



REQUEST FOR PROPOSAL (RFP) – NON-PROFIT BOOKKEEPING/ACCOUNTING SERVICES

The Junior League of Atlanta, Inc. (JLA) invites you to submit a proposal for contracted bookkeeping and accounting services. We anticipate a 12-month engagement (depending on performance) with option to renew.

Additional information about our organization and scope of services are provided in subsequent pages.

Questions Regarding RFP

Inquiries concerning this RFP should be submitted to sklein@jatlanta.org using the subject line: “Accounting RFP”. Responses will be returned within 48 business hours.

Submission of Proposals

Documents must be submitted in PDF format via e-mail to sklein@jatlanta.org by 5:00pm on October 15, 2019.

Proposers will be contacted to schedule interviews in early October. Selected bidder will be notified in writing by mid-October and work will begin shortly thereafter. All proposers will be informed of a decision by October 15th.

Send Proposals To: Sharon Klein, Director of Support Services
The Junior League of Atlanta, Inc.
sklein@jatlanta.org
678-916-3102
Subject Line: Accounting RFP

Due Date & Time:

Contact Information: Sharon Klein, Director of Support Services
The Junior League of Atlanta, Inc.



SECTION I. Organizational Overview

The Junior League of Atlanta, Inc. (JLA) was founded in 1916 with 45 members by Isoline Campbell, who believed that every member of the JLA had an obligation to use her talents and resources to improve the social and economic conditions of others. The mission of the JLA is to be an organization of women committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers.

Today the JLA has over 3,200 members, making it the third largest Junior League within the Association of Junior Leagues International (spanning over 291 Leagues in four countries). The JLA offers opportunities for training and leadership development, volunteer service and advocacy on issues affecting women and children in the areas of commercial sexual exploitation, early childhood education and generational poverty. Last year alone, we invested over 100,000 volunteer hours valued at \$2 million into the Atlanta community and provided nearly \$225,000 in grant funding to our community partners. Our annual operating budget is approximately \$1 million and assets under management is \$4.6 million.

SECTION II. Project Description

A. Scope of Work

The firm selected will be responsible for providing the following services for a period of one year with an option to extend the contract.

- **Bookkeeping Services**
 - Follow accrual accounting method
 - Monthly reconciliation of bank accounts as well as reconciliation of all balance sheet accounts
 - Maintain costs by program and/or grant designation
 - Enter payroll information into accounting system
 - Maintain deposit and vendor files by fiscal year
 - Monitor release of restricted funds
 - Assist with grant reporting as needed
 - 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, Balance Sheet, or other reports as necessary
 - Present financials to Senior Management on monthly basis
- **Audit Preparations**
 - Participate in financial audits and reviews conducted by funding agencies, including document preparation and onsite support
 - Prepare year end reports, schedules and other documents requested by auditor
 - Provide audit process support as needed; research and resolve issues as they arise
 - Provide reports and data as requested for the completion of annual tax returns



- Reporting Requirements
 - Prepare periodic reports as required by Executive Team, Board and funders (e.g., County, State, and private philanthropic organizations)
 - Maintain fixed asset inventory and depreciation

B. Deliverables

- Weekly
 - Record all cash disbursements & cash receipts, and track income & expenses by GL, Division Program & Activity codes
 - Record other miscellaneous journal entries as needed
 - Allocate payroll (bi-weekly)
- Monthly
 - Record month-end journal entries for expenses and deposits
 - Reconcile all balance sheet accounts
 - Complete cost-allocations
 - Reconcile bank & credit card statements
 - Prepare management reports
 - Update audit schedules
- Annually
 - Assist management in preparation of grant budgets & reports
 - Assist management with annual budget development & import budget into SAGE
 - Maintain accurate chart of accounts
 - Deliver timely IRS 1099 & 1090 filings, and state tax returns
 - Prepare the JLA for external financial audit
 - Prepare requested schedules & documents
 - Make adjusting entries as requested by auditor
 - Have representative on-site during audit
- Communication
 - Frequent face-to-face communication (either in person or via web-conferencing) will be expected during onboarding process, audits and year end budgeting process
 - Weekly phone check-ins during rest of year, which may change based on needs



SECTION III. Proposals

A. General Information

Please include a cover sheet with the following information:

- Name of contractor/firm
- Contact Person
- Title
- Mailing Address
- Telephone Number
- E-mail
- Website

B. Organizational Overview & Qualifications

Please provide the following descriptions:

- Describe the firm, professional history & scope of practice
- Provide biographies of proposed team with resumes attached.
- Explain how firm is a good fit with our organization, detailing experience with other non-profit clients of a similar size and scope.
- Describe your proficiency with Abila/SAGE accounting software.
- Provide details on staff turnover in past three years, and commitment to continuity.

C. Proposed Work Plan & Timeline

Please provide the following descriptions:

- Proposal to fulfill the Scope of Work and Deliverables noted above.
- Outline of key steps and persons responsible, level of effort and supervision required.
- Your preferences and expectations when working with clients.
- Please describe your availability to be present in our Atlanta office as needed.

D. Project Management & Fees

Please provide the following:

- Process for managing project, including communications with the JLA
- Measures & reports to be used to keep project on track & demonstrate fulfillment of expected deliverables
- Proposed budget necessary to fulfill Scope of Work & Deliverables
- Budget narrative, justification & methods of calculation, as well as hourly rates for the firm's employees should additional services be requested outside of the scope of this proposal

E. References

Please provide the following references:

- List of non-profit clients (name only) for whom contractor/firm have provided similar contracted accounting services
- Contact information for three (3) specific professional references including at least two (2) non-profit clients, for whom the contractor has provided similar accounting services



Section IV. Additional Terms

A. Reservation of Rights

During the evaluation process, the JLA reserves the right to request additional information or clarifications from proposers. The costs of developing proposals are entirely the responsibility of the vendor, and shall not be charged in any manner to the JLA.

B. Applicant Rights

Please note that all materials submitted in response to this RFP become the property of JLA upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between JLA and the contracted vendor. Each applicant agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential and proprietary and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant.