



Request for Proposals for Bookkeeping and Accounting Services

August 2022

Inquiries and proposals should be directed to:
Sally Ryerson, North by Northwest Region 13 Team Coordinator
Phone: 306-349-8682
Email: Finance@sairregion13.org

Summary of Request

The North by Northwest Region 13 of Sweet Adelines (buyer), a non-profit organization, is seeking proposals from seasoned practitioners (bidder) to provide bookkeeping/accounting services for the buyer beginning upon contract approval.

The contract will be for a period of two (2) years with the option to extend for an additional two (2) years. To be considered, a proposal must be received via email in both PDF and Microsoft Word format on or before September 12, 2022 3:00 pm Pacific Time to the following email address: Finance@sairegion13.org with the following information included in the subject line: “<Name of Bidder> Response to Region 13 Financial Services RFP.” Proposals submitted after the deadline may be disqualified.

Questions should be submitted no later than September 10, 2022 at 3pm Pacific Time and directed to Sally Ryerson, Team Coordinator, at Finance@sairegion13.org or 306-349-8682.

Background of the North by Northwest Region 13

North by Northwest Region 13 is part of Sweet Adelines International (SAI), a world-wide organization with nearly 21,000 members. SAI's mission is to elevate women singers worldwide through education, performance, and competition in barbershop harmony and a cappella music. The region has 26 chapters and over 900 members who reside in Washington, Alaska, Oregon, Idaho, and Montana.

The North by Northwest Regional Management Team (RMT) consists of eight volunteer members who are responsible for conducting the business of the Region. The RMT serves as “Middle Management” of the International Organization by:

- implementing and monitoring regional Strategic Plans;
- serving as liaison and communication source between the international organization and regional membership;
- supporting members through educational opportunities in-person and virtually;
- managing regional events including the annual regional convention and competition;
- and ensuring that all financial resources of the region are managed in an effective and efficient manner.

The buyer currently has a subscription to Xero online accounting software which allows the RMT viewing privileges and access to reports on an as needed basis.

Scope of work to be performed and standards to be followed

The bidder selected will be responsible for providing the following services for a period of two (2) years with an option to extend the contract for two (2) year contract periods. Services that may be required from the contractor include:

- 1) Bookkeeping Services
 - a. Perform monthly reconciliation of bank account as well as reconciliation of all balance sheet accounts
 - b. Receive and record revenue as well as make payments to vendors
 - c. Prepare receivable and payable aging schedules for the Regional Management Team (RMT) meetings (approximately every other month)
 - d. Work with the Regional Finance Coordinator to develop an annual budget for the Region
- 2) Financial Reporting
 - a. Prepare quarterly budget to Actual Summary and Detail reports
 - b. Prepare statements of Income & Expense, Balance Sheet, or other reports as necessary for RMT meetings or at the request of the RMT
 - c. prepare a monthly cash report to be provided to the Regional Finance Coordinator
 - d. assist with and/or complete various local, state and federal financial reporting requirements
 - e. assist with and/or complete Sweet Adelines International (parent organization) reporting requirements
- 3) Independent Audit support
 - a. Prepare year-end balance sheet, revenue and expenditure and funds flow reports for independent auditor
 - b. Prepare schedules requested by the auditors as well as any other audit process support requested.
 - c. Develop and update recordkeeping, transaction, and cash management policy and procedures in collaboration with the Finance Coordinator.
- 4) Reporting Requirements
 - a. Prepare Federal and State returns as required for nonprofits including additional schedules necessary for preparation of the federal form 990 tax return.
 - b. Prepare a budget vs. actual expenditure report for each RMT meeting.
- 5) Other Support as needed
 - a. Throughout the year provide telephone assistance to the RMT.
 - b. Provide assistance, guidance and suggestions to the RMT to improve internal control procedures and compile a comprehensive policy & procedure guide for the organization to ensure compliance with generally accepted accounting principles.

PROPOSAL REQUIREMENTS

The proposal should be limited to no more than eight (8) pages, excluding Title Page and Work Samples, and should be in an easy to read font with a font size of 12.

The following information must be received by the proposal due date or the proposal will not be considered:

- 1) Title Page – the title page shall show the proposal subject, the bidder or independent contractor name, address, primary contact person, and CPA or business license number and federal identification number.
- 2) Cover Letter – The cover letter should briefly state the proposer’s understanding of the work to be performed, commitment to perform the work and statements as to why the proposer believes that they are the best qualified to perform the engagement. The cover letter should also include a statement that the offer is a firm and irrevocable offer for 120 days.
- 3) Table of Contents
- 4) Qualifications of bidder
 - a. Qualifications and Related Experience - Sufficient information should be provided regarding qualifications to provide the requested scope of work.
 - b. Provide a listing of a minimum of three (3) current clients for which the bidder is providing similar bookkeeping/ accounting services. This section shall include the services being provided, a short description of the client, and contact information of the client.
 - c. Please confirm independence with respect to North by Northwest Region 13. Due to the non-profit status of the SAI and Region 13 organization, we are unable to employ or pay members for services provided.
 - d. Please comment on your commitment to staff continuity for personnel assigned to this engagement.
- 5) Personnel Qualifications
 - a. Provide sufficient information and related experience of personnel who will perform bookkeeping/accounting services. Include resume(s) of the person(s) directly responsible for this contract. Resumes shall include all relevant experience during the last three (3) years with nonprofit organizations, education, CPA licenses and continuing education of the individuals, if applicable. Include an affirmative statement that the bidder and all assigned key professional staff are properly registered/licensed to practice in the State of Washington, if applicable.
- 6) Approach to Provide Bookkeeping/Accounting Services
 - a. Provide in sufficient detail the bidder’s approach to bookkeeping/accounting services. Include procedures to be performed, by whom they will be

performed, tasks to be accomplished, the utilization of computers in the engagement, consideration of laws and regulations, assistance that will be provided to the RMT.

- b. Additional Information - Interested bidders are encouraged to provide any additional information not otherwise requested that may aid the buyer in awarding this professional service contract.
- 7) Professional Service Work Sample - The bidder shall provide with its proposal, sample financial report(s) prepared that represent professional work of the bidder. This document will be used in the evaluation process in selecting a provider. At the request of the bidder, the document(s) can be returned immediately after the contract for these services is awarded. Identity of any client may be masked if necessary. The buyer shall treat the professional work sample as confidential.
- 8) Fees/ Billing and Payment - The bidder shall provide with its proposal an hourly rate or all-inclusive monthly fee assuming a total of approximately **120 hours** required per year. The bidder shall present an invoice to the buyer for services rendered at a frequency no less than quarterly. Frequency to be agreed upon by both parties. Additional services provided outside of the scope of work agreed upon will be billed separately as required and must be agreed to in advance.

Evaluation Criteria

The below factors will be used when evaluating the proposals. The factors are not listed in order of importance.

- Responsiveness to Request for Proposal specifications
- Cost
- Qualifications of bidder
- Qualifications and experience of the staff to be assigned to the contract
- Reference checks
- Demonstrated capability to perform the type of work requested

During the evaluation process, the buyer reserves the right to request additional information or clarifications from proposers and the right to reject any or all proposals. Proposals will be evaluated by a selection panel and the most qualified bidders (s) may be asked to make oral presentations or participate in follow up interviews. These will be conducted virtually if required.

There is no expressed or implied obligation for the buyer to reimburse responding bidders for any expenses incurred in preparing proposals in response to this request.