



REQUEST FOR PROPOSALS  
PART TIME ACCOUNTING SERVICES  
UNITED NATIONAL INDIAN TRIBAL YOUTH, INC.  
1 N MacDonald Drive, Suite 212, MESA, AZ 85201

### ORGANIZATIONAL OVERVIEW

United National Indian Tribal Youth, Inc. (UNITY) is a national 501(c)(3) non-profit organization dedicated to fostering the spiritual, mental, physical and social development of American Indian and Alaska Native youth and to help build a strong, unified, and self reliant Native America through greater youth involvement. UNITY has impacted more than 150,000 Native Americans through its programs since 1976. For information about UNITY, Inc. please visit [www.unityinc.org](http://www.unityinc.org).

### SUMMARY OF REQUEST

UNITY Inc. utilizes QuickBooks accounting software and process all Accounts Receivable (AR), Accounts Payable (AP) and monthly budget management internally. UNITY Inc. hires an audit firm to annually audit all records and assists in preparing statements to submit to various agencies. UNITY Inc. is seeking a part-time accounting consulting service to perform program accounting, reconciling accounts and payroll for a staff of 5. UNITY Inc. requires an on-site person with non-profit and accrual accounting or bookkeeping experience for *approximately 40 hours per month (\$30 per hour, \$1200 monthly)*.

### SPECIFIC INFORMATION REQUESTED WITHIN PROPOSAL

- Explanation of Experiences: Preferences will be given to consultants who have experience with non-profit accounting.
- Abilities and Backgrounds of Personnel: Consultants should list the key personnel who will be responsible for providing the monthly bookkeeping and accounting services. Please include all relevant experience during the last 3 years with similar nonprofits, and all applicable licenses and certifications.
- Ability to Complete the Scope of Work: Consultants should comment on their ability to complete the scope of work listed below, being sure to list any items they do not feel they would be able to complete, and any additional items they can provide.
  - AR, AP, monthly financial statements, reconciliations of all balance sheet accounts and budget to actual statements for the Wellness Warrior program.
  - Detailed Explanation of Costs: Explain in detail how costs are calculated and what the UNITY Inc. can expect to pay for the services provided to fit within the \$1200 monthly budget.
  - References: Include a minimum of three (3) references for the UNITY Inc. to contact.

## SCOPE OF WORK :

Services which will be required from the individual or consultant include:

- Bookkeeping Services
- Record revenue and expenses within the general ledger
- Monthly reconciliation of bank accounts
- Manage receipt, status, and release of temporarily restricted funds
- Enter payroll information into QuickBooks and other software systems as needed with bookkeeper
- Financial Reporting
- Allocation of monthly personnel costs to Wellness Warrior program.
- Prepare monthly, quarterly, and annual reports
- Prepare reports for board meetings as needed
- Provide all needed documentation and reports for audit
- Provide audit process support
- Verify compliance with relevant reporting requirements
- Oversee bookkeeper with various financial projects, accounting, and duties
- Oversee Human Resource functions of personnel file management, benefits management and reporting and personnel action activities.

## PROPOSAL REQUIREMENTS

The following must be received by the proposal due date:

- Cover Page – The cover page shall briefly state your understanding of the work to be performed and statements as to why the firm/consultant believes it is qualified to perform the work.
- Consultant's Qualifications and Related Experience - Resume.
  - References – Provide a listing of three (3) reference of recent past performance and one (1) letter of recommendation. Please provide contact information for the references.

## EVALUATION CRITERIA

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

- Qualifications and experience of the staff to be assigned to the project
- Ability to meet the Scope of Work
- Project cost
- Services beyond the Scope of Work
- References During the evaluation process, UNITY Inc. reserves the right to request additional information or clarifications from proposers and the right to reject any or all proposals. The costs of developing proposals are entirely the responsibility of the individual or consultant, and shall not be charged in any manner to UNITY Inc.

Send Proposals to: Tami Patterson Bookkeeper/Executive Assistant [t.patterson@unityinc.org](mailto:t.patterson@unityinc.org)  
488-718-9793 Due Date & Time: Noon MST February 28, 2018