



# Request for Proposals for Bookkeeping & Accounting Services Consultant

October 2017

REQUEST FOR PROPOSALS FOR Bookkeeping and Accounting Services Consultant for the FOR THE PERIOD December 1, 2017 to September 30, 2018

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO: **Antoine M. Thompson, Executive Director**

National Association of Real Estate Brokers, 9831 Greenbelt Road, Suite 309, Lanham, Maryland 20706

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## ***Request for Proposal***

### **BOOKKEEPING/ACCOUNTING SERVICES FOR THE NATIONAL ASSOCIATION OF REAL ESTATE BROKERS**

#### ***SUMMARY OF REQUEST***

The National Association of Real Estate Brokers (NAREB), a 501(c)(6) non-profit trade corporation is seeking proposals from seasoned practices to provide bookkeeping/accounting services for NAREB beginning with fiscal year December 1, 2017 to September 30, 2018. The contract will be for a 1 year period with the option to extend for an additional year.

To be considered, a proposal must be received via email in Adobe Acrobat PDF or Microsoft Word format on or before Friday, November 3, 2017 at 3:00 pm at the following email address:  
narebsearchcommittee@nareb.com

***Questions should be directed to Antoine Thompson, Executive Director at 301-552-9340.***

#### **I. Background of the National Association of Real Estate Brokers**

The National Association of Real Estate Brokers (NAREB) was formed in 1947 by chartered African American real estate professionals out of a need to secure the right to equal housing opportunities, regardless of race, creed, or color. For more than 70 years, NAREB has participated in meaningful legal challenges and has supported legislative initiatives that ensure the availability of fair and affordable housing for all Americans. The National Association of Real Estate Brokers, (NAREB), is a Real Estate Professional trade organization. We have local chapters across the country who embrace our ideals and mission of “promoting democracy in housing”.

#### **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 one year with an option to extend the contract for one-year contract periods. Services that may be required from the contractor include:

##### **1) Bookkeeping Services**

- a. Review the general ledger accounting system and current accounting software to ensure that both items support the regulatory and financial reporting needs of the organization
- b. Review system of internal controls to ensure that appropriate controls exists to safeguard the assets of the organization.
- c. Perform monthly reconciliation of bank account as well as reconciliation of all balance sheet accounts
- d. Receive and record revenue as well as make payments to vendors. Prepare monthly receivable and payable aging schedules for the Board.
- e. Monitor release of restricted funds
- f. Work with the Executive Director to develop an annual budget for NAREB.

##### **2) Financial Reporting**

- a. Prepare monthly/quarterly budget to Actual Summary and Detail reports

- b. Prepare monthly/quarterly statements of Income & Expense, Balance Sheet, or other reports as necessary for Board or Committee meetings
- c. prepare a weekly cash report
- d. assist with and/or complete various local, state and federal financial reporting requirements

### **3) Audit**

- a. Prepare year-end balance sheet, revenue and expenditure and funds flow reports for auditor
- b. Prepare schedules requested by the auditors as well as any other audit process support requested.
- c. Develop and update recordkeeping, transaction, cash management, procurement, sponsorship/grants management policy and procedures in collaboration with the Executive Director
- d.

### **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.
- b. Prepare quarterly and annual reports along with required supporting documentation for grant reimbursement
- c. Prepare a monthly budget vs. actual expenditure report for Executive Director

### **5) Support**

- a. Throughout the year provide telephone assistance to the staff of NAREB.
- b. Provide assistance, guidance and suggestions to NAREB to improve internal control procedures and compile a comprehensive policy & procedure guide for the organization to ensure compliance with generally accepted accounting principles.

## **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 Maryland CPA or business license number 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 proposer believes that their Firm 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 Maryland metro area similar to NAREB 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, 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 NAREB.

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 NAREB bookkeeping/accounting services. Include resumes of the persons 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 NAREB, 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 Maryland.

b. Please provide your firm's most recent peer review reports, the related letter of comments, and your firm's 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 NAREB 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 NAREB staff, the Board and Committees.

b. Additional Information - Interested firms are encouraged to provide any additional information not otherwise requested that may aid NAREB 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 NAREB. 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. NAREB shall treat the professional work sample as confidential.

### **8. Fees/ Billing and Payment**

The firm shall provide with its proposal a total all-inclusive monthly fee and shall present an invoice to NAREB on a monthly basis for services rendered. Any adjustments expenditure or other service shall be preapproved.

## **IV. 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, NAREB 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 NAREB 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.