



## INVITATION TO BID BOOKKEEPING AND ACCOUNTANT SERVICES

**Contact:** Whitney Doyle, [wdoyle@faastinc.org](mailto:wdoyle@faastinc.org)

**Purpose:** The Florida Alliance for Assistive Services and Technology, Inc. (FAAST) is currently seeking a firm/individual for bookkeeping and accounting services with a strong background in nonprofit bookkeeping and accounting.

**Background:** FAAST serves over 16,000 clients each year with funding from grants, contracts, and fees. FAAST is a 501(c)(3) nonprofit organization. FAAST is funded by The U.S. Department of Education through the Assistive Technology Act of 2004 and its amendments, Health and Human Services (HHS), the State of Florida, and private foundations and individuals. Because of agreements with the Florida Department of Education, Department of Vocational Rehabilitation, FAAST is required to adhere to state purchasing guidelines. We have 7 employees located in our office in Tallahassee. Our annual revenue has ranged between \$1,211,665 and \$1,480,310 over the past 6 years.

The mission of FAAST is to improve the quality of life for all Floridians with disabilities by increasing access to assistive technology through empowerment and collaboration. FAAST programs include assistive technology device demonstrations, device loans, training, and information and assistance services provided by FAAST and subcontractors; an assistive technology early literacy development project with the University of Miami; and a financial loan program.

### **Term of Contract**

Initial contract will be for one year starting on January 1, 2022 through December 31, 2022 with an option to extend the contract twice, for a total of three years.

### **Scope of Work**

The organization/individual selected will be responsible for providing the following services:

1. Bookkeeping Services
  - a. Ensure that financial data entries, records and reports for the organization are consistent with Generally Accepted Accounting Principles (GAAP.)
  - b. Accounts Receivable: receive and record revenue as dictated by IRS Guidelines
  - c. Accounts Payable: make payments to vendors; prepare annual form 1099 filings
  - d. Maintain costs by program and/or grant designation
  - e. Follow the established cost allocation plan established by the board through the annual budget
  - f. Work with FAAST team in assisting with any grant or contract reporting
  - g. Enter semi-monthly payroll information into QuickBooks Online with proper cost allocation
  - h. Maintain deposit and vendor files by fiscal year

- i. Follow accrual accounting method for maintaining books
  - j. Monthly reconciliation of bank and investment accounts, and individual financial loan payments as well as reconciliation of all balance sheet accounts
  - k. Monthly reconciliation of payments made for invoicing if required by grantor
  - l. Monitor release of restricted funds
  - m. Identify areas for management review regarding process and practice to improve efficiency and ensure compliance
2. Financial Services
    - a. Prepare monthly Profit and Loss statement and Balance Sheet no later than the 14<sup>th</sup> day of the following month, and other reports as necessary
3. Audit Preparation
    - a. Participate in financial audits and reviews conducted by funding agencies, including document preparation
    - b. Prepare year end reports, schedules and other documents as requested by independent auditor
    - c. Provide audit process support as needed; research and resolve issues as they arise
    - d. Provide reports and data as requested for the completion of annual tax returns
4. Budget
    - a. Input the adopted budget into QuickBooks.

### **Cost Proposal**

Bidders are requested to submit a project price which includes each service in the Scope of Work and detailed monthly fee schedule. Any adjustments, additional expenditures, or other service outside of the Scope of Work must be pre-approved by FAAST.

### **Organization/Individual Requirements**

The successful organization/individual will meet the following requirements:

1. Be a Certified Public Accountant
2. Have experience using QuickBooks Online
3. Have experience with accounting methods for writing and tracking financial loans
4. Have experience with 501(c)3 nonprofit organizations and the preparation of IRS form 990
5. Have experience with state and federal audit requirements

### **Proposal Requirements**

Please use the following format when preparing your response. Please limit the proposal to three pages, excluding attachments.

- Section 1: Proposer Information: Company name, primary contact, email, phone, etc.
- Section 2: Scope of work/description of services and approach to bookkeeping/accounting services, particularly as it relates to GAAP Guidelines for nonprofits, and accounting for government and restricted funding

- Section 3: Firm's qualifications: Summary of previous similar work for a nonprofit organization; proficiency with accounting software; experience with multi-agency funders
- Section 4: Description of client portal or online interfaces with provider
- Section 5: Attachments:
  - Cost Proposal: Budget and narrative
  - Resumes: For key personnel working on this project
  - Professional References: At least 3 references for which proposer has performed similar work; include the current contact information for each
  - Other: Proposers may include a brief sample of their work, or other materials to demonstrate their capabilities to complete the work, not more than 3 additional pages

### **Proposal Submission**

Proposals will be reviewed for completeness, proposer experience, experience with previous similar work, excellent references, and reasonableness of cost proposal.

All materials submitted are due by November 30, 2021, at 5:00 p.m. EST to Whitney Doyle, Executive Director, via email to [wdoyle@faastinc.org](mailto:wdoyle@faastinc.org).

Interviews may be requested with select proposers and held in December 2021. A selection will be made, and proposal contacts will be notified by December 21, 2021.

### **Preference**

A preference will be given to firms owned by or employing individuals who have disabilities who utilize assistive technologies.

Encl: FAAST audit report and Form 990 for last fiscal year