

# Request for Proposal Nonprofit Bookkeeping/Accounting Services

## **I. Statement of Purpose**

Southside Business Men's Club (501(c)6 nonprofit civic organization & Southside Business Men's Club Charity (a 501(c)3 nonprofit charity organization) in Jacksonville, FL, seeks proposal for contracted bookkeeping and accounting services. All applicants must have relevant nonprofit experience and be a member of Southside Business Men's Club for the duration of the contract.

## **II. Organization Background**

Southside Business Men's Club & Southside Business Men's Club Charity were started in 1932 by a few civic minded men who wanted to improve the environment of the Southside of Jacksonville. Since then it has grown into a premier Jacksonville business organization and civic club that, aside from being a volunteering club, also includes Jacksonville business networking, and many social events as well.

## **III. Services Requested**

The firm selected will be responsible for providing the following services:

- Accounts Receivable: Send invoices, receive and record revenue
- Follow up and send past due notices to members of the club
- Reconcile and record weekly meeting cashier's report
- Make weekly deposit to bank
- Record online payments
- Reconcile credit card deposits
- Accounts payable: Make payments to vendors; prepare annual form 1099 filings
- Maintain costs by program
- Maintain Deposit and Vendor files by Fiscal Year
- Follow proper accounting for maintaining the books
- Monthly reconciliation of bank accounts as well as reconciliation of all balance sheet accounts
- Prepare and Maintain Budgets
- Prepare monthly statements of Income & Expense, Balance Sheet, or other reports as necessary
- Present financials to Officers and Board of Directors on monthly basis
- Prepare year end reports, schedules and other documents
- Completion of annual tax returns
- Prepare periodic reports as required by officers and chairpersons

## **V. Term of Contract**

Contract will be for 4 year with an option to extend the contract for 1 one-year. Afterwards the Club requires a new blanket RFP to the membership with whom you can re-apply.

## **VI. Cost Proposal**

Bidders are requested to submit a set monthly fee to include all services requested. Selected proposers will be paid net 10 monthly with an approved invoice. Any adjustments, additional expenditures, or other service outside of the scope of this proposal must be preapproved.

## **VII. Proposal Contents**

Please use the following format when preparing your response. Please limit the proposal to three pages, excluding attachments.

- **Section 1:** Proposer Information: Company name, primary contact, email, phone, etc.
- **Section 2:** Scope of work/description of services and approach to bookkeeping/accounting services
- **Section 3:** Firm's qualifications: Summary of previous similar work for a nonprofit organization; proficiency with Quickbooks accounting software
- **Section 4:** Attachments: Cost Proposal: Budget and narrative, Resumes: For key personnel working on this project o Professional References: At least 3 references for which proposer has performed similar work; include the current contact information for each. Other: Proposers may include a brief sample of their work, or other materials to demonstrate their capabilities to complete the work, not more than 3 additional pages

## **VIII. Selection Process**

Proposals will be reviewed for completeness, proposer experience, experience with previous similar work, excellent references, and reasonableness of cost proposal. Interviews may be requested with select proposers.

## **IX. Proposal Submission**

Questions and completed proposals shall be submitted via email to Erin Eiras, Finance Chairwomen, Erin.Eiras@InVestraFinancial.com.

Or can be dropped off:

Southside Businessman Club  
c/o Erin Eiras; InVestra Financial Services Inc.  
9191 RG Skinner Pkwy #101  
Jacksonville, FL 32256  
M-F 8 am - 4pm

Complete proposals are due by 5:00 pm on October 31, 2018. Selected bidder will be notified by December 12, 2018. Work will begin on January 2, 2018