



REQUEST FOR PROPOSAL (RFP) FOR ACCOUNTING & BOOKKEEPING SERVICES

Health by Design, Inc. (HbD) invites individual financial professionals and firms to submit a proposal for contracted full-service accounting and bookkeeping services.

Proposal documents must be submitted in PDF format via email to mbolton@hbdin.org by 5pm Friday, November 17, 2023. The most promising professionals/firms will be scheduled for interviews. All candidates/vendors will be informed of a decision at the end of the process. Individuals or vendors must be available for a transition meeting with the current firm.

Send proposals to: Megan Bolton, Operations Manager
Health by Design, Inc.
mbolton@hbdin.org
Subject Line: Accountant

Due Date and Time: November 17 by 5:00 pm

Contact Information: Megan Bolton, Operations Manager
Health by Design Inc.
615 N Alabama Street, Suite 119
Indianapolis, IN 46204
(317) 622-4826

ORGANIZATIONAL OVERVIEW

Health by Design, Inc. collaborates across sectors and disciplines to ensure communities in Indiana and beyond have neighborhoods, public spaces, and infrastructure that promote healthy, active living. The organization is a 501(c)3 advocates for implementing policy, systems, and environmental change strategies that address the built environment. Annual revenues are between \$1,500,000 and \$2,000,000 per year and the organization has 15 FTEs. The organization has a June 30 fiscal year end and does not currently have to complete a single audit.

In addition, we have a management services agreement with the Indiana Public Health Association (IPHA), a 501(c)3 membership organization. IPHA builds capacity among public health professionals and partners to achieve

health equity and well-being for all people, in all communities across Indiana. IPHA has a membership of approximately 350 across the state of Indiana. The organization has a September 30 fiscal year end and does not currently require a single audit. IPHA is funded separately from HbD and each organization will need to have distinct accounting and bookkeeping.

SUMMARY OF REQUEST

Health by Design is currently accepting proposals for accounting/bookkeeping services. The purpose of this Request for Proposals (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

Health by Design 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 payroll cost allocation, invoicing, and grant reporting. In addition, we need general bookkeeping, invoicing, and monthly and quarterly financial reports. HbD currently uses QuickBooks, Bill.com, and Tallie for income and expenses.

HbD will need the services of a CPA with nonprofit experience to provide financial consulting, process improvement guidance, federal contracts, and general CPA support. We expect that the individual/firm will be available for onsite work at our offices once per month, interaction with both the HbD and IPHA board of directors once per month each, and interactions regarding monthly invoicing. Your day-to-day contact will be the Operations Manager. HbD has various state and local contracts with private and government agencies, in addition to federal pass-through funding. 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 and state funded nonprofit and membership organizations.

We will be preparing for single audits in the next year or two for HbD. Experience with completing a single audit is important as we plan and grow as an organization.

DELIVERABLES

Deliverables are applicable to both HbD and IPHA

- 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
- Allocate payroll and grant dollars
- Reconcile monthly bank statements
- Prepare monthly billings and invoices for public and private agencies
- Prepare monthly balance sheet, income statement and cash flow statements

- Prepare quarterly 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 as needed
- Other accounting/bookkeeping duties as needed
- Tax preparation

EVALUATION CRITERIA

Health by Design will 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 as much as possible
- Cost of services
- 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, and lobbying restrictions.

DESIRABLE QUALIFICATIONS

- Special consideration will be given to vendors that have served grantees with federal funding.
- 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
- Email address
- Website

We will provide financial statements and our most recent form 990 upon request.

ORGANIZATIONAL OVERVIEW AND QUALIFICATIONS

In 500 words or less, please provide the following descriptions:

- Firm/professional history and scope of practice of firm and proposed team.
 - Brief synopsis of professional experience
 - Any related professional designations and how they will directly benefit the work for our organization.
 - Organizations they serve as a volunteer or board member, including years of service.
 - Any personal relevance or meaning to our organization's mission.
- 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 the past three years, and commitment to continuity.

STATEMENT OF WORK AND TIMELINE

In 1000 words or less, please provide the following descriptions:

- Proposal to fulfill the Scope of Work and Deliverables noted above.
- Outline key steps and persons responsible, level of efforts, and supervision required.
- Your preferences and expectations when working with clients.
- Please describe your availability to be present in our Indianapolis office per the SOW as needed.
- Describe how your firm will approach the transition process, if we move from our current firm. Please include how we will transition licenses for QuickBooks, Tallie, Bill.com, and grant invoicing.
- Based on our Financial Statements and Form 990 and your firm's experience in the nonprofit sector, provide three suggestions you would make to HbD as our accounting firm.

PROJECT MANAGEMENT AND FEES

Please describe the following:

- Set forth your fee proposal for the included services, with whatever guarantees can be given regarding increases in future years.
- Provide your proposed fee for the required monthly invoicing, quarterly financial reports, and tax preparation.
- Furnish standard billing rates for classes of professional personnel for each of the last three years.

REFERENCES

Please provide the following:

- 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) current non-profit clients, for whom the contractor has provided similar accounting services.

ADDITIONAL TERMS

During the evaluation process, the HbD 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 HbD. 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 HbD upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between HbD and the contracted vendor. Each applicant, as an express condition for the HbD 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.