July 17, 2012

Request for Proposal

BOOKKEEPING/ACCOUNTING SERVICES FOR BALBOA PARK CELEBRATION, INC.

SUMMARY OF REQUEST

Balboa Park Celebration, Inc. (BPCI), a 501(c)(3*)* nonprofit public benefit corporation is seeking proposals from seasoned practices to provide bookkeeping/accounting services for BPCI beginning with Fiscal Year July 1, 2012. The contract will be for a three year period with the option to extend for an additional two years.

To be considered, a proposal must be received via email in Adobe Acrobat PDF or Microsoft Word format on or before Monday, July 30, 2012 at 5:00 pm at the following email address:

Info@balboapark2015.org

Questions should be directed to Mike McDowell, CEO at 760-519-7995.

I. INTRODUCTION

Balboa Park Celebration, Inc. (BPCI) is a 501(c)(3) nonprofit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. It promotes public awareness of historical, cultural, educational and other significant aspects of Balboa Park in the City of San Diego, California, including but not limited to managing, funding, and presenting a yearlong park-wide celebration of the 100th Anniversary of the 1915 Panama-California Exposition in Balboa Park (Celebration).

The Celebration is anticipated to begin December 31, 2014 and continue through December 31, 2015. BPCI was incorporated on June 3, 2011 and operates on a fiscal year basis beginning July 1 through June 30. It is anticipated that the BPCI will cease to exist after the completion of the June 30, 2016 audit. BPCI currently consists of a Chief Executive Officer, an 11 member board, and various committees. It has no employees, only independent contractors at this time.

Funding of BPCI will come from sponsorships, grants, donations, earned income and other revenue sources. Those funds will be used exclusively for the planning and implementation of the Celebration, including administrative costs. BPCI has received three grants to date in excess of $1 million. It is anticipated that fundraising activity, revenue and expenditures will increase substantially over the next year in preparation for the Celebration and continue through the

Celebration period. Thereafter, activity will decrease with the dissolution of BPCI after the June 30, 2016 audit and remaining assets shall be transferred to the City of San Diego. BPCI is currently in the process of procuring auditing services.

II. SCOPE OF WORK TO BE PERFORMED AND STANDARDS TO BE FOLLOWED

The firm selected will be responsible for providing the following services for a period of three years with an option to extend the contract for two one-year contract periods. Services that may be required from the contractor include:

1) Bookkeeping Services
    a. Receive and record revenue and make payments to vendors. Prepare monthly payable aging schedules for Board or Committee review
    b. Monthly reconciliation of bank account as well as reconciliation of all balance sheet accounts
    c. Enter and manage receivables including preparation of monthly aging schedules
    d. Monitor release of restricted funds
2) Financial Reporting
    a. Budget to Actual Summary and Detail
    b. Prepare monthly statements of Income & Expense, Balance Sheet, or other reports as necessary for Board or Committee meetings. Details of specific reports will be provided as these committees are populated, but at a minimum will include a detail of all cash and investment placements, year over year detail of balance sheet and income statement accounts, detail (if necessary) of actual versus budget results
3) Audit
    a. Prepare year end balance sheet, revenue and expenditure and funds flow reports for auditor
    b. Provide audit process support
4) Reporting Requirements
    a. Prepare federal and State returns as required for nonprofits including additional schedules necessary for preparation of the federal form 990 tax return, including schedule B, individual/corporate Donations Aggregating $5,000 or more
    b. Prepare SI100
    c. Prepare quarterly and annual reports along with required supporting documentation for grant reimbursement
    d. Prepare reporting document to donors or funders
5) Information Technology
    a. Provide accurate and up-to-date online access through a secure web portal to financial information
    b. Provide dashboard view of financial data

6) Support
    a. Throughout the year provide telephone assistance to the staff of BPCI.
    b. Provide assistance, guidance and suggestions to BPCI to improve internal control procedures.

All computers, printers, software and associated supplies necessary to carry out the requirements of this contract will be provided by the consultant.

III. PROPOSAL REQUIREMENTS

The following must be received by the proposal due date or the firm will not be considered:

1. **Title Page** – the title page shall show the proposal subject, the firm's name, address, contact person, and the firm's California CPA license number (if applicable) and federal identification number.
2. **Cover Letter** – The cover letter should briefly state the proposer's understanding of the work to be performed, commitment to perform the work and statements as to why the firm believes it is the best qualified firm to perform the engagement. The cover letter should also include a statement that the offer is a firm and irrevocable offer for 120 days.
3. **Table of Contents**
4. **Firm's Qualifications**
    a. Qualifications and Related Experience - Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work.
    b. Provide a listing of current clients in the San Diego area similar to BPCI for which your firm is providing bookkeeping/accounting services. This section shall include the services being provided, a short description of the client, the amount of revenue generated, name of the Project manager in your firm responsible for the services provided, and contact information of the client. This section should not be more than two pages.
    c. Please confirm your firm's independence with respect to BPCI.
    d. Please comment on your commitment to staff continuity for personnel assigned to this engagement.

5. **Personnel Qualifications**
    a. Provide sufficient information and related experience of personnel who will perform BPCI bookkeeping/accounting services. Include resumes of the Project Manager directly responsible for this contract and other professionals directly involved. Resumes shall include all relevant experience during the last three years with nonprofit corporations similar to BPCI, education, CPA licenses and continuing education of the individuals, if applicable. Include an affirmative statement that the firm and all assigned key professional staff are properly registered/licensed to practice in California.
    b. Please provide your firms most recent peer review reports, the related letter of comments, and your firms response to the letter of comments. If there are no peer review reports, please explain why there are none.

6. **Approach to Provide Bookkeeping/Accounting Services**
    a. Provide in sufficient detail the firm's approach to BPCI bookkeeping/accounting services. Include procedures to be performed, by whom they will be performed by, tasks to be accomplished, the utilization of computers in the engagement,

consideration of laws and regulations, assistance that will be provided to BPC, Inc. staff, the Board and Committees.

b. Additional Information - Interested firms are encouraged to provide any additional information not otherwise requested that may aid BPCI in awarding this professional service contract. Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response to the solicitation are not desired and may be construed as an indication of the firm's lack of cost consciousness.

7. **Professional Service Work Sample -** The firm shall provide with its proposal, sample financial report(s) prepared for a client that the firm believes is representative of professional work of the firm, preferably in an area related to the services being requested. This document will be used in the evaluation process in selecting a firm to provide services to BPCI. At the request of the firm, the document can be returned immediately after the contract for these services is awarded. Identity of the client may be masked. BPCI shall treat the professional work sample as confidential.

8. **Fees/Hourly Rates**

It should be anticipated that BPCI revenue and expenditures – and therefore bookkeeping and accounting services – will increase substantially over the next several years. Revenues and expenditures are currently at a low level but will increase gradually during year two, significantly during year three, and be at their highest level in year four. BPCI will dissolve after June 30, 2016.

Your firm is requested to consider providing an amount of service at pro-bono. Please state the number of hours or services to be provided at pro-bono. Your firm is to consider pricing the remaining years using nonprofit hourly rates or your best rate possible.

Hourly rates of the firm's employees should be provided for services which may be requested outside of the scope of the audit.

Classification	Hourly Rate
Bookkeeper	$
CPA	$
Other	$
Other	$

Optional extensions of the agreement with a contractor will be subject to review by BPCI or designated body and satisfactory negotiations of terms, including a price acceptable to BPCI.

Please describe how you will bill for questions on technical matters that may arise throughout the engagement.

IV. Billing and Payment

The firm shall present an invoice to BPCI on a quarterly basis for services rendered. Any adjustments expenditure or other service shall be preapproved.

V. Evaluation Criteria

The below factors will be used when evaluating the proposals. The factors are not listed in order of importance.

- Responsiveness to Request for Proposal specifications
- Project cost
- Qualifications of firm
- Qualifications and experience of the staff to be assigned to the project
- References
- Demonstrated capability to perform the type of work requested

During the evaluation process, BPCI reserves the rights to request additional information or clarifications from proposers and the right to reject any or all proposals. Proposals will be evaluated by a panel and the most qualified firm(s) may be requested to make oral presentations.

There is no expressed or implied obligation for BPCI to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

As a courtesy, we would appreciate a response even if you decline to submit a proposal.

Additional Information is at: http://www.balboapark2015.org