financial analysis; preparation of corporate tax returns, charitable registration and accompanying schedules; staff leave time accruals, payroll processing, payroll tax preparation and filing, W2 and W9 preparation and filing 1099's. Contract budget preparation and contract invoicing: cost reimbursement, staff hourly cost rate, and fee for service invoice(s) preparation, review and submission.

The **period of engagement will be January 2016 to December 2019.** NWCS is seeking a monthly flat fee arrangement with the successful bidder. The bids will be ranked in order of price, experience in providing these services, and preference. We reserve the right to choose the second or third highest ranking bidder without rebidding this contract if either the 1st ranking bidder declines our offer or, if the engagement is cancelled. Rebidding of this arrangement will occur 3 years from the time of the latest engagement.

Please provide your bid specifications, resume and/or credentials, and monthly rate to:

By email to bids@nwcsinc.org

By fax to: 215-572-0327