



## REQUEST FOR PROPOSAL BOOKKEEPING AND ACCOUNTING SERVICES

Kentucky Society for Technology in Education (KySTE) is seeking a firm for bookkeeping and accounting services with a strong background in non-profit bookkeeping and accounting.

Interested and qualified organizations are invited to submit proposals, which will be accepted until June 5, 2018 at 5:00 p.m.

An electronic copy of the proposal must be submitted by 5:00 p.m. on June 5, 2018. Please submit the electronic document, including all attachments, to: [KySTELorena.Hall@Gmail.com](mailto:KySTELorena.Hall@Gmail.com)

### QUESTIONS

Questions may be submitted via email to Lorena Hall at the email listed above.

Complete responses to all invitation items on this document

### RFP

Activity	Date
Activity Date RFP Available for Download on KySTE's Website	May 25, 2018
Deadline to Submit Questions Regarding RFP	May 31, 2018
RFP Responses Due	June 5, 2018
Selection of Strategic Partner	By June 15, 2018
Relationship Effective Date	July 1, 2018

NOTE: The issuing of this RFP in no way obligates KySTE to accept any of the proposals that may be submitted by the due date, and KySTE may, at its sole discretion, continue operating under the status quo.

## **BACKGROUND**

Kentucky Society for Technology in education is a 501(c) (3) not-for-profit organization professional organization and affiliate of the International Society for Technology in Education. We're committed to the support of technology in and for education. KySTE operates on a budget of \$400,000 each year and hosts one large event each year. The Daily planning and operations are managed by the Executive Director. Governance and fiduciary responsibilities are carried out by the KySTE Board, which includes an Executive Committee comprised of the organization's Officers and Committee Chairs. KySTE has been in operation for ten years and has had a significant impact on technology in education. For more information about the organization, visit [www.kyste.org](http://www.kyste.org)

## **SCOPE OF WORK TO BE PERFORMED**

### **1. Bookkeeping Services**

- Input all transactions into a shared accounting software (transactions are generally under 20 per month), with information on revenue, expenses and receivables provided by the KySTE Board or Executive Director
- Prepare the monthly reconciliation of all bank, vendor, credit card and all other material accounts by the 5th of each month
- Pay the monthly invoiced payroll (currently 1 employee)
- Pay all invoices within 30 days
- Maintain supporting documentation to support all transactions, and provide online access to KySTE Board members. This documentation should be accessible for 3 fiscal years
- Respond to all email or inquiries within 2 business days
- Provide and maintain electronic access to shared accounting software to Board members and Executive Director, as requested

### **2. Financial Reporting**

- Prepare a monthly Budget to Actual summary and Budget to Actual detail report out of shared accounting software and provide to the treasurer and executive director by the 5<sup>th</sup> of each month
- Prepare monthly Comparative Statements of Financial Position and Statement of Activities reports by the 5<sup>th</sup> of each month
- Provide annual board report each July
- Prepare any other reports or statements as requested by the Board or Executive Director
- Provide importable historical accounting record from previous 2 fiscal years each July

**3. Tax Reporting Requirements**

- Prepare federal IRS form 990
- Prepare all 1099 and 1096 filings
- Prepare any other federal, state or local tax filings as required

**4. Budget**

- Provide assistance to the Treasurer and Executive Director with the preparation of an annual budget
- Input the adopted budget into the share accounting software

**PROPOSAL REQUIREMENTS** The following must be received by the proposal due date

**5. Firm's Qualifications**

- Qualifications and Related Non-Profit Experience - Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work
- Provide a listing of current non-profit clients in the area similar for which your firm is providing bookkeeping/accounting services

**6. Personnel Qualifications**

Provide sufficient information and related experience of personnel who will perform KySTE bookkeeping/accounting services

**Additional Information** - Interested firms are encouraged and welcomed to provide any additional information that may assist KySTE in awarding this professional service contract

**7. Fees/Hourly Rates**

KySTE prefers a monthly cost for services; please provide projected fixed cost for each of the 4 sections (Bookkeeping, Financial Reporting, Tax Preparation Reporting and Budget) noted above

Function	Fixed Fee
Bookkeeping	_____
Financial Reporting	_____
Tax Reporting Budget	_____
Total Fixed Fee	_____

Hourly rates of the firm's employees should be provided for services which may be requested outside of the scope of the agreement

Classification	Hourly Rate
Owner	\$
CPA	\$
Accountant 5+ years of non-profit experience	\$
Accountant (0-4) years of non-profit experience	\$

AWARD / TERM- As noted earlier, Kentucky Society for Technology in Education has the right to decline to engage in a proposed partnership or any part thereof for any reason. However, if awarded, the term of the Memorandum of Agreement (MOA) will be twelve (12) months. By mutual agreement, any MOA which may be negotiated pursuant to this RFP may be extended for two additional one-year terms at agreed compensation levels, with all other terms and conditions remaining the same.

**ABOUT YOUR ORGANIZATION**

Organization Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

RFP Contact Name \_\_\_\_\_

Email Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_

**Briefly describe your organization's history and business structure:**

PLEASE REFER TO PAGE 1 FOR PROPOSAL SUBMISSION INSTRUCTIONS AND PAGE 3 FOR  
PROPOSAL REQUIREMENTS