



## **Request for Proposal (RFP) for Accounting and Bookkeeping Services**

PennFuture is accepting proposals from CPA firms and certified financial professionals for contracted full-service accounting and bookkeeping services. We anticipate an initial 12-month engagement, beginning September 2023, with the option to renew depending on performance and organizational needs.

Proposal documents must be submitted via e-mail to [stepp@pennfuture.org](mailto:stepp@pennfuture.org) by Friday, February 10th, 2023 under the subject line "ACCOUNTING RFP". The most promising firms and/or certified professionals will be scheduled for interviews the week of February 27<sup>th</sup>. All candidates will be informed of a decision by Friday, March 8rd and follow-up transition meetings with the successful firm and/or professional will be scheduled thereafter.

**Send Proposals to:** Matthew Stepp, Executive Vice President & Chief of Staff  
Citizens for Pennsylvania's Future (PennFuture)  
E-mail: [stepp@pennfuture.org](mailto:stepp@pennfuture.org)  
Phone: (215) 545-2013  
Subject Line: Accounting Services RFP

### **Organizational Background**

PennFuture is a 501(c)(3) non-profit environmental advocacy organization created to protect the environment and public health in Pennsylvania through legal and policy strategies. Over our organization's 24-year history, we have established a strong reputation as a leader in the state and earned respect at all levels of government and across a wide range of stakeholders. With 23 full-time employees spread across 5 offices (Harrisburg, Philadelphia, Pittsburgh, East Stroudsburg, and Erie), PennFuture engages on legal, regulatory, and policy issues that address and protect climate, clean water, clean air, and democracy. We do so by executing multifaceted campaigns and strategies that include litigation, policy advocacy, civic engagement, communications, and coalition building. The organization's annual operating budget is approximately \$3 million, with primary revenue streams from philanthropic foundations, individual donors, event sponsorships, and grants.

*Northwest :* 1001 State Street  
Suite 907  
Erie, PA 16501

*Northeast :* 1539 Cherry Lane Road  
East Stroudsburg, PA 18301

*Central:* 610 North Third Street  
Harrisburg, PA 17101

*Southwest:* 200 First Avenue  
Suite 101  
Pittsburgh, PA 15222

*Southeast:* 1429 Walnut Street  
Suite 400  
Philadelphia, PA 19102

*Website:* [www.pennfuture.org](http://www.pennfuture.org)

## Request Summary

PennFuture is a 501(c)(3) non-profit organization incorporated in Pennsylvania. We are currently accepting proposals for accounting and bookkeeping services. The purpose of this RFP is to solicit proposals from accounting firms and certified professionals, conduct a fair and extensive evaluation based on the criteria listed below, and to select the vendor that best meets our needs.

### *Decision-making Timeline:*

Issuance of RFP	December 20 <sup>th</sup> , 2022
Technical Question/ Inquiries Due	January 20 <sup>th</sup> , 2023, 5PM EST
Proposals and Materials Due	February 10 <sup>rd</sup> , 2023, 5PM EST
Zoom Interviews w/ Finalists	February 27 <sup>th</sup> – March 3 <sup>rd</sup>
Estimated Date of Selection Notification	March 8 <sup>th</sup> , 2023

## Scope of Work

PennFuture seeks to contract with a firm or certified professional to provide full-service accounting and bookkeeping services, with a strong focus on actively advising leadership and the Board about the organization's finances, grant reporting, cost allocation, financial reporting, payroll processing, and payment of vendor invoices. Additional time will be needed during the initial 2-3 months of the contract to facilitate the seamless transfer of existing accounting files and systems. Day-to-day contact will be with the Executive Vice President/Chief of Staff, but additional engagement with other Executive Leadership, operations, and development staff may be necessary for specific financial activities, such as grant reporting, review of accounts, bill payments, etc.

PennFuture manages its finances through multiple revenue streams. It receives significant support from foundations and often manages as many as 30-50 grants at a time. We rarely take on government contracts, but it has happened in the past. We also work with numerous consultants and have an active fundraising team that solicits donations from across Pennsylvania and organizes sponsored events each fiscal year. PennFuture contracts with an outside firm for independent auditing services.

## Deliverables

The following list summarizes the services requested in our contract:

### Ongoing Accounting Services:

- Process and record the following transactions in the general ledger:
  - Deposits made by PennFuture staff
  - Merchant services transactions
  - Vendor invoices, including preparation of checks or electronic transfers (ETF, ACH, etc...)

- Credit card purchases by PennFuture staff, including establishment/maintenance of process for gathering necessary supporting documentation
- Bi-weekly payroll (via ADP)
  - Perform payroll calculations
  - Prepare payroll checks or pay-stubs in the case of direct deposit of employee net pay
  - Initiate electronic transfer of funds for employee net pay and payroll tax deposit liabilities
  - Process retirement plan contribution payments
  - Prepare retirement plan and other census information
- Grants receivable
- Reconcile bank accounts (monthly)
- Maintain fixed asset and depreciation records
- Coordinate with designated PennFuture staff to regularly review and analyze expense account details
- Allocate payroll and related costs (monthly)
- Allocate indirect costs (monthly)
- Provide services to support PennFuture's compliance with lobbying reporting obligations
- Prepare and distribute monthly grant reports
- Prepare monthly financial statements and Board packages (outlined below)
- Maintain and process paid time off, paid sick leave, and other paid time off records
- Maintain and process 403(b) retirement plan payroll records
- Document accounting processes and procedures
- Prepare depreciation schedules
- Work with outside audit and tax firm on an annual financial statement audit and preparation of the annual tax return
- Prepare federal, state, and local government reporting forms for each calendar quarter-end as needed as well as the year-end 1099 tax reports
  - Prepare and file all other government reporting forms such as the W-2, Unemployment Tax, etc...
- Prepare federal, state, and local (if applicable) payroll forms and tax returns in accordance with applicable payroll tax laws
  - Payroll preparation services should include transmitting federal Form W-2, federal Form 1099, and payroll data forms to federal and state taxing authorities
- Prepare a fiscal year financial forecast (i.e. budget) and assist management development of the assumptions underlying the prospective financial information
- Perform budget analyses and inform management of any material budget variances and issues
- Create a cash flow analysis and budget to inform management and the budget process
  - Report and manage cash flows on a regular basis (monthly, but at times and if needed, weekly)

- Provide custom reports and miscellaneous journal entries (e.g. payroll, expenses, and financial forecasts) upon request
- Directly support PennFuture's annual budgeting process, including developing documents and materials for organizing and presenting the budget to the Board

#### Monthly Preparation Services:

- Prepare the following as part of a monthly financial statement:
  - Statement of financial position
  - Statement of activities, both summarized and by grant
  - Statement of cash flows
  - Statement of functional expenses
  - Dashboard, i.e. a clear and concise analysis of all key performance objectives/indicators for management and Board review

#### Year-End Preparation Services:

- Prepare the following as part of a year-end financial statement and year-end audit:
  - Statement of financial position
  - Statement of activities
  - Statement of cash flows
  - Statement of functional expenses

#### Communication:

- Regularly assess the efficiency of internal financial procedures and recommend best-practice changes, as needed
- Regularly assess the financial standing of the organization and recommend changes, as needed
- In-person meetings, as needed, during onboarding, fiscal-year budgeting, and audits
- Attendance at all Board (quarterly), Finance Committee (~4-6 times a year), and Audit Committee (~1-2 times a year) meetings
- Regular phone and/or Zoom check-ins during the year
- Regular e-mail and phone contact
- Presentations to the Board and Board Committees, as needed

#### **Evaluation Criteria**

PennFuture will also consider the following criteria when evaluating proposals:

- Qualifications of the firm
- Qualifications and experience of the staff to be assigned to the project
- Demonstrated experience with non-profit financial accounting, including, but not limited to, foundation grants management, indirect expenses, cost allocations, and lobby restrictions
- Thorough understanding of accounting principles, procedures, and practices
- Ability to meet the Scope of Work
- Demonstrated ability to perform the Scope of Work in a timely, efficient, and competent manner

- Ability to maintain continuity during the transition period between accounting contracts
- Project costs
- Services beyond the Scope of Work
- References

### **Proposal Requirements**

Please include a cover sheet with the following information:

- Name of contractor or firm
- Contact person and title
- Mailing address
- Telephone number
- E-mail address

Please provide the following as part of the proposal:

- Overview of qualifications:
  - Firm or professional history and scope of practice
  - Resumes of proposed team
  - Detailed experience with other non-profit clients of comparable size and scope
- Statement of work:
  - Proposal to fulfill the Scope of Work and deliverables noted above
  - Time commitment and supervision required
  - Preferences and expectations when working with clients
  - Description of your or your teams' weekly availability
- Project management and fees:
  - Process for managing projects, including communications with the main point of contact
  - Project management tools/software used to keep work and deliverables on track
  - Proposed budget necessary to fulfill the Scope of Work and deliverables
  - Budget narrative and justification, including hourly rates for employees
- References:
  - A list of non-profit clients for whom the contractor/firm has provided similar accounting services
  - Contact information for three professional references, including at least two non-profit clients, for whom the contractor/firm has provided similar accounting services
- Sample work product:

### **Additional Terms**

- Confidentiality. Each applicant agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential, proprietary, and trade secret information in all technical areas.

- Conflict of Interest. Applicants should identify any conflicts of interest or potential conflicts of interest in servicing PennFuture and to clarify how those conflicts would be managed and mitigated to support the best interests of PennFuture.
- Reservation of Rights. This RFP does not commit PennFuture to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to contract for services. PennFuture reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified contractor or firm, or to cancel the RFP if, at the sole discretion of PennFuture, the organization determines that it is in the best interest to do so.