



## **REQUEST FOR PROPOSAL**

### **BOOKKEEPING AND ACCOUNTING SERVICES**

#### **INVITATION**

Leadership Prince William (LPW) is seeking a firm for bookkeeping and accounting services with a strong background in non-profit bookkeeping and accounting.

Interested and qualified organizations are invited to submit proposals, which will be accepted until August 15, 2016 at 5:00 p.m. Proposals should be address to:

**Kathy Bentz**  
**Executive Director**  
**Leadership Prince William**  
**9720 Capital Court, Suite 204**  
**Manassas, VA 20110**

One hard copy of the proposal must be mailed (or hand delivered) to the Leadership Prince William office listed above (not postmarked by the due date). An electronic copy of the proposal must also be submitted by 5:00 p.m. on August 15, 2016. Please submit the electronic document, including all attachments, to:

[kathy@leadershipprincewilliam.org](mailto:kathy@leadershipprincewilliam.org)

#### **QUESTIONS**

Questions may be submitted via email to Kathy Bentz at the email listed above.

Complete responses to of all items in this Invitation document.

#### **RFP SCHEDULE**

Activity	Date
RFP Available for Download on LPW Website	August 1, 2016
Deadline to Submit Questions Regarding RFP	August 8, 2016
RFP Responses Due	August 15, 2016
Selection of Strategic Partner	By September 9, 2016
Relationship Effective Date	September 15, 2016

**NOTE:** The issuing of this RFP in no way obligates LPW to accept any of the proposals that may be submitted by the due date, and LPW may, at its sole discretion, continuing operating under the status quo.



## REQUEST FOR PROPOSAL BOOKKEEPING AND ACCOUNTING SERVICES

### BACKGROUND

Leadership Prince William is a 501(c) (3) not-for-profit organization with a mission to engage and inspire individuals, organizations and alumni to enrich the community through collaborative leadership. Daily planning and operations are managed by the Executive Director. Governance and fiduciary responsibilities are carried out by a Board of Regents, which includes an Executive Committee comprised of the organization's Officers and Committee Chairs. LPW has been in operation for nine years and has had a significant impact on the community through its individual alumni and the organization as a whole.

### SCOPE OF WORK TO BE PERFORMED

**PLEASE NOTE:** Your firm may choose to respond to some or all elements of the Scope of Work. For example, your firm may choose to respond to Items 1 and 2, but not Item 3, the tax preparation.

Currently LPW uses QuickBooks for its accounting. During the past fiscal year, LPW has transitioned from cash accounting to accrual accounting.

#### 1. Bookkeeping Services

- Input all transactions into the QuickBooks software (transactions are generally under 50 per month), with information on revenue, expenses and receivables provided by the LPW staff,
- Prepare the monthly reconciliation of all bank, vendor, credit card and all other material accounts,
- Maintain a row forward schedule of all fixed assets, prepayments and unearned revenues,
- Prepare the monthly payroll (currently 2 employees), and
- Maintain supporting documentation to support all transactions.

#### 2. Financial Reporting

- Prepare a monthly Budget to Actual summary and Budget to Actual detail report out of QuickBooks,
- Prepare monthly Comparative Statements of Financial Position and Statement of Activities reports.
- Prepare any other QuickBooks' reports or statements as requested by the Board or Executive Director.



## REQUEST FOR PROPOSAL BOOKKEEPING AND ACCOUNTING SERVICES

### 3. Tax Reporting Requirements

- Prepare federal IRS form 990,
- Prepare all payroll tax filings,
- Prepare all 1099 and 1096 filings and
- Prepare any other federal, state or local tax filings as required.

### 4. Budget

- Provide assistance to the Treasurer and Finance Committee with the preparation of an annual budget.
- Input the adopted budget into the QuickBooks software.

## PROPOSAL REQUIREMENTS

The following must be received by the proposal due date.

### Firm's Qualifications

- Qualifications and Related Non-Profit Experience - Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work;
- Provide a listing of current non-profit clients in the Prince William County area similar for which your firm is providing bookkeeping/accounting services.

### Personnel Qualifications

- Provide sufficient information and related experience of personnel who will perform LPW bookkeeping/accounting services

Additional Information - Interested firms are encouraged to provide any additional information not otherwise requested that may aid LPW in awarding this professional service contract.

### 7. Fees/Hourly Rates

- LPW prefers a monthly cost for services; please provide projected fixed cost for each of the 4 sections (Bookkeeping, Financial Reporting, Tax Preparation Reporting and Budget) noted above. Again, note that your firm may choose to respond to some elements in the Scope of Work, but not all. Please provide pricing for those services you are prepared to provide.

<u>Function</u>	<u>Fixed Fee</u>
Bookkeeping	_____
Financial Reporting	_____



## REQUEST FOR PROPOSAL BOOKKEEPING AND ACCOUNTING SERVICES

Tax Reporting \_\_\_\_\_

Budget \_\_\_\_\_

Total Fixed Fee \_\_\_\_\_

- Hourly rates of the firm's employees should be provided for services which may be requested outside of the scope of the agreement.

<u>Classification</u>	<u>Hourly Rate</u>
Owner	\$
CPA	\$
Accountant 5+ years of non-profit experience	\$
Accountant (0-4) years of non-profit experience	\$

### OPTION FOR IN-KIND PARTNERSHIP

Given LPW's non-profit status, your organization is also requested to consider providing some or all of these services in exchange for partnership benefits, such as recognition on the LPW website, LPW social media, LPW public events and activities, a promotional video clip, tickets to LPW events (examples: Evening of Excellence and Speaker Series), Emergenetics training, etc.

- If you are interested in providing the Bookkeeping and Accounting Services through an in-kind arrangement, please indicate in your response the amount of cash payment that would be required from LPW monthly and the amount that would be provided as an in-kind partnership. Also, please indicate any specific benefits you would like to receive from LPW; these benefits can also be negotiated in the contract arrangements.



## REQUEST FOR PROPOSAL BOOKKEEPING AND ACCOUNTING SERVICES

### **AWARD / TERM**

As noted earlier, Leadership Prince William has the right to decline to engage in a proposed partnership or any part thereof for any reason. However, if awarded, the term of the Memorandum of Agreement (MOA) will be twelve (12) months. By mutual agreement, any MOA which may be negotiated pursuant to this RFP may be extended for two additional one-year terms at agreed compensation levels, with all other terms and conditions remaining the same.

### **ABOUT YOUR ORGANIZATION**

Organization Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

RFP Contact Name \_\_\_\_\_

Email Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Briefly describe your organization's history and business structure:** \_\_\_\_\_

---

---

---

---

**PLEASE REFER TO PAGE 1 FOR PROPOSAL SUBMISSION INSTRUCTIONS  
AND PAGE 3 FOR PROPOSAL REQUIREMENTS**

**END**