

Michigan Statewide Independent Living Corporation
Request for Proposals #01-24
Accounting Services

The Michigan Statewide Independent Living Corporation (MiSILC), a 501c3 nonprofit that serves as the fiduciary agent of the Michigan Statewide Independent Living Council (SILC), is seeking proposals from qualified individuals, agencies, and/or firms to provide accounting services for the corporation. MiSILC has one Executive Director and one Director of Operations with an annual operating budget of \$385,765 consisting of state and federal grant funds. The corporation board is comprised of members of the Governor appointed Michigan Statewide Independent Living Council and serve terms in connection with their SILC appointment terms.

Corporation staff work from homebased offices. Accounting is currently conducted using QuickBooks Online and interfacing web-based applications in a mostly paperless environment.

Using QuickBooks Online (or equivalent) and any other applications (if applicable, including web-based), the primary accounting functions to be performed by the successful candidate include:

- Accounts receivable
- Accounts payable
- Payroll preparation, employee direct deposit, and Health Savings Account deposits
- Year-end tax document preparation and dissemination (W-2s, 1099s, etc.)
- Reconciliation of bank statements
- Reconciliation of credit card statements
- Preparation and dissemination of monthly financial statements including balance sheet, statement of activities (P&L), aged receivables, and statement of functional expenses
- Account reconciliations
- Assist with budget preparation, variance reporting, cash flow analysis, and expense projections
- Accrual preparation
- Prepare various journal entries
- Analyze financial information
- Perform ad-hoc accounting projects/tasks as requested
- Work with Executive Director to produce annual budget and staff allocations
- Assist/train Director of Operations to enter invoices and produce checks
- Complete State of Michigan reimbursement form by the 5th of each month
- Answer questions for SILC Treasurer and Executive Director as necessary
- Work with MiSILC staff and auditing firm to complete year-end fiscal audit

Qualifications and Experience:

- Degree in accounting with 3 or more years of experience, licensed CPA preferred

- Strong proficiency in Microsoft Office, Excel, Word, QuickBooks, QuickBooks Online, web-based accounting applications, or other equivalent software programs
- Strong analytical skills and knowledge of financial information systems
- GAAP knowledge
- Strong problem solving skills
- Strong multi-tasking skills
- Professional and general liability insurance
- Not debarred from participating in state and/or federal procurements or contract awards

Duration of agreement:

- Five year contract with an optional five-year extension

Your Response to This Request for Proposal

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

1. Details of your firm's experience in providing accounting services to organizations in the not-for-profit industry.
2. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
3. Identify the partner, manager, and/or in-charge accountant who will be assigned to our job, if you are successful in your bid, and provide biographies (background checks will be performed on all individuals selected for this RFQ). Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these incidents.
4. Describe how your firm will approach accounting services for the organization, including the use of any third-party services, contractors, vendors, etc. Also discuss in detail the firm's proposed use of software and technology (including web-based technology/applications, etc.), if any, in accounting, security measures, and assurance of separation of accounting duties. And finally, discuss the communication process used by the firm to discuss issues with management and the corporation Treasurer.
5. Set forth a detailed monthly fee proposal with whatever guarantees can be given regarding year-to-year fee increases/decreases. This should be inclusive of any and all third-party charges, fees, subscriptions, etc.
6. Provide the names and contact information for other similarly sized clients for whom you have provided accounting services for reference check purposes.
7. Describe how and why your firm is different from other firms being considered, and why our selection of your firm is the best decision we could make.
8. Include a copy of your firm's certificate of liability insurance.

Evaluation of Proposals

SILC will evaluate proposals on a qualitative basis, acceptable background checks, responsiveness to the RFP, and cost proposals.

Please submit your qualifications and bid proposal **no later than Friday, February 16, 2024** by mail to:

Tracy Brown, SILC Director of Operations
P.O. Box 71
Middleville, MI 49333

Or by email to:

tracy@misilc.org

with "SILC Accounting Services RFP#01-24 Proposal" in the subject line