

**Epiphany Community Health Outreach Services
Request for Proposals for
Bookkeeping/Accounting Services (ACCT1A)**

Epiphany Community Health Outreach Services is a 501(c)(3) nonprofit corporation soliciting proposals from qualified public accounting firms registered to work in the state of Texas to provide professional audit services.

RFP TIMELINE

Official Release Date: Thursday, November 17, 2022 Full RFP posted at: https://echoshouston.org/about-us/vendor-opportunities/
Deadline to submit questions: Friday, November 30, 2022, at 12 PM CDT
Please submit questions in writing to jfernelius@echoshouston.org with the subject line “ECHOS Bookkeeping/Accounting Services, RFP Question(s) Agency Name”
Answers to written questions posted on the website on or before: December 6, 2022, by 12:00 PM CDT
Proposals Due: Thursday, December 15, 2022 by 5:00 PM CDT
Anticipated Preliminary Award Announcements: on or around December 30, 2022.
Addenda and answers to questions will be posted at https://echoshouston.org/about-us/vendor-opportunities/

Responses to this request for proposals should be emailed to:
ECHOS Development Director
Jennifer Fernelius jfernelius@echoshouston.org

The proposal cover sheet must be signed and dated by an authorized representative of the proposing organization.

Late proposals will NOT be accepted. Proposals must be received by the due date. Suppose all or any portion of a response submitted is received late or is otherwise nonresponsive due to equipment failure or operator error. In that case, the response or the applicable portion of the response will not be considered. In addition, ECHOS is not liable for equipment failure or operator error.

**Epiphany Community Health Outreach Services
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I. General

Epiphany Community Health Outreach Services (hereinafter referred to as ECHOS), a 501(c)(3) nonprofit corporation under the Episcopal Diocese of Texas, is soliciting proposals from qualified accounting firms to provide professional accounting services. **The deadline for receiving responses to this request is 5:00 PM on December 15, 2022.** Late proposals will not be accepted.

Respondents must submit proposals by e-mail to jfernelius@echoshouston.org to the attention of Jennifer Fernelius, Development Director.

Proposals must be composed and assembled as outlined in Sections V and VI respectively titled *Proposal Contents* and *Proposal Format*. There will be no bidder's conference for this Request. ECHOS staff can answer questions related to this RFP either by phone or email as outlined in Section IX *Conditions*.

II. Accounting Systems, Cost Allocations and Requirements

Fiscal Year, Accounting Method and Standards - As a nonprofit entity, ECHOS follows the accounting and reporting requirements of FASB ASU Topic 578. ECHOS currently utilizes an Unrestricted Fund and a Restricted Fund. Project-level accounting is maintained to budget and account for ECHOS's multiple funding streams. Accounting records are maintained on an accrual basis. ECHOS's fiscal year ends December 31.

Internal Reporting - Monthly financial statements are prepared in-house for presentation to the Board. Additional financial reports are generated throughout the year for management and reporting purposes and in response to the requests and requirements of ECHOS's various funding sources.

Cost Allocations - Expenses associated with specific projects or grants are recognized to that specific area when incurred. The general operating expenses are recorded among the funding areas based on the allocation methodology outlined in the Annual Operating Budget.

Accounting Systems - ECHOS currently utilizes QuickBooks Online as its primary accounting system and utilizes a contract with an accounting firm to reconcile operating and federal accounts, process payments and provide technical assistance and specialized reports via QuickBooks.

III. Background Information

General - ECHOS became a 501 (c) 3 corporation under the Episcopal Diocese of Texas, in September of 2001. ECHOS is a ministry of the Diocese, providing, basic needs, health and other social services to the community.

Mission: *ECHOS mission is to serve people in need by providing access to the health and social service resources that can improve their lives.*

Vision: *A community where all people have access to the resources needed to build healthy and productive lives.*

Funding Sources - In the past two years, ECHOS's primary funding sources include, but are not limited to:

- Episcopal Health Foundation
- Alliance of Community Assistance Ministries
- The Brown Foundation
- JPMorgan Chase & Co.
- Memorial Drive Presbyterian Church
- St. John the Divine
- United Way of Greater Houston
- Leslie Alexander Foundation

Current Programs & Activities – ECHOS' primary programs/activities and roles are:

- **Access to Health and benefits enrollment services:** On-site health education and benefits enrollment assistance for healthcare and other social services. ECHOS assists in completing applications for Medicaid / CHIP Perinatal programs, Children's Medicaid/CHIP programs, Harris Health System Financial Assistance Program ("gold card"), and Supplemental Nutrition Assistance Program (SNAP).
- **Housing Stability Programs:** Financial Assistance/Rental Assistance-Housing Stability and Eviction Prevention Programs. These programs include case management, referrals and linkage to other social services to assist in eliminating the barriers our families face as they work towards resiliency and self-sufficiency.
- **Food Pantry:** In Harris County, 29% of children live with food insecurity. 43% of the individuals fed in the ECHOS food pantry are children under 18 years old. Harris County is the second highest of children living with food insecurity in the nation.
 - Food Pantry–Recognizing hunger as an ongoing condition in the households served at ECHOS, we have a weekly food distribution to provide for around 300 families each week.
- **On-site medical services from nonprofit providers:** ECHOS leverages its relationship with nonprofit providers to build a healthy continuum of care for our clients by providing a safe, central location for the following much-needed services:
 - Texas Children's immunizations, well-child and sports physicals, and sick childcare.
 - COVID and Monkey Pox Immunizations through Harris Health partnership.
 - Also, health providers such as Bee Busy Wellness provide healthcare services.
 - The Rose provides mammograms.

Organization Data - ECHOS's current budget is approximately \$1.3 million. A 15-member Board of Directors charged with setting overall organizational policy governs ECHOS. ECHOS' Executive Director reports directly to the Board. 89% of ECHOS expenses are direct program expenses.

Description of Accounting Systems and Procedures

ECHOS's accounting structure is carefully built, focusing on the importance of properly coding/recording accounting transactions: Bank Account, General Ledger Account, Class, Grantor, Grant Item, Customer Types and Vendor Types. ECHOS takes fiscal transparency seriously, has had successful financial audits and one single audit. ECHOS staff pay attention to details and have developed forms for coding revenue and expense before submitting them to the contract accounting firm. Full effort should be given to code every transaction following the planned structure. ECHOS utilizes QuickBooks Online and Quickbooks Timekeeper and the

accounting Contractor is expected to obtain authorized user access from ECHOS. The Contractor is expected to review the reports and spreadsheets from the scan file and properly record the activity. **Payroll processing is part of the scope of this RFP.** All time is recorded and allocated by the employee following time actually spent on work in a particular program area. To avoid extensive adjusting entries for payroll, ECHOS has adopted a business model whereby employees are required to document all of their time by class/program in TimeKeeper. In addition, payroll is issued approximately five (5) days after the close of the pay period to allow for the documentation and processing of timesheets, which are based on real-time program accountability. ECHOS has aligned the payroll coding with those in ECHOS's Quickbooks TimeKeeper so that the payroll and benefits can be imported into Quickbooks with minimal adjustment. The selected Contractor is expected to coordinate to ensure imports are successful and that the coding maintains alignment with ECHOS's Quickbooks. The selected Contractor will work with the selected audit firm to ensure maximum communication, accurate operating financials and minimal adjustments. Communication and coordination with staff and other consultants is an essential function.

IV. Scope of Work

Scope of Accounting Services

The purpose of the Request for Proposal is to obtain accounting services for the current fiscal year beginning January 1, 2023, or sooner through ending December 31, 2027.

The scope of accounting services will consist of the following (most activities completed remotely):

- Record vendor checks for payment by management.
- Record or post-coded transactions determined or approved by management to the general ledger.
- Propose standard, adjusting, or correcting journal entries to be checked and approved by management.
- Post approved standard, adjusting or correcting journal entries to trial balance.
- Reconcile bank account(s), excluding the examination of canceled checks, substitute checks or electronic images of such checks.
- Post invoice and adjusting journal entry based on QuickBooks file received.
- Upkeep existing memorized financial QuickBooks reports detailing all operating revenues, expenditures, and other fund balance transactions of ECHOS.
- Import payroll file from TimeKeeper.
- Prepare required financial reports for Government grants as requested.
- Assist the external auditor by preparing schedules and performing any other duties deemed necessary to provide auditors with requested financial information in a timely manner.
- Meet with ECHOS with the ECHOS staff member designated as the preparer of financial reports no less than quarterly and as often as monthly.

All records will be maintained by the proposer according to ECHOS's record retention policy and any relevant regulatory requirements but will remain the property of ECHOS. Any and all records will be surrendered to ECHOS upon request.

The proposer will not release records or information related to ECHOS.

ECHOS will provide the selected firm with the necessary documentation and information to ensure the accounting firm has all that it needs to successfully perform the duties outlined in this RFP.

ECHOS will provide all payable requests and other signed documents in scanned PDF format (ECHOS retains original requests) and submit to the firm via email. ECHOS uses Microsoft Outlook 365 as its primary email provider.

ECHOS also uses DocuSign as needed.

Qualifications

The proposer must demonstrate the capability to perform the above-stated accounting services in accordance with generally accepted accounting principles. Expert knowledge of QuickBooks and nonprofit accounting

Term of Accounting Services

The contract for accounting services based upon approval of the proposal.

V. Proposal Content

Administrative Component

To describe clearly the proposer's understanding of the work to be done, the proposer will:

- Explain the proposer's approaches to performing the accounting services
- List any service costs that will be absorbed by the Contractor (postage, copy charges, etc.), if applicable. ECHOS is a nonprofit organization with limited resources. As such, innovative and creative fee arrangements proposed by the Contractor that minimize risk and cost to ECHOS will be considered favorably. Contractors shall provide complete information on any pro bono and/or in-kind services which may be provided in the course of providing services on a case rate basis and hourly basis.
- Describe how you would ensure that unexpected contract amendments are minimized. Please note that any changes to the original contract would require a contract amendment and review by the board of directors.
- Indicate the proposed billing rate for expanded services if the need for such services should arise.

Technical Component

The proposer will furnish satisfactory evidence of capability to provide in a professional and timely manner the services stated in the Request for Proposal. To meet this requirement:

- Provide evidence that the proposer has experience in performing accounting or other services to nonprofit or governmental entities. List current and past clients along with the names and telephone numbers of contact persons and the number of years that services were provided.
- List names of staff member(s) who will direct the overall accounting services activity. Include the educational background of all staff members named and professional licenses held.
- Describe the level of assistance that will be expected from ECHOS staff.

Task/Activity Plan

- The proposer will specify budgeted hours and timetable for accounting services for each monthly cycle. Please state how your firm will carry out contract requirements in the event of an illness or other circumstance that may limit ECHOS’s primary accountant contact to complete the work requested in this RFP. ECHOS requires, at minimum, a primary accountant contact and a secondary contact that will be able to handle requests and access the system remotely in instances where the primary contact is unavailable.

Estimated Fees

Please quote the contract fee for the last quarter of 2022 (3 months) and the annual contract fee (12 months/2023) for providing accounting services as described above. The Contractor will only be allowed reimbursement to the maximum contracted amount agreed upon by both parties. Any additional expenses above the set maximum agreed-upon fee, unless agreed upon by ECHOS in writing, will be the sole responsibility of the Contractor. Also, state estimated fees for the subsequent four years, under existing conditions, if ECHOS were to request an extension of the contract.

Fees	Est. monthly Hours	2022	2023	2024	2025	2026	2027
Base fee A Financial Statements Preparation and Presentation and Timekeeper							
Deduct Pro-bono hours, as applicable							
Total Less Pro Bono (Net Quote)							

The Contractor shall provide:

- 1) Estimated hours per month per year.
- 2) Any monthly estimated in-kind or pro bono services; and
- 3) Total project cost per monthly period.

The fees negotiated with the selected Contractor shall be inclusive of all fees.

The Contractor’s fee will be considered in addition to other technical factors in determining the offer most advantageous to ECHOS. Because ECHOS and its partners are nonprofit organizations and programs have limited resources, innovative and creative fee arrangements proposed by the Contractor that minimize risk and cost to ECHOS will be considered favorably. Contractors shall provide complete information on any in-kind services which may be provided in the course of providing services on a case rate basis and hourly basis.

VI. Quote Evaluation Criteria

Selection of a successful Contractor(s) will be at the sole discretion of ECHOS. If a contract is awarded, it will be awarded to the responsible firm(s) or individual(s) whose qualifications, price

and other factors are deemed most advantageous to ECHOS. Additionally, ECHOS shall have the right to reject any and all quotes at its discretion.

An evaluation team will be established to review the Contractor responses to this RFQ. Quotes will be evaluated by, but not limited to, the following criteria:

Evaluation Criteria	Maximum Points	Points Given
1. Contractor's compliance with all specifications and/or other requirements contained in this RFQ	15	
2. Relevant experience and qualifications	20	
3. Reasonableness of contract price	50	
a. Total Project Cost Not to Exceed		
b. Monthly Cost		
c. Hourly Rate		
d. Donated Services		
4. Contractor's experience with QuickBooks and Nonprofit accounting	15	
Total Points	100	

During the application evaluation, ECHOS reserves the right to call for supplementary information from Contractors and to meet with Contractor's representatives listed in the application to clarify points of uncertainty or ambiguity. Contractors agree to cooperate fully and promptly in providing supplementary information or meeting requests.

Quotes will be evaluated and ranked according to the points received. The highest-ranked Contractors may be invited for an interview. Contractors should be prepared to discuss the proposed scope of work, including the availability of equipment and staffing, accounting and payment procedures, schedules, qualification of Subcontractors proposed for portions of the work, and other items that are directly related to the application.

ECHOS also reserves the right to obtain clarification of any point in a Contractor's quote or to obtain additional information necessary to properly evaluate a particular quote. Failure of a Contractor to respond to a request for additional information or clarification could result in the rejection of the Contractor's quote.

VII. Submission

One original completed quote must be submitted and labeled as follows: ECHOS Bookkeeping/Accounting Services, RFP. Proposals may be submitted by email to jfernelius@echoshouston.org

Assistance – ECHOS will not provide assistance to any Contractor in the preparation of a quote, but will, however, entertain **questions** through **Wednesday, November 30, 2022, at 12:00 p.m.** solely for the purpose of clarification of any instruction contained in this request. Please direct questions to Jennifer Fernelius, Development Director at jfernelius@echoshouston.org or 713-270-0369 ext. 105. Email is the preferred format. Questions will not be accepted thereafter.

XIII. Conditions for Submission of Proposal

All proposals in response to this request must meet the following conditions to be considered:

- Proposal must include a cover letter clearly stating the name of the firm and the name, address and telephone number of the proposer’s representative.
- Proposal must address each of the accounting service requirements as stated in this Request for Proposal.
- Epiphany Community Health Outreach Services reserves the right to reject any and all proposals and to negotiate portions thereof. Proposals that address only part of the requirements contained in this Request for Proposal will not be considered.
- Epiphany Community Health Outreach Services reserves the right to select any proposal, considering the quoted estimated fee and other factors.
- The proposer shall furnish such additional information that Epiphany Community Health Outreach Services may reasonably require to provide a comprehensive proposal review.
- Epiphany Community Health Outreach Services will not be liable for any cost incurred in the preparation of proposals.
- Epiphany Community Health Outreach Services may ask proposers to send a representative for an oral interview before approval of a proposal. ECHOS will not be liable for the costs incurred by the proposer in connection with such interview.
- The proposer selected to provide these accounting services will not be eligible to perform the annual audit of ECHOS, which will be covered under a separate, subsequent request for proposal.

IX. Conditions

- A. Modification** - Proposers may modify proposals that have already been accepted by providing a written modification to ECHOS. However, no proposal may be modified after the deadline for submission.
- B. Assistance** - Please direct questions to Jennifer Fernelius at jfernelius@echoshouston.org or 713-270-0369 ext. 105. Email is the preferred format.
- C. Sole Discretion of ECHOS** - ECHOS may accept or reject any or all responses under this request in its sole discretion.
- D. Proposal is not a Contract** - This Request is not a contract and does not obligate ECHOS to pay for costs incurred by any proposer in connection with its proposal. Furthermore, ECHOS

is not obligated to contract with any proposer. ECHOS reserves the right to engage none, all, or any portion of any proposed services. ECHOS may negotiate a contract with a proposer as a result of this request and that contract may or may not conform to the requirements of this request at the ECHOS's sole discretion.

- E. **Modification by ECHOS** - ECHOS may change any part of this request at any time prior to the submission deadline. Such modification will be provided to all potential proposers who have obtained this RFP.
- F. **Public Information** - Materials submitted to ECHOS as a part of this proposal are considered public information unless noted in the proposal as trade secret or proprietary information. Materials submitted to ECHOS as a part of this proposal become the property of ECHOS upon submission. ECHOS is not responsible for the return of creative examples of work submitted.
- G. **No Undue Influence**
 - a. No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a proposal under this Request may have any contact outside of the formal review process with any employee of or any member of the ECHOS's Board of Directors for purposes of discussing or lobbying on behalf of proposer's proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. ECHOS will reject proposals of those proposers who violate this condition.
 - b. No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a proposal under this Request may offer any favor, gratuity, inducement, or anything of monetary value to any employee of the ECHOS, or any member of the ECHOS's Board of Directors for purposes of influencing the evaluation of a proposal submitted under this Request. ECHOS will reject proposals of those proposers who violate this condition.

ECHOS Bookkeeping/Accounting Services (ACCT1A)
RFP Proposal Cover Sheet

Organization (Offeror) Name and Address	Proposal Contact
Phone Number	RFP No. ACCT1A
Email Address	EIN OR TAX ID Number
Cage Code (if applicable)	Annual Budget
Unique Entity ID (if applicable)	# of Employees
<p>Name & Title of Certifying Representative. Note: “Certifying Representative” means the individual who may legally submit proposals for the agency and enter into agreements (i.e. the Chairman of the Board of a social service agency). You may identify a different contact person.</p> <p>Name: _____ Title: _____</p>	

I hereby certify that all information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate to the best of my knowledge.

Signature of Certifying Representative	Date
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The undersigned, as Proposer, certifies that the Proposer has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in connection with this contract. The Proposer certifies they have not and will not participate in the development, review, and/or selection process.

Proposal Contact Signature: _____ Date: _____

ECHOS Bookkeeping/Accounting Services (ACCT1A)
RFP Proposal Cover Sheet (Continued)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The undersigned certifies, to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal agency or ECHOS;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with the commission of any of the offenses enumerated in paragraph (1)(b) of this certification;
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default; and
- (e) Will submit to ECHOS information about each proceeding that occurs during this Contract Term or during the recordkeeping period that:
 - (1) Is in connection with this award;
 - (2) Reached its final disposition during the most recent five-year period; and
 - (3) Is one of the following:
 - i. A criminal proceeding that resulted in a conviction, as defined below;
 - ii. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - iii. An administrative proceeding, as defined below, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damage in excess of \$100,000; or
 - iv. Any other criminal, civil, or administrative proceeding if:
 - 1. It could have led to an outcome described in this section (e) paragraph (3), items (i) – (iii) of this award term and condition;
 - 2. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - 3. The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.
 - (4) For purposes of section (e) of this certification the following definitions apply:
 - i. An “administrative proceeding” means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals

proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

- ii. A “conviction,” for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

Where the undersigned Contractor is unable to certify to any of the statements in this certification, such Contractor shall attach an explanation of why it cannot provide said certification to this Contract.

The undersigned Contractor further agrees and certifies that it will include the below clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Subcontracts/Lower Tier Covered Transaction,” without modification, in all subcontracts and in all solicitations for subcontracts:

“CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – SUBCONTRACTS/ LOWER TIER COVERED TRANSACTIONS”

- (1) *The prospective lower-tier participant/subcontractor certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal agency or ECHOS.*
- (2) *Where the prospective lower tier participant/subcontractor is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.*

LOWER TIER PARTICIPANT/ SUBCONTRACTOR:

Entity Legal Name: _____

Signature: _____

Name: _____

Title: _____

Date: _____

This certification is a material representation of fact upon which reliance is placed when ECHOS awards the contract. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to any other remedies available to the Federal Government, ECHOS may terminate this Contract for cause or default.

CONTRACTOR:

Entity Legal Name: _____

Signature: _____

Name: _____

Title: _____

Date: _____