



Request for Proposal

Nonprofit Bookkeeping/Accounting Services

Statement of Purpose

New Mexico Association of Community Partners, a 501(c)3 nonprofit organization in Rio Rancho, NM seeks proposals for contracted bookkeeping and accounting services. All applicants must have relevant nonprofit experience, particularly accounting for organizations receiving government funding.

New Mexico Association of Community Partners' mission is: *To build and strengthen the Community Action Agencies of New Mexico through resource development and partnerships.*

New Mexico Association of Community Partners is a statewide membership association for Community Action Agencies (CAAs) in New Mexico whose primary activities include helping those in crisis or facing financial hardship. Community action agency programs are designed to provide access, opportunities and resources to children, families and communities while ultimately achieving long-term economic self-sufficiency.

We elevate the effectiveness Community Action Agencies and their missions through training, technical assistance, fundraising, capacity building, collaborating, and building strong partnerships.

Each year our member six CAAs assist over 100,000 New Mexico residents.

New Mexico Association of Community Partners is a small non-profit with 3 staff, 2 fulltime and one parttime. Our annual revenue is approximately \$200,000.00. We process approximately 10 transaction per month including payroll which is paid twice monthly. Our payment/s to vendors process once monthly. The current bookkeeper/accountant spends approximately 3-5 hours monthly on transactions and reporting. Our current software is QuickBooks.

The agency is funded primarily by government contracts through the State of New Mexico and federal contracts, which have strict requirements for compliance, reporting, and internal controls. Timely reconciliation of monthly financials is of the utmost importance to ensure steady cash flow and compliance with the State and Federal contracts.

Requirements of contractor

The contractor selected will be responsible for the following:

Bookkeeping Services

- Accounts Receivable: receive and record revenue as dictated by IRS Guidelines
- Accounts payable: Make payments to vendors; prepare annual form 1099 filings
- Maintain costs by program and/or grant designation
- Work with Executive Director in assisting with Grant Reporting
- Review staff timesheets and proper grant allocation
- Process and enter Payroll information into accounting system
- Complete all state and federal reports related to Payroll
- Maintain Deposit and Vendor files by Fiscal Year
- Follow Accrual Accounting method for maintaining the books
- Monthly reconciliation of bank accounts as well as reconciliation of all balance sheet accounts
- Monthly reconciliation of credit card account
- Monthly reconciliation of payments made for invoicing to the grantor
- Identify areas for management review regarding process and practice to improve efficiency and ensure compliance

Financial Reporting

- Budget to Actual Summary and Detail
- Prepare monthly statements of Income & Expense (aggregated and by funder), Balance Sheet, or other reports as necessary
- Present financials to Management and Board of Directors on monthly basis (by 10th of the month)

Reporting Requirements

- Prepare periodic reports as required by Executive Team, Board, and funders
- Maintain fixed asset inventory and depreciation

Term of Contract Initial

- a. Contract will be for 1 year with an option to extend the contract for 3 one-year contract periods
- b. Contract to include an “out” clause for each party

Cost Proposal

Bidders are requested to submit a project price, include each service. Selected contractor will be paid monthly, net 10 with an approved invoice. Any adjustments, additional expenditures, or other service outside of the scope of this proposal must be pre-approved.

Proposal Contents

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

Section 1: Contractor Information: Company name, primary contact, email, phone, etc.

Section 2: Scope of work/description of services and approach to bookkeeping/accounting services, particularly as it relates to GAAP Guidelines for nonprofits, and accounting for government and restricted funding

Section 3: Firm's qualifications: Summary of previous similar work for a nonprofit organization; proficiency with QuickBooks software (or other accounting software); experience with multi-agency funders

Section 4: Attachments:

Cost Proposal: Budget and narrative

Resumes: For key personnel working on this project

Professional References: At least 3 references for which contractor has performed similar work; include the current contact information for each

Selection Process

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

Proposal Submission

Questions and completed proposals shall be submitted via email to Carolyn VanderGiesen, Executive Director, carolyn@nmacp.com. **Complete proposals accepted through September 30th or until filled. Selected bidder will be notified in writing after review of their proposal.**