



REQUEST FOR PROPOSAL (RFP) FOR ACCOUNTING/BOOKKEEPING SERVICES

The Los Angeles Center for Law and Justice (LACLJ) invites individual financial professionals and firms to submit a proposal for contracted full-service accounting/bookkeeping services. We anticipate an initial 4 month engagement with the option to renew depending on performance and organizational needs.

Proposal documents must be submitted in pdf format via email to Karinne@lajl.org by 5:00pm Friday, September 8, 2017. The most promising professionals/firms will be scheduled for interviews on September 14 and 15. All candidates/vendors will be informed of a decision by Monday, September 18. Individuals or vendors must be available for a transition meeting with current Staff Accountant September 21 and/or September 22.

Send Proposals to: Karinne Elson, Director of Finance and Administration
Los Angeles Center for Law and Justice
Email: Karinne@lajl.org
Phone: (323)475-3036
Subject Line: ACCOUNTANT

Due Date & Time: September 8, 2017 at 5:00 pm

Contact information: Karinne Elson, Director of Finance and Administration
Los Angeles Center for Law and Justice
5301 Whittier Blvd. 4th Floor
Los Angeles, CA 90022
(323)980-3500

ORGANIZATIONAL OVERVIEW

Founded in 1973, LACLJ's mission is to fight for the rights of vulnerable families and advocate for a more just legal system. We achieve this mission by helping vulnerable clients in crisis situations build safety and stability for themselves and their families. Primary areas of service include legal representation, legal education, and wraparound supportive services. Client objectives include: (1) reduced risk of violence and an enhanced sense of safety; (2) improved economic stability and opportunity; (3) more stable family relationships; (4) better connections to community services; and (5) improved sense of empowerment and emotional well-being. In fiscal year 2016-17, all LACLJ clients were low-income; approximately 75% were survivors of domestic or sexual violence; 83% were women; and 77% were parents. In addition, 72% were immigrants; 54% had limited English proficiency; and 89% were Hispanic. Administrative and program offices are located 5301 Whittier Blvd., 4th Floor, Los Angeles, CA 90022. In addition, we serve clients out of the Stanley Mosk Courthouse and a satellite office in La Mirada, California. We employ a staff of 32 full time employees and have an operating budget of \$3 Million. To learn more about LACLJ please visit www.lajl.org.

SUMMARY OF REQUEST

LACLJ is a 501 C 3 nonprofit organization incorporated in California. We are currently accepting proposals for Accounting/Bookkeeping Services. The purpose of this Request for Proposal RFP) is to solicit proposals from various financial professionals and firms, conduct a fair and extensive evaluation based on criteria listed herein, and to select the vendor that best meets the immediate and ongoing needs of the organization.

SCOPE OF WORK

LACLJ seeks to contract with an independent financial professional or firm to provide full-service accounting/bookkeeping services to our organization with a strong focus on cost allocation, invoicing and grant reporting. In addition, we need general bookkeeping, payroll support and monthly and quarterly financial reports. LACLJ uses QuickBooks, Excel and Paychex to process payroll. Expected commitment is 2-3 days per week for the first four months and 1-2 days per month thereafter. The first four months the individual/vendor will be providing full service accounting and bookkeeping services during an employee leave. At the conclusion of the leave, we will need the services of a CPA with nonprofit experience to provide financial consulting, process improvement guidance and general CPA support. We expect that the individual/firm will be available for onsite work in our East Los Angeles Office for the production and submission of our government invoices. Your day-to-day contact will be the Director of Finance and Administration.

LACLJ is a contractor of various federal, state and local government agencies. Cost allocation, invoicing and grant reporting is a significant focus of our accounting. Preference will be given to individuals or vendors who have experience delivering accounting/bookkeeping services to small, federally funded legal services organizations.

DELIVERABLES

- Record all cash disbursements and cash receipts, and track income and expenses by GL, Funder and Activity codes using QuickBooks
- Record credit card and merchant services journal entries
- Record other miscellaneous journal entries as needed
- Record AR entries and deposits
- Prepare invoices and track receivables
- Process expense reimbursements and mileage reports for payment
- Run checks
- Pay bills
- Oversee the payroll process; ensure accuracy of payroll data and benefit withholdings
- Run payroll using Paychex
- Allocate payroll (semi-monthly)
- Reconcile monthly bank statements
- Prepare monthly billings and invoices for government agencies
- Prepare monthly balance sheet, income statement and cash flow statements
- Respond to periodic requests for reports
- Prepare financial reports for funders, the Board of Directors and management
- Assist management with the creation of budgets for foundation grants, government contracts, programs
- Perform budget analysis and inform leadership team of any material budget variances and issues
- Prepare the organization for periodic government/grantor audits
- Maintain accurate chart of accounts
- Respond to requests for advice and information from management during annual budgeting process

- Other accounting/bookkeeping duties as needed

EVALUATION CRITERIA

LACLJ will also consider the following factors 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
- Ability to maintain staff continuity during initial four month engagement
- Project cost
- Services beyond the Scope of Work
- References

MINIMUM QUALIFICATIONS

Qualified vendors must possess the following knowledge, skills and experience:

- Thorough understanding of accounting principles, procedures and practices including, but not limited to: GAAP, OMB Circulars A-110, A-122 and A-133, 2 CFR, Part 230, 28 CFR, Part 70 FFATA sub-award and executive compensation reporting requirements
- Demonstrated experience with non-profit financial accounting, including, but not limited to: Government and foundation grants management, fund accounting, indirect expenses, cost allocations, match and reporting requirements, government procurement standards, recording program revenue, lobbying restrictions and 501(h) election, payroll processing and applicable Federal/State wage and hour laws

DESIRABLE QUALIFICATIONS

- Special consideration will be given to vendors that have served grantees of the County of Los Angeles, especially the Department of Public Social Services
- Demonstrated ability to perform the above scope of work in a timely, efficient and competent manner to ensure the continuity of work and ensure reliable performance of contracted deliverables

PROPOSAL REQUIREMENTS

GENERAL INFORMATION

Please include a cover sheet with the following information:

- Name of contractor/firm
- Contact Person/Title
- Mailing Address
- Telephone Number
- E-mail

- Website

ORGANIZATIONAL OVERVIEW AND QUALIFICATIONS

Please provide the following descriptions:

- Firm/professional history and scope of practice.
- Provide biographies of proposed team with resumes attached.
- Explain how contractor/firm is a good fit with our organization, detailing experience with other non-profit clients of a similar size and scope.
- Provide details on staff turnover in past three years, and commitment to continuity.

STATEMENT OF WORK AND TIMELINE

Please provide the following descriptions:

- Proposal to fulfill the Scope of Work and Deliverables noted above.
- Outline of key steps and persons responsible, level of effort and supervision required.
- Your preferences and expectations when working with clients.
- Please describe your availability to be present in our East Los Angeles Office 2-3 days per week as needed.

PROJECT MANAGEMENT AND FEES

Please describe the following:

- Your process for managing projects, including communications with the main point of contact.
- The measures and reports used to keep projects on track and demonstrate fulfillment of expected deliverables.
- Proposed budget necessary to fulfill Scope of Work and Deliverables.
- Budget narrative, justification and methods of calculation, as well as hourly rates for the firm's employees.

REFERENCES

Please provide the following references:

- A list of non-profit clients (name only) for whom the contractor/firm has provided similar contracted accounting services.
- Contact information for three (3) specific professional references including at least two (2) non-profit clients, for whom the contractor has provided similar accounting services.

ADDITIONAL TERMS

During the evaluation process, the LACLJ 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 LACLJ. 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.

Please note that all materials submitted in response to this RFP become the property of LACLJ upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between LACLJ and the contracted vendor. Each applicant, as an express condition for the LACLJ's consideration of such proposal, agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential, proprietary and trade secret information in all technical areas, and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant. Neither party shall be liable for disclosures that are required by law.