



# REQUEST FOR PROPOSAL (RFP) FOR NON-PROFIT BOOKEEPING / ACCOUNTING SERVICES

## RFP NUMBER: 22-001

Date of Issuance: Monday, December 12, 2022  
Question Period: December 19, 2022 – January 27, 2023  
Bidders Conference: Monday, January 16, 2022 at 10:00 AM (virtual)  
**Proposals Due: Monday, February 13, 2023**  
Interviews (Optional): Friday, March 10, 2023

### ISSUED BY:

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Submit Questions and Proposals by Email to:  
rlaroch@calafco.org

## Table of Contents

I. Statement of Purpose.....	2
II. About the Organization.....	2
III. Scope of Work.....	3
IV. Term of Contract.....	4
V. Other.....	4
VI. Fees and Rates.....	4
VII. Qualifications.....	5
VIII. Proposal Submission.....	5
IX. Proposal Format.....	6
X. Selection Process.....	7
XI. Evaluation Criteria.....	8



## I. STATEMENT OF PURPOSE

The California Association of Local Agency Formation Commissions (CALAFCO), a California 501(c)(3) Membership Association, seeks proposals for contracted bookkeeping and accounting services, as well as one-time guidance and assistance transitioning QuickBooks desktop to a cloud service. All applicants must have relevant nonprofit experience, with preference given to experience accounting for membership associations.

## II. ABOUT THE ORGANIZATION

The **California Association of Local Agency Formation Commissions (CALAFCO)** is a not-for-profit statewide membership association, which has been in existence since 1971. It not only provides educational and technical assistance to its member Local Agency Formation Commissions (LAFCo) and associate members, but also provides information to the public and members of the State Legislature on behalf of all LAFCos. Revenues consist of member dues, event registrations fees, and event sponsorships.

Under California statutes, LAFCos exist in each of the 58 California counties, and are quasi-legislative public agencies. Among their major duties, LAFCos are responsible for the creation or changes in boundaries of local governments, such as cities and special districts. They also review the effectiveness of municipal services, such as water and wastewater, and authorize special district services. Each LAFCo is an independent public agency that is governed by a 5 to 9 member Commission. Commissioners are a combination of elected officials and public members and include members of County Boards of Supervisors, City Councils, and Special District Boards, as well as appointed public members. Each LAFCo has its own staff, typically comprised of an executive officer, clerk, one or more analysts, and legal counsel. Overall, there are approximately 700 LAFCo commissioners and staff in the state. Currently, CALAFCO has 57 of the 58 LAFCos as members.

In addition to the LAFCo members, CALAFCO also has associate members, which include businesses, agencies, and individuals who support the educational mission of the association, as well as the goals and work of the LAFCos.

The Association sponsors two major conferences each year: a staff workshop, which is held in the spring; and an annual conference, which is held in the fall. The Association also provides other training opportunities throughout the year, as well as quarterly newsletters, and an annual journal titled “The Sphere.”

Association governance is provided by a 16-member Board of Directors who are elected during the annual conference by the membership from each of the Association’s four regions and who hold either a county, city, or public member seat. They provide direction to staff either directly by a vote of the entire Board, or through adopted policies.

Association staff consists of one full time Executive Director, one half-time Administrator who uses QuickBooks desktop for bookkeeping purposes, four regional volunteers, a long-time Association Legal Counsel, and the contracted CPA for which this RFP is issued. Payroll is processed by QuickBooks Payroll Services.

The Association maintains a website at [www.calafco.org](http://www.calafco.org).



### **III. SCOPE OF WORK**

*PLEASE NOTE: Your firm must respond to ALL elements of the Scope of Work.*

#### **A. One-Time QuickBooks Migration and Set Up**

- 1) Migration of Quickbooks desktop to Quickbooks cloud-based version, or similar online system, including set-up, data accuracy verification, and staff training, as needed.
- 2) Identify areas for review by the Executive Director regarding chart of accounts, process, and practice to improve efficiency and ensure compliance.

#### **B. Budget Preparation**

- 1) Provide assistance to the Executive Director, as required, with the preparation of annual budgets.
- 2) Input the adopted budget into QuickBooks, or other chosen online system (See Scope of Work Section III.A.1 above.)
- 3) Assist with periodic budget amendments and enter amendments into QuickBooks, or other chosen system, as necessary.

#### **C. Bookkeeping Services**

- 1) Amortize Pre-paid expenses monthly.
- 2) Quarterly reviews of the accounting records used to track Association finances to occur after the books are closed for the quarter.
- 3) Quarterly preparation of the Association's financial statements for presentation to the Board of Directors by the Executive Director
- 4) Periodic review and consultations with the Executive Director, Executive Officer, and Administrator regarding the financial records and Association's finances.
- 5) One annual telephonic or virtual meeting with the Executive Director and Executive Officer, as needed, regarding the financial records and status of the Association. This visit will be coordinated with one of the quarterly reviews described above.
- 6) Upon request, create and/or review spreadsheets designed to be used for conferences, workshops, and classes to ensure consistency with Association systems and accounting policies.
- 7) Quarterly phone meetings with the Association's Executive Director, Administrator, or others to review operations, statements, discuss account receivables, review any incentive requests, and discuss other pertinent topics.

#### **D. Financial Reporting**

- 8) Prepare a Quarterly Budget to Actual Summary and Budget to Actual Detail report out of the Association's bookkeeping system.
- 9) Prepare Quarterly Comparative Statements of Financial Position and Statement of



Activities report.

- 10) Prepare the quarterly reconciliation of all bank accounts, bank cards, as well as reconciliation of all balance sheet accounts; and reconcile financial discrepancies by collecting and analyzing account information.
- 11) Prepare any other reports or statements as requested by the Board or Executive Director.
- 12) Upon request, attend Board meetings, either telephonically or virtually, to provide explanation or financial guidance to the Board of Directors.
- 13) Annual review of the Association's financial records which will be the basis for preparation of the tax returns and forms. This overview is limited in scope to assessing the reasonableness of the records as a basis for preparation of the Association's tax returns and forms. This overview does not constitute a review, compilation, or audit of the Association's financial records and no opinion or report will be issued.
- 14) Annual preparation and filing of the Association's Forms 990, 199 and RRF-1 for the current tax year from the above referenced financial records.
- 15) Annual preparation and filing of the Association's Form 1099.
- 16) Prepare any other federal, state or local tax filings as required
- 17) Annual presentation to the Board, either via telephone or virtually, regarding the annual tax filings, as required.

#### **IV. TERM OF CONTRACT**

Initial contract will be for 1 year with an option to extend the contract for 3 one-year contract periods.

#### **V. OTHER**

While CALAFCO has been using the same accountant for years, we are open to new ways of doing things. Consequently, if there are other services not listed in the RFP that may be beneficial to the Association, we invite you to add them to your response. Please be specific and define what those services are, how they would benefit the Association, and what the associated costs would be.

#### **VI. FEES AND RATES**

CALAFCO prefers that the cost of services are calculated as an annual rate, which is prorated quarterly. Please provide projected fixed cost for each of the sections listed under the Scope of Services. Any adjustments, additional expenditures, or other services outside of the scope of this proposal must be pre-approved. Describe your billing rates and procedures or technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure.



Given the one time nature of the migration to QuickBooks online, your proposal should note the fees and fee structure for each year of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged. The proposal should be broken into two separate costs: a) Quarterly accounting; and b) preparation of tax returns.

## **VII. QUALIFICATIONS**

Evidence of the firm's qualifications to provide the above services:

1. Qualifications and related nonprofit and membership association experience.
2. Background and experience in nonprofit accounting;
3. Statement of the firm's understanding of work to be performed.
4. Provide a listing of current non-profit clients for which your firm is providing bookkeeping/accounting services.

## **VIII. PROPOSAL SUBMISSION**

Interested and qualified firms are invited to submit proposals, which will be accepted until:

**5:00 p.m. on Monday, February 13, 2023.**

The Respondent's reply must be submitted via email to the address below. All proposals become the property of CALAFCO and will not be returned.

René LaRoche, Executive Director  
Email: rlaroche@calafco.org  
Phone: 916-442-6536

A short-list of consultants may be selected for interviews on Friday, March 10, 2023.



## **IX. PROPOSAL FORMAT**

Proposal text should be presented at a minimum in Arial, 11-point font size. The proposal document should follow the sections outlined below.

### **1. Cover Page**

The title page must include, at a minimum:

- The title of the RFP;
- The RFP due date;
- The Proposer's name (person, organization and firm);
- The name, title, phone number and address of the person who can respond to inquiries regarding the reply; and
- The signature of the Proposer with authorized signatory

### **2. Table of Contents**

Include a clear identification of the material included in the proposal by section and page number.

### **3. Executive Overview**

Understanding of Scope of Services - Responses must include information showing the Proposer's understanding of the needs specified in this RFP and must include a positive commitment to perform the work.

### **4. Company Qualifications**

Describe the Proposer's experience in performing services as specifically represented in this solicitation. Proposer should provide detailed evidence that the Proposer's firm has previous experience with engagements of similar scope and range as the engagement specified in this RFP. Give the location of the office from which the work is to be done and the number of partners and other professional staff employed at that office. Describe the range of services offered by the Proposer and indicate the length of time that the Proposer has provided the services described above.

### **5. Strategic Approach**

The Proposer must submit a comprehensive description of their engagement work plan as part of their reply. The plans may include narratives, work programs, tables, or other illustrative disclosures that demonstrate aptitude for management and completion of this engagement.

### **6. Comparable Projects**

Provide a detailed description of comparable projects (similar in scope of services to those requested herein) which the Proposer has either ongoing or completed within the past three years. Where possible, list and describe those projects performed for similar size,



nonprofit entities, especially member associations. Please specify whether each project is completed or ongoing. The description should identify for each project:

- The client
- A description of work
- The duration of project
- The contact person and phone number for reference
- The results /deliverables of the project

## 7. Experience and Qualifications

Specify the number of years the Proposer has been in business. Identify the Proposer's qualifications to perform the services identified in this RFP. Submit resumes on the personnel including partners and managers assigned to this engagement describing their education, training, and work experience. The Proposer should provide evidence that each person submitted for this project has previous experience with similar tasks on other equivalent engagements. Proposer should identify the specific individuals who would serve on a day-to-day basis as a primary point of contact and be responsible for the work product of the Proposer.

## 8. Price

Include the proposed budget and fees. Provide a detailed list specific to the Scope of Services provided herein.

## 9. References

List a minimum of three (3) nonprofit references for which the Proposer has provided bookkeeping/accounting consulting services. Include the name of the organization, brief description of the project, name of contact person telephone number and email address.

## X. SELECTION PROCESS

Please read this document carefully, as overall responsiveness to the RFP is an important factor in the evaluation process. The Review Committee will consider proposals against the criteria outlined in Section X below. The lowest price proposal will not necessarily be selected as technical components will be weighed heavily to ensure that CALAFCO is procuring the best value for its needs. Evaluations of the written proposals are expected to be completed within two weeks after the due date of February 13, 2023.

Based on the outcome of the Review Committee's evaluation of proposals, interviews and/or presentations may be scheduled with a short list of the top proposers from which a final selection will be made. Final selection of a proposer by the Review Committee does not constitute an award of contract. The award of contract occurs when the contract is approved by the CALAFCO Board of Directors.



## **XI. EVALUATION CRITERIA**

All proposals received that meet the submittal requirements shall be ranked against the criteria below. The maximum score is 100 points. A proposal must achieve an overall score of at least 70 points to be considered for selection and contract award. A contract will be offered only to the responsible Proposer whose proposal is determined to be the most advantageous to CALAFCO.

### **1. Submission and Format Requirements (No points.)**

*A "No" marked in any category indicates the proposal is not responsive and will not be considered.*

- a. Was the proposal received by the due date & time? Yes \_\_\_\_ No \_\_\_\_\_
- b. Was the proposal presented in the required format, all questions in this RFP answered? Yes \_\_\_\_ No \_\_\_\_\_

### **2. Qualifications (7 points each - 35 points maximum for this section)**

- I. Experience in performing services as specifically represented in this solicitation
- II. Previous experience with engagements of similar scope and range as the engagement specified in this RFP
- III. Location of the office from which the work is to be done and the number of partners and other professional staff employed at that office
- IV. Range of services offered by the firm
- V. Length of time that the Proposer has provided the services it provides

### **3. Resumes and Experience (25 points maximum for this section)**

- I. Resumes and Experience of Key personnel assigned to this engagement.

### **4. Engagement Planning and Execution (15 points maximum for this section)**

- I. Comprehensive description of the Proposer's engagement plan that demonstrate aptitude for management and completion of this engagement.

### **5. Price (15 points maximum for this section)**

- I. An explanation of the Proposer's price breakdown for services to be performed.

### **6. Other Criteria (10 points maximum for this section)**

- I. References.

TOTAL POSSIBLE POINTS: 100