



THE HARVARD CLUB of CHICAGO

REQUEST FOR PROPOSAL

Accounting and Reporting for Nonprofit

About Us

Founded in 1857, The Harvard Club of Chicago (HCC) is the oldest continuously operating Harvard Club in the world and remains one of the largest. HCC is a 501(c)(3) nonprofit, membership-based organization whose members are alumni or affiliates of Harvard College and the graduate schools of Harvard University. HCC is governed by a Board of Directors and is under the umbrella of the Harvard Alumni Association (HAA). HCC has approximately 1,000 members out of a total local alumni audience of approximately 10,000. Most members live in the Chicago region and membership is fee-based.

HCC offers numerous educational events, programs and service opportunities for local alumni and their guests per year. HCC does not have a physical clubhouse, and all events are held at local offices and other venues. HCC is governed by a board of directors, including a treasurer, that meets quarterly and is structured by committee, including programs, marketing, and membership.

Our Mission

HCC is committed to fostering a strong and welcoming community of local Harvard University alumni through engaging programs and events; to serving the interests of Harvard in the Chicago region; to promoting Harvard's values of service, education, and leadership; and to providing alumni with opportunities to serve Harvard and benefit the local community.

Our Needs

HCC needs accounting and reporting support as outlined under Scope of Work.

Technical Requirements

The individual or team should have experience and proficiency with QuickBooks.

References

Please provide three references. Please specify if each is a current or past client, the duration of the relationship, and the scope of work provided.

Scope of Work

- Manage the HCC's accounting database in QuickBooks (HCC uses cash accounting, with a few exceptions)
- Process entries into QuickBooks for all deposits and payments to/from HCC's accounts, using the existing account categories (e.g., by committee and event) and with memo details providing an explanation for each entry
- Deposit checks received from members and other payors into the HCC's bank account
- Issue checks from QuickBooks to vendors, members and volunteers with respect to invoices, reimbursement requests and refund requests on at least a monthly basis
- Prepare a packet with unsigned checks and supporting documentation for review and approval by the Treasurer on at least a monthly basis
- Reconcile the HCC's bank statements with its QuickBooks accounts monthly
- Prepare a balance sheet and profit and loss statement on a monthly and annual basis for review by the Treasurer and Board of Directors
- Prepare the annual Form 990 IRS filing for the organization

Note: HCC performs an internal review, but does not audit its financials

The following questions would be helpful to answer in your proposal:

- What services do you or your firm provide?
- Where can we learn more about you? Please provide your website and/or LinkedIn profile.
- What are your credentials?
- What is the structure of your organization?
- Who would our main points of contact be? Please include names and backgrounds.
- Do you have experience working with similar organizations?
- Who is your typical client? Please provide some examples of current clients.
- How long are your typical client engagements?
- What has your employee turnover rate been the last year?
- How do you charge/what is your fee structure? How do you handle expenses?
- Do you charge for printing and/or copies? If so, how much?
- How do you track your work?
- What are your business hours?
- How responsive are you – if someone phones Sunday at noon, what is their experience?
- What is your typical turnaround time for communications during business hours?
- What is your typical turnaround time for website updates? Creating an evite?
- Do you have any existing relationships with Harvard University, HCC, or other related entities? If so, please describe.
- What accounting platforms do you have experience with?
- How would you want to liaise with our leadership team?
- What do you want your relationship with us to be, e.g. are you someone who likes to give input, or do you want a more passive relationship?
- How do you prefer to receive feedback?
- Would you be interested in/available to increase responsibility/scope?
- What are some of your ideas for things that we could be doing better?
- How comfortable do you feel dealing with different personality types?
- What platforms and technologies do you use on the job? i.e. Quickbooks, PowerPoint, Excel, Google Docs
- How quickly do you pick up (and how amenable is your team) to new technologies?
- Why do you want to work with us? What excites you about this opportunity?
- Is there anything else you think we should know?

Proposal Timing, Delivery Instructions and Contact Information

- Please submit your proposal by 5:00 p.m. (Central) Friday, April 27, 2018.
- Your proposal should be submitted via email to: HCCSubmissions@gmail.com with the subject "Proposal: HCC Accounting and Reporting"
- For questions, please write to HCCSubmissions@gmail.com and we will get back to you as soon as possible