

Adult Public Charter School

Excellence in Adult Education Since 1985

## I. REQUEST FOR PROPOSALS

Academy of Hope Adult PCS seeks the services of a Finance and Accounting consulting team with expertise in non-profit/charter schools.

## II. SOLICITATION SCHEDULE

Responses should be provided in electronic format and emailed to Krystal Ramseur at [aoh@aohdc.org](mailto:aoh@aohdc.org) by May 10<sup>th</sup> 2017. Please contact Krystal at 202-269-6623 with any questions you may have regarding this RFP.

## III. BACKGROUND

The Academy of Hope was founded in 1985 by two teachers who believed that education could empower those most marginalized in Washington, D.C. Academy of Hope's mission is to provide high quality adult basic education in a manner that changes lives and improves our community.

## IV. PROJECT SCOPE

The intent of this RFP is to have the firms under consideration specifically address the finance and accounting services required and provide a well-considered price proposal. Contractor agrees to provide all necessary expertise and services to professionally and diligently prosecute the accounting and finance work authorized by Work Orders to be issued by the Academy of Hope.

### Scope of services are being requested:

- Job Cost Accounting; A/P; A/R; Account reconciliation; Billing; general journal entries; payroll processing; Project accounting, grant reporting, budget development and oversight
- Provide financial models and forecasting
- Identify trends in financial performance and providing recommendations for improvement
- Analyze current and past financial data and performance. Prepare reports and projections based on this analysis
- Reconciling company bank accounts and credit card statements
- Interaction with outside auditing agencies and completion of reports and supporting documentation for audits and reviews

## V. CONTRACTOR QUALIFICATIONS

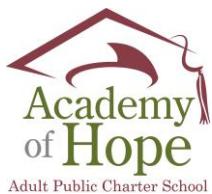
Academy of Hope Adult PCS is seeking a contractor that can address the above described projects. Contractor's Statement of Qualifications should clearly and accurately demonstrate the specialized knowledge and experience required for services under consideration. Proposals should also include:

- Provide a project organization chart showing the proposed staff for this job, including all professional staff.
- Describe the duties and responsibilities for all key staff positions.

## VI. PROPOSAL REQUIREMENTS

Proposals are sought from firms with recognized expertise on design projects with experience in the nonprofit sector. In your proposal, please provide the below information in the order requested:

- Background on your organization including history, staff size and experience, average client size for this service, percent of business dedicated to technical support, and percent of business dedicated to nonprofits.



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- Overview your approach / business model.
- Describe your approach to the projects identified above
- Cost Proposal: Detail prices for all services proposed. As the nature of the work to be performed will vary depending on Academy of Hope's needs and, etc., vendors should present prices in an "a la carte" format.

Prices for which fixed prices are charged must be clearly identified. Identify what specific services are covered and which are not covered by any fixed price service. For services charged on an hourly or other per-unit basis, the cost proposal must detail charges for the following:

- i. If rates vary according to the nature of the contractor staff who perform the work, describe and enumerate the price for each labor category, i.e., provide a full hourly rate sheet for relevant staff.
  - ii. If prices vary according to time of day or the timing of the request for services (e.g., regularly scheduled visits versus emergency response), show those prices separately.
  - iii. Identify any other factors relevant to evaluation of pricing, such as billing increments (e.g., 15 minutes, etc.), whether travel time is charged, minimum billable units or amounts, mark-up on equipment procurement, etc.
- Technical Approach: The proposal must describe how the firm fulfills the "Contractor Qualifications" outlined in Section V.
  - References: Include the three most similar clients to whom you have provided this service – name, organization, email and phone.

## VII. EVALUATION FACTORS FOR AWARD

In considering proposals, Academy of Hope Adult PCS will make a best-value determination. Award will be made to the applicant that conforms to the RFP's requirements and is judged to represent the best value to Academy of Hope. Best value is defined as the proposal that presents the best overall value to Academy of Hope Adult PCS, cost and other factors considered, and which presents the most advantageous offer. Such offer may not necessarily be the proposal offering the lowest cost or receiving the highest technical rating.

Academy of Hope Adult PCS will evaluate proposals based on a number of criteria, including:

- i. How well the vendor demonstrates an understanding of Academy of Hope's needs and its ability to meet those needs
- ii. The overall business model and its match to Academy of Hope's needs
- iii. Corporate experience with similar sized nonprofits
- iv. Prior performance in similar engagements;
- v. Price