



ASSOCIATION OF FARMWORKER OPPORTUNITY PROGRAMS

REQUEST FOR PROPOSALS

for

Contract Accounting Services

Proposal Due Date: February 14, 2014

The Association of Farmworker Opportunity Programs
1726 M Street, N.W., Suite 602
Washington, D.C. 20036
(202) 828-6006
www.afop.org

The Association of Farmworker Opportunity Programs (AFOP) is requesting proposals from public accounting firms and qualified individuals to perform accounting and bookkeeping services beginning April 15, 2014. At the conclusion of this Request for Proposals (RFP), AFOP intends to select and enter into an annual agreement with the selected firm or individual with an opportunity to extend the contract annually.

I. Background Information

The Association of Farmworker Opportunity Programs is a 501(c)(3) nonprofit organization constituted to improve the quality of life for migrant and seasonal farmworkers and their families by providing advocacy for the member organizations that serve them. A \$1.4 million organization, AFOP is the recipient of four federal grants and one private-sector grant, totaling approximately \$770,000.

Scope of Accounting Services

The purpose of the Request for Proposal is to obtain accounting services for the period beginning April 15, 2014 for a period of twelve months with the opportunity to extend the contract annually.

The scope of accounting services will consist of the following:

- Perform day-to-day accounting functions including accounts payable, account reconciliations, general ledger reconciliation, and accounts receivable.
- Prepare and process payroll
- Perform monthly closing and prepare monthly financial statements
- Manage grant reporting to ensure accurate reporting and compliance with grant/agreement terms and conditions
- Maintain accrued leave, prepaid and depreciation schedules
- Perform monthly general ledger reconciliation
- Prepare monthly budget-versus-actual program status reports
- Perform grant drawdowns and record receipts/deposits
- Perform monthly bank reconciliation
- Perform all functions concerning purchasing, disbursements and payables
- Assist in AFOP budget preparation
- Ensure compliance with policies and procedures
- Prepare indirect-cost proposals with cognizant federal agency
- Facilitate AFOP yearly audit with independent auditor
- Perform other related accounting and fiscal functions as necessary

AFOP will provide an office to the selected firm or individual to conduct accounting function.

The proposer will not be required to perform any other administrative functions, such as initiating or approving transactions. All records will be maintained by the proposer in accordance with all record retention laws, but remain the property of AFOP. Any and all records will be surrendered to AFOP upon request.

The proposer will not release records or information related to AFOP unless an application for public information has been submitted and approved by the AFOP Executive Committee.

Qualifications

The proposer must demonstrate the capability to perform the aforementioned accounting services in accordance with generally accepted accounting principles and other procedures as required by the United States Internal Revenue Service (IRS).

II. Proposal Content

AFOP recognizes that interested firms/individuals may need time to prepare the requested proposals. Additionally AFOP will need time to consider all proposals received. The following is the RFP schedule of events:

RFP Release Date:	January 10, 2014
RFP Due Date:	February 14, 2014
Estimated Contract Award Date:	April 1, 2014

AFOP may change these dates at its sole discretion.

The proposer must furnish satisfactory evidence of capability to provide in a professional and timely manner the services stated in the RFP, including:

- Statement of understanding of the scope of work and approaches to performing the accounting services
- Statement of expertise and experience with not-for-profit organizations and managing federal grant accounting, reporting and compliance
- Estimated fee for the engagement for a period of twelve months including hourly billing rate for expanded services should the need for such arise
- Estimated fees for the subsequent two years under existing conditions, if AFOP were to extend its contract with the proposer
- Professional and education background for individuals to be involved with the engagement
- Budgeted hours and timetable for accounting services for each monthly cycle.

References

The proposal should include the references of at least three similar organizations that AFOP may contact. Include the name of the organization, contact person, address and phone number, and the dates and types of services performed.

III. Conditions for Submission of Proposal

All responses to this RFP must meet the following conditions to be considered:

- Proposals must be in writing. Email subject line must read: AFOP RFP for Outsourced Accounting Services.
- Proposals must include contact information for the principal/partner with the proposer's firm.
- Proposal must address each of the accounting service requirements as stated in the RFP.
- AFOP reserves the right to reject any and all proposals, and to negotiate portions thereof. Proposals that address only part of the requirements contained this RFP will not be considered.
- AFOP reserves the right to select any proposal, considering the quoted estimated fee and other factors.
- The proposer shall furnish such additional information that AFOP may reasonably require.
- AFOP will not be liable for any cost incurred in the preparation of proposals.
- AFOP may ask proposers to send a representative for an interview prior to contract award. AFOP will not be liable for the costs incurred by the proposer in connection with such interview.

If you have questions about AFOP or this RFP, please submit them via email to Sheehan@afop.org. AFOP will seek to answer questions promptly, but makes no guarantees it will do so prior to the application deadline. Questions submitted less than 24 hours prior to the submission deadline will not be answered.

IV. Proposal Evaluation

AFOP's selection committee will seek to evaluate proposals and make an award by April 1, 2014. Each written will be evaluated on the following:

- Technical experience;
- Expertise, reliability and reputation of the individual and/or firm;
- Level of staff and ratio of time devoted to the work;
- Fee structure;
- Proposed approach to scope of work;
- Level of experience with similar clients and engagements; and
- Response from references.

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