

Montana Coalition Against Domestic and Sexual Violence (MCADSV)

Request for Proposal

For Accounting Services

For the period

2021 - 2023

Inquiries and proposals should be directed to:

Name: Kim Ranger

Title: Administrative Director

Entity: Montana Coalition Against Domestic and Sexual Violence

Address: PO Box 818  
Helena, MT 59624-0818

Phone: 406-443-7794 x 111

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## General Information

### A. Purpose

This Request for Proposal (RFP) is to contract for an Accountant for the 2020-2022 fiscal year. The proposal includes options for two additional years.

### B. Who May Respond

Any business or person with the qualifications to provide Accounting Services and Financial Management Assistance may respond to this RFP, however, licensed Certified Public Accountants will be given preference. It is the intent of MCADSV to hire locally or with an MCADSV that has an office in Helena, MT.

### C. Bidder's Conference

There will be no Bidder's Conference.

### D. Instructions on Proposal Submission

1. Closing Submission Date: Proposals must be submitted no later than 4:30 p.m. on April 23, 2021.
2. Inquiries: Inquiries concerning this RFP should be directed to Kim Ranger, Administrative Director, [kranger@mcadsv.com](mailto:kranger@mcadsv.com) or 406-443-7794 x 111.
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 MCADSV.
4. Instructions to Prospective Contractors:

Your proposal should be addressed as follows:

Name:

Title:

Entity:

Address:

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal

4:30 p.m. April 23, 2021

Sealed Proposal

For Accounting and Financial Review Services

Failure to do so may result in premature disclosure of your proposal.

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

Late proposals will not be considered.

5. Right to Reject: MCADSV 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.

6. Small and/or Minority-Owned Businesses: Efforts will be made by MCADSV 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).

7. Notification of Award:

- It is expected that a decision selecting the successful accounting firm will be made within 3 weeks of the closing date for the receipt of proposals.
- Upon conclusion of final negotiations with the successful accounting firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful audit firm.
- It is expected that the contract shall be a one-year negotiated contract with options for two additional one-year periods.

## **E. Description of Entity and Services to be Performed**

MCADSV is a nonprofit organization, which serves member programs throughout the state of Montana. MCADSV is a private, nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a 13-member volunteer Board of Directors. Administrative offices and all records are located at the Helena office, PO Box is used for privacy purposes, physical location to be disclosed later. MCADSV is a dual coalition that serves both domestic violence and sexual violence programs. Please refer to the MCADSV website at [www.mcadsv.com](http://www.mcadsv.com) for further information regarding the structure and philosophies of the work MCADSV performs.

The services to be provided include financial statement preparation for the audit, for one primary account and a savings account, one set of books maintained on an automated system, MIP, subsidiary records such as payroll are automated, approximate number of checks written on primary bank account during the year are 500-600, and approximately five to seven federal grant sources or state contracts depending on funding.

## **F. Options**

At the discretion of MCADSV, this Accounting and Financial Services contract can be extended for two additional one-year periods. The cost for the option periods will be agreed upon by MCADSV and the Offeror. It is anticipated that the cost for the optional years will be based upon the same approximate hours of Accounting and Financial Services as the contract for the initial year.

## Specification Schedule

### **A. Scope of Accounting and Financial Services**

The purpose of this RFP is to obtain the services of a local, Helena, MT Accounting or Financial Services firm or individual, whose principal officers are qualified accountants, however, preference will be given to independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Offeror" to perform accounting and financial services to MCADSV. The Offeror will be asked to participate in the preparation of materials used in the MCADSV Financial and Compliance Audit

*Government Audit Standards*, states on page 2-1:

Financial statement audits determine (1) whether the financial statements of an audited entity present fairly the financial position, results of operations, and cash flows or changes in financial position in accordance with generally accepted accounting principles, and (2) whether the entity has complied with laws and regulations for those transactions and events that may have a material effect on the financial statements.

In addition to preparing for the Financial and Compliance Audit, the Offeror will provide services that include payroll reports for quarter and year-end activities, technical assistance to the fiscal staff, assist in resolving any fiscal issues that arise for process and development to the financial system, etc.

### **B. Description of Programs/Contracts/Grants**

MCADSV receives funding from federal sources that include Department of Justice – Office on Violence Against Women (DOJ-OVW) and Health and Human Services – Family Violence Prevention Services (HHS-FVPSA), as well as an occasional foundation grant. In addition to the federal funding that MCADSV receives, there are other agencies that MCADSV receives funds through contracts; state contracts from MT Department of Health and Human Services (DPHHS – FVPSA) and Attorney General's Office (IJCR funding).

### **C. Performance**

MCADSV's financial records should be prepared quarterly for the Board of Directors as requested by the fiscal staff and assist with the financial records annually for the Audit.

The Offeror is required to prepare financial reports for the audit in accordance with the *Government Audit Standards*, and in accordance with the requirements of the grantors.

The Offeror should assist the MCADSV staff with preparing reports to be used by the MCADSV Board Treasurer for reporting purposes to the MCADSV Board.

### **D. Delivery Schedule**

Offeror is to assist the fiscal staff with the compilation and reconciliation of the financials for submission to MCADSV's Auditor.

The Offeror shall assist, as requested, the fiscal staff in providing the Finance Committee the requested financial reports to MCADSV's Board of Directors Treasurer as notified by the fiscal staff, typically, there are only four (4) meetings per year that financial reports are requested. The Offeror will be provided with a calendar of scheduled meetings. Financial Reports will be provided for the period that covers the time frame between the last meeting and most recent month closed.

Reports may be submitted earlier than the above schedule. However, if the Offeror fails to make delivery of the financial reports within the time schedule specified herein, or if the Offeror delivers financial reports, which do not conform to all of the provisions of this contract, MCADSV may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances the contracting agent may extend this schedule upon written request of the Offeror with sufficient justification.

#### **E. Price**

The Offeror's proposed price shall be submitted separately. The Offeror shall indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level as well as flat rate cost for a specific service. Any out-of-pocket expenses shall also be indicated. The pricing information should be in a separate sealed envelope.

#### **F. Payment**

Payment will be made upon receipt of invoice with detailed service breakdown. Should MCADSV reject a report, MCADSV's authorized representative will notify the Offeror in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Offeror submits the final invoice for payment.

Upon delivery of the *services* of the financial reports to MCADSV and their acceptance and approval, the Offeror may submit a bill for the balance due.

#### **G. Audit Review**

All financial reports prepared for the audit under this contract will be reviewed by MCADSV and its funding sources to ensure compliance with General Accounting Office's (GAO) *Government Audit Standards* and other appropriate audit guides.

#### **H. Exit Conference for Audit**

An exit conference with MCADSV's representatives and the Auditor's representatives will be held at the conclusion of the field work, the Offeror may be asked to participate. Observations and recommendations will be summarized in writing and discussed with MCADSV. This will include internal control and program compliance observations and recommendations of which the Offeror will have input.

#### **I. Workpapers**

- Upon request, the Offeror will provide a copy of the workpapers pertaining to any financial reports or questioned costs determined in the audit. The workpapers

must be concise and provide the basis for the questioned costs as well as an analysis of the problem.

- The workpapers will be retained for at least three years from the end of the grant period as required by the grantor.
- The workpapers will be available for examination by authorized representatives of the cognizant federal or state granting MCADSV, the General Accounting Office, and MCADSV. It is MCADSV's preference to have a copy of all workpapers on site at the MCADSV office.

## **J. Confidentiality**

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to MCADSV, 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, MCADSV's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

## **Technical Qualifications**

The Offeror, in its proposal, shall, as a minimum, include the following:

### **A. Prior Non Profit Accounting and Auditing Experience**

The Offeror should describe its prior nonprofit accounting and auditing experience including the names, addresses, contact persons, and telephone numbers of prior organizations contracted. Experience should include the following categories:

1. Prior experience providing financial, accounting services, and auditing a social service MCADSV.
2. Prior experience providing financial, accounting services, and auditing similar programs funded by the State of Montana.
3. Prior experience providing financial, accounting services, and auditing programs financed by the Federal Government.
4. Prior experience providing financial, accounting services, and auditing similar county or local government activities.
5. Prior experience providing financial, accounting services, and auditing nonprofit organizations.
6. Prior experience designing and/or installing accounting systems in nonprofit agencies.

### **B. Organization, Size, and Structure**

The Offeror shall describe its organization, size, and structure. Indicate, if appropriate, if the firm is a small or minority-owned business.

### **C. Staff Qualifications**

The Offeror shall describe the qualifications of staff to be assigned to the services being performed. Descriptions should include:

1. Team makeup, if applicable
2. Overall supervision to be exercised
3. Prior experience of the individual team members: Only include resumes of staff to be assigned to the services provided. Education, position in firm, years and types of experience, continuing professional education, state(s) in which licensed as a CPA, etc. will be considered.

### **D. Understanding of Work to be Performed**

The Offeror shall describe its understanding of work to be performed, including financial and accounting services, audit procedures, estimated hours, and other pertinent information.

### **E. Certifications**

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. The publications listed in the Certifications will not be provided to potential Offerors by MCADSV, because MCADSV desires to contract only with an Offeror who is already familiar with these publications.

# Proposal Evaluation

## A. Submission of Proposals

All proposals shall include three copies of the Offeror's technical qualifications, three copies of the pricing information (in a separately sealed envelope), and three copies of the signed Certifications. These documents will become part of the contract.

## B. Nonresponsive Proposals

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

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the *Government Audit Standards* of the U.S. Comptroller General.

## C. Evaluation

Evaluation of each proposal will be scored on the following five factors:

- |   | Point Range |
|---|-------------|
| 1. Prior experience providing financial, accounting services, and auditing, and/or designing and installing accounting systems. |             |
| a. Prior experience providing financial, accounting services, and auditing a social service MCADSV.                             | 0 – 5       |
| b. Prior experience providing financial, accounting services, and auditing similar programs funded by the state of Montana.     | 0 – 5       |
| c. Prior experience providing financial, accounting services, and auditing programs financed by the Federal Government.         | 0 – 5       |
| d. Prior experience providing financial, accounting services, and auditing similar county or local government activities.       | 0 – 5       |
| e. Prior experience providing financial, accounting services, and auditing nonprofit organizations.                             | 0 – 5       |
| f. Prior experience designing and/or installing accounting systems in non profit agencies                                       | 0 – 5       |

MCADSV will contact prior contracted organizations to verify the experience provided by the Offeror.

2. Organization, size, and structure of Offeror's firm. (Considering size in relation to financial and accounting services to be performed.)

- a. Adequate size of the firm 0 – 4
- b. Minority/small business 0 – 3
- c. Location of firm 0 – 3

3. Qualifications of staff to be assigned to the audits or other work to be performed. This will be determined from resumes submitted. Education, position in firm, years and types of experience, continuing professional education, and state(s) in which licensed as a CPA, etc. will be considered.

- a. Team makeup, if applicable 0 – 10
- b. Overall supervision to be exercised 0 – 5
- c. Prior experience of the individual or team members 0 – 10

4. Offeror's understanding of work to be performed.

- a. Adequate coverage 0 – 10
- b. Realistic time estimates of each service 0 – 5

5. Price 0 – 20

Maximum Points 100

#### **D. Review Process**

MCADSV may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, MCADSV reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

MCADSV contemplates award of the contract to the responsible Offeror with the highest total points.

## 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 the Offeror is a properly licensed certified public accountant, or a public accountant licensed on or before (*date of licensing*), if applicable.
7. The individual signing certifies that the Offeror meets the independence standards of the *Government Auditing Standards, if applicable*.
8. The individual signing certifies that he/she is aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing education every two years; and that 24 hours of the 80 hours education will be in subjects directly related to the government environment and to government auditing for individuals, if applicable.
9. The individual signing certifies that he/she has read and understands the following publications relative to the proposed services in relation to preparing for audits:
  - *Government Auditing Standards* (Yellow Book)
  - OMB Super Circular, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*
  - OMB Super Circular, *Cost Principles for Nonprofit Organizations*
  - *A Guide for Nonprofit Organizations: Cost Principles and Procedures for Establishing Indirect Cost and Other Rates for Grants and Contract with the Department of Health and Human Services* if HHS Funded
  - *Audits of Voluntary Health and Welfare Organizations* (AICPA Audit Guide)

10. 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 in relation to the services performed.
11. The individual signing certifies that the Offeror, and any individuals to be assigned to the services performed, does not have a record of substandard work and 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 to the serviced to be performed 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)