



## Request for Proposal BOOKKEEPING/ACCOUNTING SERVICES

### SUMMARY OF REQUEST

The Sustainable Forestry Initiative (SFI) Inc. is a 501(c)(3) nonprofit organization seeking proposals from accounting firms for bookkeeping and other accounting services beginning June 26, 2017. SFI requires approximately 30 hours of on-site bookkeeping services per month (typically 1 full day per week), and occasional accounting consulting services (typically no more than 1 hours per month). Consistency in bookkeeping personnel is essential.

The bookkeeper will work from SFI's office: 2121 K Street NW, Suite 750, Washington, DC 20037. All computers, printers, software and associated supplies necessary to carry out the requirements of this contract will be provided by SFI Inc.

To be considered, a proposal must be received via email on or before **May 26, 2017** at the following email address: **Julia.Hershberger@sfiprogram.org**.

Questions should be directed to Julia Hershberger, Business Manager, 202-596-3455.

### ABOUT SFI

SFI is a sustainability organization that collaborates on forest-based conservation and community initiatives that demonstrate and enhance our shared quality of life while providing supply chain assurances through standards, data, and authentic stories.

SFI currently employs 18 staff members: 10 in the US and 8 in Canada. The organization has a December 31 fiscal year-end. SFI presents an audited financial statement to the Board in early April and typically files a Form 990 with the IRS by August 15 each year. SFI's projected 2017 revenue is \$7.7 Million.

### CRITERIA

Bookkeeper criteria include:

- 10 years of non-profit accounting/bookkeeping experience
- Expertise with QuickBooks accounting software and proficiency with Excel
- Previous experience with foreign currencies and budgeting processes

### SCOPE OF WORK

Services that will be required include:

1. Bookkeeping Services
  - Accounts Receivable: receive and record revenue as dictated by IRS Guidelines. Prepare bank deposits.
  - Accounts payable: Receive and record expenses, make payments; prepare annual form 1099 filings

## **Request for Proposal BOOKKEEPING/ACCOUNTING SERVICES**

- Maintain costs by program and/or programs (Class function in QuickBooks)
  - Record payroll data in QuickBooks.
  - Follow Accrual Accounting method for maintaining the books
  - Monthly and quarterly reconciliation of bank account
  - Utilize QuickBooks for all accounting
2. Financial Reporting
- Prepare weekly, monthly and annual reports through QuickBooks, including Budget to Actual Summary and Detail, Statements of Income & Expense, and Balance Sheet
  - Track cost--center/program budgets and provide reports as needed
  - Prepare other reports as needed upon request.
3. Audit and Tax Filings
- Participate in annual internal financial audits, including document preparation and onsite support
  - Prepare year end reports, schedules and other documents requested by auditor
  - Provide audit process support as needed; research and resolve issues as they arise
  - Provide reports and data as requested to assist with completion of annual tax returns
4. Support
- Provide assistance, guidance and suggestions to SFI to improve internal control
  - Assist with SFI's annual budget
  - Maintain organized financial records
  - Consult on financial matters

### **PROPOSAL REQUIREMENTS**

The following must be received by the proposal due date:

1. Title Page – the title page shall show the proposal subject, the firm's name, address, contact person, and the firm's CPA license number and federal identification number.
2. Cover Letter – The cover letter should briefly state your understanding of the work to be performed, commitment to perform the work and statements as to why the firm believes it is qualified to perform the work.
3. Firm's Qualifications and Related Experience -- Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work.
4. Provide a listing of current clients in the DC metro area and/or other areas who are similar to SFI for which your firm is providing bookkeeping/accounting services. This section shall include the services being provided, a short description of the client, and the amount of revenue generated. Please provide references' contact information.
5. Personnel Qualifications -- provide sufficient information and related experience of personnel who will perform SFI's bookkeeping/accounting services. Include resume of the person directly responsible for this contract and other professionals directly involved. Resumes shall include all relevant experience during the last three years with nonprofit corporations similar to SFI,

## **Request for Proposal BOOKKEEPING/ACCOUNTING SERVICES**

education, CPA licenses and continuing education of the individuals, if applicable. Include an affirmative statement that the firm and all assigned key professional staff are properly registered/licensed to practice in Washington, DC.

6. Approach to Provide Bookkeeping/Accounting Services -- provide in sufficient detail the firm's approach to SFI's bookkeeping/accounting services. Include procedures to be performed, by whom they will be performed, tasks to be accomplished, consideration of laws and regulations, assistance that will be provided to SFI staff, the Board and committees.
7. Additional Information -- Interested firms are encouraged to provide any additional information not otherwise requested that may aid SFI in awarding this professional service contract.
8. Professional Service Work Sample -- The firm shall provide with its proposal, sample financial report(s) prepared for a client that the firm believes is representative of professional work of the firm, preferably in an area related to the services being requested. This document will be used in the evaluation process in selecting a firm to provide services to SFI. At the request of the firm, the document can be returned immediately after the contract for these services is awarded. Identity of the client may be masked. SFI shall treat the professional work sample as confidential.
9. Fees/Hourly Rates -- please provide your firm's anticipated fee for this scope of work. Also include hourly rates of the firm's employees should additional services be requested outside the scope of this proposal.

### **EVALUATION CRITERIA**

The below factors will be used when evaluating the proposals.

- Demonstrated capability to perform the type of work requested
- Qualifications of firm
- Qualifications and experience of the bookkeeper to be assigned
- Fees
- Responsiveness to Request for Proposal specifications
- References

During the evaluation process, SFI reserves the rights to request additional information or clarifications from proposers and the right to reject any or all proposals. There is no expressed or implied obligation for SFI to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.