



Request for Proposal for

Accounting Services

Center for Self-Sufficiency (CFSS)

May 3, 2017

I. Introduction

The Center for Self-Sufficiency is a nonprofit organization that was initially founded in 1997 as an intermediary consulting firm to strengthen nonprofit capacity, and subsequently incorporated as a nonprofit service delivery organization in 2005. CFSS has 15 years' experience in developing, operating and evaluating evidence-based programs to strengthen families in the areas of offender reentry, workforce development, teen pregnancy prevention, youth character development and mentoring, healthy relationship education and welfare reform. CFSS has 8 years' experience operating programs that serve ex-offenders, including 7 years delivering group mentoring via relationship and family education to offenders pre- and post-release. The majority of individuals served by CFSS are low-income African American and Hispanic families living in the Greater Milwaukee region and Southeastern Wisconsin.

II. Project Purpose

The purpose for this Request for Proposal is to seek qualified firms or independent contractors/vendors who can provide accounting services to CFSS for multiple funding sources.

III. Scope of Services

To maintain integrity in this selection process, CFSS is seeking a firm or independent contractor/vendor to provide the following services:

- A. Accounting Services to include payroll, purchasing, payables, receivables and financial statements.



- **Check writing**
- **Handling of the federal direct deposit payment management system**
- **Payroll processing and background checks**
- **Filing of all payroll forms (W-2, Form 941, etc.)**
- **Depositing of payroll taxes**
- **Grant financial report preparation**
- **Audit liaison**
- **Invoice verification**
- **Accounting for all transactions**
- **Maintain accounting system**
- **Preparation of annual tax information Form 990**
- **File maintenance**
- **Design and maintain system of internal controls**
- **Formulate policies as needed**
- **Prepare accounting system for annual audit**
- **Review accounts and corresponding transactions to satisfy all audit tests**
- **Respond to email inquiries from CFSS staff and associates**
- **Prepare audit work papers**
- **Prepare monthly budget detail reports**
- **Prepare employment related letters as needed**
- **Advise on other personnel matters as necessary**
- **Review and prepare contracts as required**
- **Record matching or leverage funds within the accounting system, as needed**
- **Review matching funds records by contractors, if applicable**
- **Attend Board of Director meetings and prepare financial reports for the Board**
- **Facilitate Finance Committee meetings**
- **Meet with CFSS staff as needed**
- **Provide Human Resources consulting including benefits**
- **Training of CFSS staff as needed**
- **Handle all other financial matters**



IV. Submittal Process and Details

Proposals are sought from firms or independent contractors/vendors with a recognized expertise in accounting services. Please provide the following information:

- A. The Firm's name, address and the name of the primary contact person.
- B. A statement of qualifications and experience including documentation that he/she has performed services with CFSS as a partner organization or vendor/contractor for at least four years.
- C. Must provide proof of experience working with organizations serving the reentry population for at least four years.
- D. Evidence of the ability to work within tight time constraints.
- E. List of three client references where the client can document at least 3 clean audits during the time period in which you provided accounting services for the client.
- F. A proposed fee structure for the project and for all work to be performed including any costs from any anticipated subcontractors or vendors. If the proposer is to use additional subcontractors or vendors, the services to be provided and costs need to be separated and explained.
- G. Submit documentation that you will never charge consulting fees greater than \$585 per day.
- H. Documentation that you will provide a substantial discount of your market rate for this project and confirmation by at least one client reference that you have done so for that client within the past year.

It is not the intent of this Request for Proposal to solicit overly long responses. But it is important that the firm's experience and expertise be adequately described.

CFSS staff will review the submitted proposals and may select one or more firms or vendors to participate in an oral interview to further discuss the project, confirm



qualifications, time tables and costs and fees. CFSS will, upon review of all submissions and after any oral interview, make a decision and award for subcontract.

V. *Proposal Submittal Deadline*

The response to this Request for Proposal must be submitted electronically to Dafi Dyer, Chief of Staff/Exec. Asst. to the President & CEO dafi.dyer@centerinc.org by Wednesday, May 24, 2017.

VI. *Contacts:*

For additional information contact

Dafi Dyer
Chief of Staff/Exec. Asst. to the President & CEO
414-270-4679
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