



## **Request for Proposal: Bookkeeping Services**

FOCUS Accreditation is requesting proposals from bookkeeping firms and qualified individuals to perform bookkeeping services beginning July 16, 2018, with an annual contract agreement.

### **1. Background information**

FOCUS is a non-profit corporation providing accreditation services throughout the province of Ontario in the Developmental Services, Violence Against Women, Deafblind and Community Support Services sectors. FOCUS depends mostly on client service fees, to further our mission.

### **2. Scope of bookkeeping services**

Under the direction of the Executive Director and with overview from the Treasurer, the Bookkeeper maintains all necessary and appropriate records, files, and processes to ensure the smooth and compliant financial operation of the organization.

- Keep accurate financial records using standard accounting practices by making the appropriate entries on QuickBooks Accounting
- Reconcile monthly bank statements, credit card accounts, and accounts receivable and payable
- Provide reports including above reconciliations and Trial Balance within one week of month end
- Provide any other records/reports in a timely manner as requested for management analysis including reports of aged accounts receivable, cash flow statements and projections, YTD operating statements, and income/deferred revenue forecasts
- Monthly teleconference calls with the Finance Committee/Board to review monthly financials
- Assist in budget preparation and analysis
- Assist in the gathering and preparation of year-end working papers in connection with the year-end audit
- Provide appropriate financial records in conjunction with treasurer input for year-end audit
- Meet with the ED and auditor as needed
- Be available by appointment, to answer questions from Executive Director and Treasurer as needed
- Preferably perform accounting functions onsite at the FOCUS office in Belleville, Ontario

### **3. Term of Bookkeeping Services**

The contract for bookkeeping services based upon FOCUS Board approval will be for a period from July 16, 2018 through July 14, 2019. At the end of 12 months of service, both FOCUS and the contractor will have the option to terminate this contract and renegotiate the fee for continued bookkeeping services. Termination Rights: Either party has the right to terminate this agreement with a minimum of 30 days written notice.

## 4. Proposal Content

To describe clearly the proposed understanding of the work to be done, the following content must be included in the proposals:

### Qualification Component

The proposer must demonstrate the capability to perform the above-stated bookkeeping services in accordance with generally accepted accounting principles. It is strongly preferred that the proposer also have non-profit experience. Please:

- Provide a CV or resume of the professional who proposes to direct the overall bookkeeping service activity. This should include information about the individual's educational background and relevant experience.
- Provide, as references, three current and/or past clients, the length of time the proposer has worked with each client and a short summary of services provided in each case. Please also provide email and telephone contact information for each client.

### Estimated Fees

Please state the estimated hourly fee and estimated number of hours per week for providing bookkeeping services for the period July 16, 2018 through July 15, 2019.

### Administrative Component

- Explain the approaches to performing the bookkeeping services required by FOCUS.
- List expenditures that will be absorbed by the contractor, e.g. postage, copy charges, etc.
- List expenditures that will be additional charges to FOCUS.
- Indicate proposed billing rate for expanded services if the need should arise.

## 5. Conditions for Submission of Proposal

- Proposals must address each of the bookkeeping service requirements as stated in this RFP.
- The proposer shall furnish such additional information that FOCUS may reasonably require.
- FOCUS may ask proposers to provide a representative for an interview (telephone or in person) prior to the Board approving a proposal. FOCUS will not be liable for costs incurred by the proposer in connection with such an interview.
- Confidentiality Agreement/Code of Conduct/Conflict of Interest: Contractor will be required to sign FOCUS' standard forms as indicated.

## 6. Procedures for Submission of Proposal

Proposal to the RFP must be received no later than July 2, 2018, at 5 p.m. EST by email to: Cheryl Whiteman FOCUS Executive Director: [cheryl@focusaccreditation.org](mailto:cheryl@focusaccreditation.org)

If you have questions about the proposal, the organization, or any matter contained within this RFP, please submit your questions via email to [cheryl@focusaccreditation.org](mailto:cheryl@focusaccreditation.org)

Questions submitted after 5 pm EST Friday, June 29, 2018 will not be answered.

We thank all applicants for their interest; however, only those applicants under consideration will be contacted