



REQUEST FOR PROPOSAL

Accounting Services

At the discretion of BCC, this contract can be issued for four consecutive audit years with the condition of management review each year, to verify renewal based on performance during contract years.

Inquiries and proposals should be directed to:

Blind Children's Center, Inc.
4120 Marathon Street
Los Angeles, CA 90029
Attn: Sarah Orth, Chief Executive Officer
(323) 664-2153
sarah@blindchildrenscenter.org

Table of Contents

- A. Agency Profile 2
- B. Purpose and Scope of Services 3
- C. Who May Respond 4
- D. Instructions for Proposal Submission 5
- E. Requirements of Proposal 5
- F. Evaluation of Proposal 6
- G. Notification of Award 7
- H. Nonresponsive Proposals 7
- I. Confidentiality 7
- J. Certifications 7

A. Agency Profile

Blind Children’s Center (BCC) is a 501(c)(3) nonprofit organization founded in 1938. Our mission is to prepare infants, toddlers, and preschoolers of all abilities to thrive through inclusive, family-focused early childhood education, with a specialized focus on children who are blind or visually impaired.

To that end, BCC provides FREE high-quality early childhood education programs for children ages 18 months to 5 years-old (Head Start, Early Head Start, CA State Preschool). We also offer Early Head Start services for infants and toddlers from birth through 36 months and pregnant mothers. BCC serves children and families throughout Los Angeles County in CA and is governed by a volunteer board of directors.

As a delegate of Los Angeles County Office of Education (LACOE) our programs are funded in part by the Administration for Children and Families, Department of Health and Human Services, and California Department of Education. BCC also administers the CA Adult and Childcare Food Program through the CA Department of Social Services. Finally, BCC solicits donations from private foundations, businesses, and individual donors to support our programs for children and families.

BCC makes one grant annually in the amount of \$25,000 to support scientific research seeking cures for juvenile blindness.

Our administrative offices and all records are located at 4120 Marathon Street, Los Angeles, CA 90029. The records to be audited are a combination of hard copy and electronic data and reports from our nonprofit accounting software Blackbaud Financial Edge, QuickBooks and Excel.

BCC has one (2) business checking accounts, one is the operating account and one temporary account, and seven (7) investment accounts. Payroll and timekeeping records are managed through an automated payroll system (Paylocity). BCC currently has 33 full-time employees.

Summary of financial operations:

- Annual operating budget is approximately \$3.5 million, including \$2 million in public funding. In FY 2023-2024 we will have an additional \$3 million in funding for a major renovation project.
- We currently have 33 full-time employees and use Paylocity for timekeeping and payroll.
- Accounts Payable writes approximately 600 checks a year.
- Blackbaud Financial Edge is accounting software.
- Blackbaud Financial Edge is the development software in which all donated revenue is recorded. Financial Edge and Raiser's Edge are fully integrated and recorded revenue from Raiser's Edge is imported to Financial Edge on a monthly basis.
- BCC uses one operating checking account for all banking activity.

B. Purpose and Scope of Services

The intent of this Request for Proposal (RFP) is to procure the services of an accounting firm to serve as Controller for BCC and perform the scope of services listed below. The contract will be based on BCC's fiscal year (7/1 – 6/30) and can be renewed for four consecutive years with condition for management review each year, to verify selection based on performance during contract years.

- I. Day-to-Day Accounting
 - a. Oversee all day-to-day accounting and finance needs
 - b. Accounts payable processing
 - i. Review, validate, and process accounts payable
 - c. Cash receipts processing
 - i. Record all contribution revenue and receivables in accordance with GAAP, including for federal and state grants, private foundation grants, and donations, ensuring proper classification of asset transfers and restrictions
 - ii. Review and process deposits
 - iii. Review pre- post reports from Raiser's Edge and oversee posting revenue to the GL
 - d. Review and post bi-weekly payroll to the GL, including review of payroll allocations
- II. Month-end close-out procedures
 - a. Complete bank reconciliations
 - b. Prepare monthly cost allocations
 - c. Prepare month-end journal entries
 - d. Review general ledger
 - e. Prepare monthly Cost Reports and Invoices for LACOE
 - f. Prepare monthly and quarterly financial reports
 - i. Budget versus actuals report
 - ii. Grant reporting
 - iii. Cost center reporting
- III. Grant management
 - a. Fulfill LACOE Tier One self-monitoring for compliance with fiscal requirements of LACOE and publicly funded programs
 - b. Monitor and report on grant balances

- c. Respond to requests for financial information from LACOE and other funders
 - d. Work with the agency's internal team to prepare grant reports and assist with grant funding requests
- IV. Complete annual procedures
- a. Work with senior management to prepare annual budget
 - b. Review and maintain fiscal policies and procedures and internal controls
 - c. Year-end investment reconciliations
 - d. Enter year-end journal entries and prepare schedules for the annual audit
 - e. Coordinate with independent auditor on the preparation of the audit and 990 tax return
 - f. Review the annual audit and 990 for accuracy
 - g. Complete form 1099s, welfare exemptions, and other local, state, and federal filings
- V. Assets
- a. Maintain BCC's fixed asset inventory and depreciation, including equipment purchased with federal and state grants.
 - b. Develop and maintain system for monitoring and tracking temporarily restricted net assets.
- VI. Payroll and 401k
- a. 401k Management
 - i. Liaison with 401k Administrator
 - ii. Set up 401k participants; ensure contributions are processed, including employer match; ensure 5500 is filed in a timely manner
 - b. Provide supporting documentation for Worker's Comp Audit
 - c. Ensure payroll is processed according to bi-weekly schedule, including review prior to submission
 - d. Review new employee set-ups and accrual configurations in Paylocity
- VII. Participate in key organizational meetings
- a. Attend board and board committee meetings as requested
- VIII. Other
- a. Assist organization with strategic planning, risk management, efficiency, and financial forecasting
 - b. Monitor agency cash flow and prepare cash flow projections as requested for CEO or Board
 - c. Monitor and update policies and procedures including accounting manual, accounting forms, and cost allocation methodology and plan

C. Who May Respond

All accounting firms submitting a proposal must:

- a. Be licensed to do business.
- b. Have the expertise, licenses, and resources to provide accounting services for BCC's current and future operations.
- c. Consistently maintain and allocate sufficient staffing resources to provide timely service for BCC's accounting service's needs.
- d. Maintain staff who are qualified and available to provide specialized technical expertise in various nonprofit financial/accounting roles, as necessary.

D. Instructions for Proposal Submission

1. Closing Submission Date: Proposals are due no later than 4:30 p.m. on May 31, 2023. Late proposals will not be considered.
2. Inquiries: Inquiries regarding this RFP should be directed to Sarah Orth at sarah@blindchildrenscenter.org or (323) 664-2153.
3. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by BCC.
4. Instructions to Prospective Contractors: Your proposal should be addressed as follows:

Sarah E. Orth
Chief Executive Office
RFP for Audit Services
Blind Children's Center, Inc.
4120 Marathon Street
Los Angeles, CA 90029

5. Electronic Submissions: Proposals can be submitted electronically with the subject line "**RFP for Audit Services**" to the following email address: sarah@blindchildrenscenter.org by the closing submission date noted above.

It is the responsibility of the Offeror to ensure that the proposal is received by BCC by the date and time specified above.

Late proposals will not be considered.

6. Right to Reject: BCC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.
7. Small and/or Minority-Owned Businesses: Efforts will be made by BCC to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

E. Requirements of Proposal

All proposals must include the following information. Please index your proposal as listed in this section:

1. A letter of transmittal signed by an owner, principal or officer of the firm who is authorized to commit the firm to contractual obligations.
2. Non-debarment Certification. A certified statement that the firm is not debarred, suspended,

or otherwise prohibited from professional practice by any federal, state or local agency.

3. Experience and Qualifications. Resumes or descriptions of the Firm’s principals and staff who will be assigned to the work. The resumes or descriptions should detail the individual’s expertise and firm’s expertise in handling the type of services solicited in this RFP.

Principal staff assigned must be a certified public accountant or hold a bachelor’s degree in business, accounting, fiscal management, or related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education Accreditation.

Principal staff assigned must have five years’ experience in fiscal management or organizational management and supervision; demonstrated knowledge in business administration and management, governmental accounting, finance, or auditing; and capacity to establish and maintain fiscal systems with appropriate internal controls.

Description of experience should include the following:

- Prior experience accounting for federal and state grants, and specific experience with Head Start/Early Head Start, State Preschool and CACFP
- Prior experience providing accounting services to similar sized nonprofits.
- Prior experience with BCC’s accounting and payroll software (Blackbaud Financial Edge, Paylocity, Quickbooks, Excel)

4. References. Contact information for three (3) professional references. Provide the name, address, telephone number and email address of three clients for whom the firm has performed services similar to those required under this RFP. These references should include the type of work performed and comment on the timeliness and quality of service provided.
5. Fee Schedule / Compensation. Proposed fee structure for the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged.

F. Evaluation of Proposal

1. RFP Timeline. The dates listed below are subject to change without notice.

May 8, 2023	RFP Issued
May 19, 2023	Questions due in writing
May 24, 2023	Responses to questions distributed
May 31, 2023	Proposals due by 4:00 PM PST
June 1 – June 16, 2023	Review of Proposals and Interviews
June 20, 2023	Notice of award issued

2. Questions: All questions must be submitted in writing no later than 4:00 pm on May 19, 2023. All questions will be answered in writing by May 24, 2023. No questions received after May 19 will be answered. Questions are to be emailed to: sarah@blindchildrenscenter.org
3. Selection Criteria: Proposals will be initially evaluated based on the criteria set forth in the

proposal requirements (See section E) based on the scoring defined below. A select number of top Offerors may be invited for an interview with a selection committee. Blind Children’s Center, Inc. reserves the right to re-evaluate written proposals upon the completion of the interview.

Proposal Requirements	Points
Experience and qualifications	45
References	15
Fee schedule/compensation	35
Small or minority owned business	5
	100

G. Notification of Award

1. It is expected that a decision selecting the successful firm will be made by June 20, 2023.
2. Upon conclusion of final negotiations with the successful Offeror, all other Offerors who have submitted proposals in response to this Request for Proposal will be informed by email of the name of the successful audit firm.

H. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received in a timely manner in accordance with the terms of this RFP.
2. The proposal does not follow the specified format as described in Section E. Proposal Requirements. Make sure to index your response to the requirement list.

I. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to BCC, the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror’s possession, to these employees on the Offeror’s staff who must have the information on a "need-to-know" basis.

The Offeror agrees to immediately notify, in writing, BCC’s authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

J. Certifications

On behalf of the Offeror:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
2. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
3. The individual signing certifies that the prices in this proposal have been arrived at

independently, without consultation, communication, or agreement, for the purpose of restricting competition.

4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
6. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
7. The individual signing certifies that the Offeror has not been debarred or suspended from doing work with any federal, state or local government. (If the Offeror or any individual to be assigned has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this _____ day of _____, 20_____.

(Offeror's Firm Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)