METRO AREA CONTINUUM OF CARE FOR THE HOMELESS (MACCH)

Request for Proposals - Bookkeeping Services
June 6, 2020

Dear Sir or Madam:

Metro Area Continuum of Care for the Homeless (MACCH), a 501(c)(3) organization, seeks proposals from firms that have extensive experience in providing bookkeeping and accounting services for non-profit organizations. We invite your firm to submit a proposal to us by June 22, 2020 for consideration. A description of our organization, the services needed, and other pertinent information follows.

**Background of MACCH**

MACCH is the Omaha metro area's only collective impact homeless services organization. MACCH remains the community's chief collaborative voice regarding the preventing and ending of homelessness.

MACCH was born out of the collective voice of more than 100 homeless service advocates in the Omaha/Council Bluffs area. Based on HUD’s Continuum of Care model, the Omaha Area Continuum of Care for the Homeless (OACCH) was formed in 1996. OACCH competed for and won more than $10 million in HUD funding for local agencies over the course of 10 years. In 2006, metro area leaders decided more could be done to address homelessness and more collaboration was needed. Thus, OACCH transformed into an independent 501(c)(3) and became MACCH. Today, MACCH provides resources to partner agencies to assist in ending homelessness.

Although MACCH is not a direct service provider, MACCH provides service to the community by administering HUD’s investment and leading the metro’s Coordinated Entry and Trauma Informed Care initiatives. MACCH recently raised nearly $4.5 million for a 2-year, Housing Problem Solving pilot program. Housing Problem Solving provides partner agencies state-of-the-art training, tools that support creative problem-solving conversations with people in crisis, and community resources and financial support for households to avoid entering, or quickly exit, the homeless system.

MACCH has a December 31 fiscal year-end. The annual operating budget is approximately $3.4 million in 2020. MACCH currently employs 4 people in 1 location and expects to add additional employees as the Housing Problem Solving program grows. MACCH is funded primarily by a government contract through HUD and grants from foundations.

**Services to be performed**

Your firm may choose to respond to some, or all services requested:

- **Bookkeeping Services**
  - Input all transactions into accounting software (transactions are generally under 50 per month), with information on revenue, expenses and receivables provided by the MACCH staff
  - Process payments to vendors, partner agencies, and recipients of housing problem solving funds
  - Maintain costs by project and/or grant designation
MACCH Bookkeeping RFP

- Process biweekly payroll
- Maintain Deposit and Vendor files by Fiscal Year
- Monthly reconciliation of bank accounts and credit card, as well as reconciliation of all balance sheet accounts
- Monitor release of restricted funds
- Identify areas for management review regarding process and practice to improve efficiency and ensure compliance

- Financial Reporting
  - Prepare monthly balance sheet, income statement, income statement by project, and other reports as necessary
  - Develop management reports for monthly board review
  - Prepare monthly budget to actual summary and detail reports
  - Assist with and/or complete various grant financial reporting requirements

- Tax Reporting Requirements
  - Prepare federal IRS Form 990
  - Prepare all payroll tax filings
  - Prepare all 1099 and 1096 filings
  - Prepare any other federal, state, or local tax filings as required

**Relationship with prior accounting firm**

These services have been provided by Hemenway Associates, Inc. MACCH’s board of directors recently updated the finance policy that requires a competitive bid process for bookkeeping and accounting services. In preparing your proposal, be advised that management will give permission to contact the prior accountant.

**Your response to this request for proposal**

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

- **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 Omaha metro area similar for which your firm is providing bookkeeping/accounting services.

- **Individual Qualifications**
  - Provide sufficient information and related experience of the individual who will perform bookkeeping/accounting services.

- **Fees**
  - Please provide a fee schedule for the services requested above and typical annual fee increase.

- **Additional Information**
  - Any additional information not otherwise requested that may aid in awarding this professional service contract.

**Evaluation of proposals**

The Finance Committee of the Board of Directors of MACCH will evaluate proposals for completeness, experience, references, and reasonableness of fees. Interviews may be requested.
Proposal submission
Questions may be submitted via email to Randy McCoy, Executive Director at: rmccoy@endhomelessnesstoday.org. Completed proposals may be submitted via email to Randy, or to the address below.

Randy McCoy
MACCH
6001 Dodge Street, Suite 117D
Omaha, NE 68182

Sincerely,

Randy McCoy
MACCH
Executive Director