



Request for Proposals for Financial Management Services

Background:

Our organization is accepting proposals from accounting and financial professionals to provide accounting and financial services. We invite individuals and firms to submit a proposal by Monday, June 7, 2021 for consideration. A description of the organization, the services needed, and other pertinent information follow.

About APALA:

Founded in 1992, the Asian Pacific American Labor Alliance (APALA), AFL-CIO is the first and only national organization of Asian American and Pacific Islander (AAPI) union members and allies advancing worker, immigrant, and civil rights.

Backed with strong support of the AFL-CIO, APALA has 23 chapters and pre-chapters in 16 states and a national office in Washington, D.C. In 2011 to ensure broader education, civic engagement, and capacity building for our communities, APALA established the Institute for Asian Pacific American Leadership & Advancement (IAPALA) as a 501(c)3.

To achieve our mission, we build power by:

- Organizing members into unions, develop a pipeline of labor leaders, and build political power for our community;
- Educating AAPI workers and allies about the labor movement, principles of trade unionism, and collective bargaining, as well as provide a vehicle for AAPI issues and concerns;
- Activating our chapters across the country to advance social, racial, and economic justice through state-based campaigns; and
- Representing the voice of AAPI workers on coalitions within the labor community and more broadly in the civil rights, AAPI, and racial justice communities.

Other information:

APALA employs an Operations and Development Coordinator.

APALA's Operations and Development Coordinator is responsible for transactional financial tasks including the following:

- Process accounts receivable and accounts payable
- Print checks, mail payments, and file invoices.

- Photocopy checks, invoices, and other documents as required by funders
- Make bank deposits
- Maintain personnel files, grant files, invoice files, and vendor files
- Collect time sheets
- Support the annual audit

Services to be Performed:

The selected firm will provide the following services:

Bookkeeping Services

- Review accounts receivable and accounts payable aging reports on a monthly basis
- Prepare Annual 1099 Filings
- Review back up for expenses to ensure accurate grant funding allocations
- Assist with grant reporting
- Review staff timesheets and proper grant allocation
- Review payroll reports and prepare related journal entries
- Prepare journal entries as needed for accounting on an accrual basis
- Provide monthly reconciliation of bank and investment accounts and all balance sheet accounts
- Monitor release of restricted funds
- Accounts payable: Make payments to vendors and consultants; prepare annual form 1099 filings
- Maintain costs by program and/or grant designation
- Process and enter Payroll information into accounting system
- Amortize Insurance Policies

Accounting and Grant Management

- Provide assistance with creating a Cost Allocation Plan and updating APALA's fiscal policies and procedures manual
- Assess needs and make recommendations about appropriate software for grant management
- Identify areas for management review regarding process and practice to improve efficiency and ensure compliance
- Provide monthly review of financials, including advice and guidance to management

Financial Reporting

- Provide budget to actual summary and detail
- Prepare monthly statements of Income & Expense, Balance Sheet, Cash Flow and other reports as necessary
- Provide cash forecasting reports

- Prepare financials to management and National Executive Board (NEB) on a monthly basis
- Provide education and guidance to APALA's management team and NEB as needed
- Maintain fixed asset inventory and depreciation
- Reconcile membership dues and rebates to chapters

Budget Preparation

- Assist with preparing budgets and allocations for multiple programs and funding sources
- Assist with annual budget process (analysis of expenses, reports of prior spending by program area)

Audit Preparation

- Prepare for and facilitate financial audits; prepare year-end reports, schedules and other documents requested by the auditor
- Provide audit process support as needed; research and resolve issues as they arise
- Provide reports and data as requested for the completion of annual tax returns Form 990

Your Response to This Request for Proposal:

In responding to this request, please provide the following information:

1. Scope of Work and description of the services. This should include the firm's approach to bookkeeping and accounting services particularly as it relates to GAAP Guidelines for nonprofits and accounting for grants and restricted funding.
2. Detail your firm's experience in providing accounting and financial services to entities in the not-for-profit sector, particularly those with dual 501c3/501c4 entities.
3. Your philosophy or approach to providing strategic financial support to social justice and people of color-led organizations.
4. Description of team members who will be assigned to our engagement if you are successful in your bid.
5. Furnish current standard billing rates for classes of professional personnel for each of the last three years, and a budget for the scope of work.
6. Provide the names and contact information of other similarly sized not-for-profit clients. We are especially interested in work done on behalf of organizations similar to our own: national non-profit organizations with annual budgets between \$1.5 - \$2 million annually.
7. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our outsourced accountants is the best decision we could make.
8. Set forth your fee proposal for the 2021 audit with whatever guarantees you offer regarding fee increases in future years. Provide your proposed fee for the quarterly review work that will be required as well as the corporate tax preparation if you are proposing to perform the tax work. Ensure that the fee as proposed is sufficient to cover the work that you expect to perform if you are awarded this audit.

9. Any other pertinent information about the firm and its capabilities.

To Submit Proposal

Please submit your contact information and a proposal with the above information by email with the subject "Accounting RFP" to apala@apalanet.org by Monday, June 7, 2021. For information or questions, contact Alvina Yeh at alvina@apalanet.org.

Evaluation of Proposals

The management team of APALA will evaluate proposals on a qualitative basis. This includes a review of the firm related materials, interviews with firm personnel, results of discussions with other references from other clients, and the firm's completeness and timeliness in its response to us.

Time Commitment: Roughly 250 hours a year

Location: Remote

Job Type: Contract

Start Date: ASAP

Application Deadline: June 7, 2021