



## REQUEST FOR PROPOSAL/BOOKKEEPING AND ACCOUNTING SERVICES



March 2017





*Expanding business success and economic vibrancy in Milwaukee and Wisconsin*

## **ORGANIZATIONAL OVERVIEW**

The mission of the African American Chamber of Commerce of Wisconsin is to provide business development services, access to capital, networking, and advocacy to members. The Chamber believes that economic vibrancy permeates African American families and communities because of strong businesses, an educated workforce, and limitless opportunities in entrepreneurship or the workplace. Currently, the AACCW has more than 200 members. This is both an exciting and challenging time in our history as we are undergoing a vigorous process of change, growth, and transformation to address disparities many business leaders and entrepreneurs are facing throughout our state. We are looking to overcome barriers, empower African-American and other diverse businesses, and find solutions that create impact and long-term change. The Chamber is proud of its growing role in expanding business success and economic vibrancy in Milwaukee and Wisconsin. To learn more, please visit us at:

<http://www.aaccwisconsin.org/>

## **Summary of Request**

The AACCW is a 501c(3) nonprofit corporation. We are seeing proposals from an experienced practitioner or vendor that can provide bookkeeping/accounting services for the AACCW, and prepare the required year end returns. Preference will be given to individuals or vendors who have experience with small nonprofit organizations.

## **Specific Information Requested Within Proposal**

- Explanation of Experiences: Preferences will be given to vendors who have experience with small not-for-profit organizations.
- Abilities and Backgrounds of Personnel: Vendors should list key personnel who will be responsible for providing the monthly Bookkeeping and Accounting services, and provide resumes for those individuals. Include all relevant experience during the last 3 years with similar nonprofit corporations, and CPA licenses.
- **Ability to Complete the Scope of Work:** Individuals and vendors should comment on their ability to complete the scope of work listed below, being sure to list any items they do not feel they would be able to complete, and any additional items they can provide above the scope.
- Detailed Explanation of Costs: Explain in detail how costs are calculated and what the AACCW can expect to pay for the services provided.
- References: Include a minimum of three (3) references for the AACCW to contact. At least two references should be a former client.



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## **SCOPE OF WORK**

Services that will be required from the individual or vendor include:

- Bookkeeping Services
- Receive and record revenue, prepare bank deposits
- Receive and record expenses
- Prepare and process monthly payroll
- Prepare annual 1099s and W2s
- Monthly and quarterly reconciliation of bank account
- Manage receipt, status, and release of temporarily restricted funds
- Financial Reporting
- Prepare monthly, quarterly, and annual reports
- Prepare reports for donors or funders as needed
- Provide all needed documentation and reports for auditor
- Assist auditor with tax preparation as needed
- Provide audit process support
- Comply with relevant reporting requirements

## **PROPOSAL REQUIREMENTS**

The following must be received by the proposal due date:

- Title Page – The title page shall show the proposal subject, the firm's name, address, and contact person.
- Cover Page – The cover page shall briefly state your understanding of the work to be performed and statements as to why the firm believes it is qualified to perform the work.
- Firm's Qualifications and related experience – There must be sufficient information provided regarding experience with nonprofit organizations.
- References – Provide a listing of three (3) clients who are like the AACCW for which your firm is providing bookkeeping /accounting services. At least two (2) references should be a former client. This section to include the services being provided and a short description of the client. Please provide contact information for the references.



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## EVALUATION CRITERIA

Evaluation Criteria: The following factors will be considered when evaluating the proposals. The factors are not listed in order of importance.

- Qualifications of firm
- Qualifications and experience of the staff to be assigned to the project
- Ability to meet the Scope of Work
- Project cost
- Services beyond the Scope of Work
- References

During the evaluation process, the AACCW reserves the right to request additional information or clarifications from proposers and the right to reject any or all proposals. The costs of developing proposals are entirely the responsibility of the individual or vendor, and shall not be charged in any manner to the AACCW. This includes, but is not limited to, the direct cost of vendor personnel assigned to prepare vendor's response to the RFP and any out-of-pocket expense (including, but not limited to travel accommodation, supplies, etc.) incurred by the individual or vendor in preparing the response to the proposal.

**Send Proposals to:** Attention: Tanya Gray, Operations Manager  
The African American Chamber of Commerce of Wisconsin  
633 West Wisconsin Ave., Suite 603  
Milwaukee, WI 53203

**Due Date & Time:** April 28, 2017 at 5:00 p.m.

**Contact Information:** The African American Chamber of commerce of Wisconsin  
633 West Wisconsin Ave., Suite 603  
Milwaukee, WI 53203  
414.462.9450