



REQUEST FOR PROPOSAL

for Bookkeeping and Accounting Services Consultant
for the period of January 1, 2020 to December 31, 2020

Full Proposals Due: December 18, 2019

Inquiries and Proposals should be directed to Kelly Gilbert, Executive Director

Phone:
(816) 531-7283

Mail:
Metropolitan Energy Center
31 W 31st Street
Kansas City, MO 64108

Email (preferred for proposals):
kelly@metroenergy.org

1. SUMMARY OF REQUEST:

MEC seeks an external accountant or accounting services firm, experienced with the nonprofit sector. Services include general accounting oversight, generate quarterly management reports, advise on bookkeeping corrections and perform complex bookkeeping corrections using QuickBooks Online, as well as various other accounting or tax services as needed from a contracted position.

2. BACKGROUND OF MEC:

Since 1983 Metropolitan Energy Center ("MEC") has influenced energy use in America's Heartland by leveraging strategic partnerships to ensure that the energy used in the Kansas City region is adequately valued and responsibly managed. MEC focuses on three action areas: Buildings (sustainability and energy efficiency practices in new construction, retrofits and management); Transportation (alternative fuels and efficiency practices in consumer policy, mass transit and fleets); and Public Advocacy (workforce training, professional CEUs and public awareness inspiring public action). MEC has been designated to manage the U.S. Department of Energy Clean Cities program in the Kansas City region, is a Certified Test Center for the Building Performance Institute, and is a member of the minority worker training consortium Opportunity Advancement & Innovation, Inc.

3. SCOPE OF WORK TO BE PERFORMED:

- 3.1 The externally contracted accountant (the "Contractor") will respond in a timely manner to the information needs of the executive director and governing board of directors.
- 3.2 The Contractor is responsible for maintaining the accuracy of ledgers, financial reporting, and budgeting for the ledgers of MEC.
- 3.3 The Contractor is also responsible for reviewing ledger transactions by MEC staff, which may involve the review of receipts, invoices, journals and disbursements for all accounts of MEC.
- 3.4 The Contractor will work with the executive director to prepare for annual Indirect Cost Proposal to cognizant federal agency.
- 3.5 The Contractor will work with the executive director and governing board of directors as needed to increase efficiency and improve financial reporting and results.

4. SPECIFIC TASKS:

- 4.1 Advise on class organization and the structure of line-items within the chart of accounts, such as when new ledger account numbers become necessary.
- 4.2 Ensure the accuracy of ledgers.
- 4.3 Prepare quarterly statements of activity, position and cash flow.

- 4.4 Prepare special reports as requested.
- 4.5 Consult with executive director and/or bookkeeping staff to correct input inaccuracies or prepare journal entries as necessary to correct posting errors.
- 4.6 Consult with executive director and/or bookkeeping staff to prevent reoccurrence of errors.
- 4.7 Bring to light significant items of concern at the time they are observed, such as significant budget variances or outstanding items.
- 4.8 Track and record by journal entry Gifts-In-Kind received.
- 4.9 Maintain accurate tracking of fully restricted and temporarily restricted funds.
- 4.10 Maintain accurate tracking of prepaid accounts and accruals.
- 4.11 Prepare for annual independent audit and internal audits, which may involve:
 - 4.11.1 Schedules, letters, etc. as requested by the auditors.
 - 4.11.2 Financial Statement consolidation spreadsheets.
 - 4.11.3 Ledger journal entries subsequent to the audit, if necessary, to reflect Net Asset changes due to audit adjustments, with approval from the executive director.
- 4.12 Prepare for annual Indirect Cost Proposals, which may involve:
 - 4.12.1 Familiarity with the ICE (Incurred Cost Electronically) Model found at <https://www.dcaa.mil/Home/ICEmodel>
 - 4.12.2 Preparing/re-structuring schedules for use in the ICE model
 - 4.12.3 Direct assistance or coaching executive director on same.
- 4.13 Prepare annual 990 tax return

5. PROPOSAL REQUIREMENTS:

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

- 5.1 Emailed proposals in pdf format are preferred.
- 5.2 Title Page – The title page shall show the proposal subject, the firm’s name, address, contact person, and the firm’s Missouri CPA credentials, business license number, and federal identification number.
- 5.3 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 60 days.
- 5.4 Firm’s Qualifications
 - 5.4.1 Qualifications and Related Experience – Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work. Specific qualifications or experience in nonprofit sector strongly desired.

- 5.4.2 Provide a representative listing of current clients in the Kansas City metro area similar to MEC 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.
 - 5.4.3 Please state your firm's independence with respect to MEC.
 - 5.4.4 Please comment on your commitment to staff continuity for personnel assigned to this engagement.
- 5.5 Personnel Qualifications
- 5.5.1 Provide sufficient information and related experience of personnel who will perform MEC 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 MEC, 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 Missouri.
 - 5.5.2 Please provide your firm's most recent peer review reports, the related letters of comments, and your firm's responses to the letters of comments. If there are no peer review reports, please explain why there are none.
- 5.6 Approach to Provide Bookkeeping/Accounting Services
- 5.6.1 Provide in sufficient detail the firm's approach to MEC bookkeeping/accounting services. Include procedures to be performed, by whom they will be performed, tasks to be accomplished, the utilization of technology in the engagement, consideration of laws and regulations, and assistance that will be provided to MEC executive director, staff, and the governing board of directors.
 - 5.6.2 Additional information – Interested firms are encouraged to provide any additional information not otherwise requested that may aid MEC in awarding this professional service contract. Unnecessarily elaborated responses beyond what is 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.
- 5.7 Professional Service Work Sample – The firm shall provide with its proposal sample anonymized financial reports 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 MEC. At the request of the firm, the document will be returned or

destroyed immediately after the contract for these services is awarded. MEC shall treat the professional work sample as confidential.

- 5.8 Fees/Billing and Payment – The firm shall provide with its proposal an all-inclusive monthly fee or an hourly rate sheet and estimated monthly charges. Contractor shall present a recital of services rendered to MEC on a monthly basis before the presentation of the invoice. Any adjustments to expenditures or other services shall be preapproved.

6. EVALUATION CRITERIA:

- 6.1 The below factors will be used when evaluating the proposals. The factors are not listed in order of importance.
- 6.1.1 Timely responsiveness to RFP.
 - 6.1.2 Complete mention of RFP specifications.
 - 6.1.3 Project cost.
 - 6.1.4 Qualifications of firm.
 - 6.1.5 Qualifications and experience of the staff to be assigned to the project.
 - 6.1.6 References.
 - 6.1.7 Demonstrated capability to perform the type of work requested.
- 6.2 During the evaluation process, MEC reserves the right to request additional information or clarifications from the 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.
- 6.3 MEC will make no reimbursement to responding firms for any expenses incurred in preparing proposals in response to this request.