



REQUEST FOR ACCOUNTANT PROPOSALS

The National Association of Counsel for Children (NACC) is accepting proposals from accounting firms to provide services for our organization, beginning in January 2025.

We invite your firm to submit a proposal to us by **December 2, 2024**, for consideration. A description of our organization, the services needed, and other pertinent information follows.

Background of National Association of Counsel for Children

NACC is a national 501(c)(3) organization registered in the state of Colorado with administrative offices in Denver. Annual revenues are between \$1,800,000 and \$2,200,000 per year, and the organization currently employs 13 people. The organization receives approximately 60% of revenues from earned income, 30% grants and contributions, and 10% other revenue (no unrelated business taxable income). Monthly transactions amount to approximately 50 disbursements (which includes the monthly payroll) and 15-20 deposits. The organization uses QuickBooks Online for accounting purposes, and Justworks for payroll.

Services to Be Performed

Accounting services to be completed in accordance with GAAP standards:

- Record all cash disbursements, cash receipts, and track income and expenses by funder and class codes in QuickBooks.
- Record monthly journal entries, including accruals and net assets releases.
- Record accounts receivable (AR) entries and deposits; prepare invoices and track receivables.
- Process expense reimbursements and mileage reports for payment.
- Allocate payroll and grant dollars according to funder requirements.
- Make payroll allocations according to class in QBO
- Reconcile monthly bank, credit card, and investment accounts.
- Prepare and distribute monthly financial statements, including the balance sheet, income statement, and statement of cash flows.
- Assist management with creating budgets for foundation grants and contracts
- Support the annual budgeting process by providing necessary financial data, insights, and analysis.
- Perform budget analysis, highlighting material budget variances
- Reconcile inventory and manage related accounts as needed.
- File quarterly sales tax with appropriate agencies
- Manage monthly & year end close including completing data entry tasks with PEO

Your Response to This Request for Proposal

In responding to this request, we request the following information:

1. Set forth your flat-rate proposal for 2025, including any guarantees regarding increases in future years.
2. Names and contact information for other similarly sized clients for reference purposes.

3. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our external accountants is the best decision we could make.
4. Explain the firm's communication approach, including availability for regular check-ins, responsiveness, and support during peak periods.
5. Outline the firm's approach to managing deadlines, deliverables, and timely reporting.
6. Provide details on any advanced reports, dashboards, or analytics tools that help clients with financial decision-making.
7. Describe continuity plans in place to ensure service quality remains stable if key personnel become unavailable.
8. Include certifications (e.g., CPA, CMA, etc.) and affiliations with relevant accounting or nonprofit organizations, indicating a commitment to industry standards and ongoing education.

Timeline

November 14	RFP Released
December 2	Deadline to Submit RFP
December 2-6	RFP's Reviewed
December 9-12	Interviews Conducted
December 13	Firm Selected
December 17	Deadline to Sign Contract
January 13	Contract Begins

Please submit your proposal and any questions to Kim.Dvorchak@NACCchildlaw.org

Sincerely,

Kim Dvorchak, JD
Chief Executive Officer