



WBASNY

WOMEN'S BAR ASSOCIATION
of the STATE OF NEW YORK

***Request for Proposals
for Not-for-Profit
Accounting/Bookkeeping Services***

**Women's Bar Association of the State of New York
Post Office Box 936
New York, NY 10024-0536
www.wbasny.org**



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for
Not-for-Profit Accounting/Bookkeeping Services***

I. STATEMENT OF PURPOSE

The Women's Bar Association of the State of New York ("WBASNY"), a 501(c)(6) nonprofit board of trades corporation is seeking proposals for contracted bookkeeping and accounting services beginning with fiscal year June 1, 2021 to May 31, 2022. The contract will be for a one-year term, with an option to extend for two additional one-year terms, at WBASNY's sole discretion. All applicants must have relevant nonprofit experience and proficient knowledge of Quicken and QuickBooks.

A. *Proposal Submission Deadline:*

All proposals shall be received on or before February 26, 2021 at 5 PM via email (in Adobe Acrobat PDF or Microsoft Word format) to:

Linda Chiaverini, Executive Director
Women's Bar Association of the State of New York
Post Office Box 936
New York, NY 10024-0536
Email: info@wbasny.org

B. *Proposal Questions:*

Questions should be directed to Linda Chiaverini, Executive Director at info@wbasny.org. All questions should be submitted for consideration no later than February 19, 2021.

C. *Review and Award:*

Proposers may be contacted to schedule an interview prior to the selection of a firm. The selected firm will be notified in writing by March 31, 2021. It is anticipated that any transition period will begin in mid-April to early-May.

[Additional information about our organization and scope of services is below]

II. ORGANIZATIONAL OVERVIEW

A vision. A mission. A few inspired women. These elements converged to give rise to the creation of WBASNY more than 40 years ago. These same elements continue to drive WBASNY's growth. In 2019, WBASNY comprised twenty chapters throughout the State of New York and a membership of more than 4,000. WBASNY is now the largest women's bar association in the country and the second-largest statewide bar association in New York.

WBASNY's mission is to promote the advancement of the status of women in society and of women in the legal profession; to promote the fair and equal administration of justice; and to act as a unified voice for its members with respect to issues of statewide, national and international significance to women generally and to women attorneys in particular.

In furtherance of our mission, WBASNY has a long and honored role in making life better for all women in society, by advocating for equality and fair treatment of all women. WBASNY has long been in the forefront of changing laws in the areas of domestic violence, in achieving equity in marital dissolution, in achieving fairness in custody decisions, in the initiative against crimes of sexual violence and in the initiative against sexual discrimination in employment. WBASNY will continue to be in the forefront of making policy on issues affecting women, children and families.

Additional information about our organization is available at www.wbasny.org.

III. FINANCIAL REPORTING OVERVIEW

A. Financial Record Keeping

WBASNY is currently comprised of 20 individual chapters ranging in size from very few to several hundred members. WBASNY headquarters maintains its own detailed books and records. Separate chapter reports are also prepared by the treasurers of each individual chapter. Each chapter maintains separate detailed books and records.

In order to assure both the accuracy of the financial records of WBASNY and uniformity in record keeping among the chapters, all chapters are required to maintain their financial records using a version of Quicken. All chapter bank statements should be reconciled on a monthly basis (or as frequently as a bank statement is provided by the Financial Institution) by the chapter treasurer. Each chapter generates and maintains a Quicken Reconciliation Report as part of its books and records. All reports (as described below) are sent to the WBASNY Treasurer every four months. The end of year report is sent to the accountant to prepare the Form 990.

B. Reporting

WBASNY has the following three financial reporting periods:

- June 1st to September 30th.
- October 1st to January 31st.
- February 1st to May 31st (which also includes the full year reports).

Financial reports are prepared and submitted by each chapter at the end of each period. The information gathered to prepare each of these three financial reports is then used to prepare a year-end report for WBASNY and each chapter. The information contained in the Year End reports (i.e. for WBASNY headquarters and each chapter) is used to compile the FORM 990 for WBASNY.

The Year End report for WBASNY headquarters and each individual chapter consist of the following documents:

- Asset Reconciliation Report.
- Itemized Categories Report (from Quicken).
- Account Balances Report (from Quicken).
- Bank Reconciliation Report as of 5/31 (from Quicken)
- Bank statement(s) for the entire year.
- All investment statements received for the entire year (if any).
- All online payment account statements for the entire year (if any).

IV. SCOPE OF WORK TO BE PERFORMED AND STANDARDS TO BE FOLLOWED

The firm selected will be responsible for providing the following services:

A. Returns

- Consolidate year-end report information received from WBASNY headquarters and all chapters for reporting.
- Adjust various account balances to detail bank reconciliations, asset reconciliation and investment data to final balances, correct discrepancies, and provide required adjustments for WBASNY headquarters and all chapters.
- Preparation of extensions and related proxy tax.
- Preparation of return of organization exempt from income tax (Form 990).
- Preparation of exempt organization business income tax return (Form 990T).
- Preparation of annual sales tax return.
- Prepare and deliver timely IRS 1099 filings.
- Participate in any audits relating to the above returns.

B. *Leadership Training*

- Review, revise, update and assist in the preparation of WBASNY Treasurers Training Manual for Chapter Treasurers, including comprehensive policy and procedure guide for the organization to ensure compliance with generally accepted accounting principles.
- Provide assistance, guidance and suggestions to WBASNY to improve internal control procedures.
- Attend and participate in our annual WBASNY Leadership/Treasurer Training Conference in July.

C. *Communication*

- Throughout the year, provide telephone or videoconference assistance to WBASNY Officers, chapters, and headquarters.
- Communicate frequently (either in person or via web-conferencing) during on-boarding process, completion of returns and/or any audits.
- Communicate questions regarding information received from WBASNY chapters and headquarters in connection with the preparation of all returns.
- Attend quarterly conferences with WBASNY Officers and/or chapters, as necessary.

V. *FORM OF PROPOSALS*

A. *General Information*

Please include a cover sheet containing the following information:

- Name of contractor/firm
- Contact Person
- Title
- Mailing Address
- Telephone Number
- E-mail
- Website

B. *Organizational Overview & Qualifications*

Please provide the following:

- Description of the firm, professional history & scope of practice
- Biographies of proposed team members, with resumes attached.
- Explanation of how firm would be a good fit with our organization, detailing experience with other non-profit clients of a similar size and scope.
- Description of policy and commitment to women-owned or minority-owned business enterprises and provide ratios.
- Description of proficiency with Quicken/Quickbooks accounting software.

- Details on staff turnover in past three years, and commitment to continuity.

C. *Proposed Work Plan & Timeline*

Please provide the following:

- Proposal to fulfill the Scope of Work noted above.
- Outline of key steps and persons responsible, level of effort and supervision required.
- Preferences and expectations when working with clients.

D. *Project Management & Fees*

Please provide the following:

- Process for managing project, including communications with the WBASNY.
- Measures and reports to be used to keep project on track and demonstrate fulfillment of expectations.
- Proposed budget necessary to fulfill the scope of work and deliverables.
- Budget narrative, justification and methods of calculation, as well as hourly rates for the firm's employees, should additional services be requested outside of the scope of this proposal.
- Explanation of whether the firm will provide any service on a *pro bono* basis.

E. *References*

Please provide the following references:

- List of non-profit clients (name only) for whom contractor/firm has provided similar contracted accounting services.
- Contact information for three (3) specific professional references, including at least two (2) nonprofit clients, for whom the contractor has provided similar accounting services.

VI. *ADDITIONAL TERMS*

A. *Reservation of Rights*

- The costs of developing proposals are entirely the responsibility of the proposer and shall not be charged in any manner to WBASNY.
- During the evaluation process, WBASNY reserves the right, where it may serve WBASNY's best interest, to request additional information or clarification from a proposer, or to allow corrections on non-material errors or omissions or waive nonmaterial requirements. At the discretion of WBASNY, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. If conducted, oral presentations will be scheduled with each proposer being considered.
- WBASNY reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

- Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between WBASNY and the firm selected.
- WBASNY reserves the right, as best serves its interest, to change any of the projected dates set forth in this RFP, including, but not limited to, the due date for receipt of proposals.
- WBASNY reserves the absolute right without prejudice to reject any or all proposals.

B. Proposers' Rights

- Please note that all materials submitted in response to this RFP become the property of WBASNY upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between WBASNY and the contracted vendor.
- Each applicant agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential and proprietary and waives any right to access such proposals during the RFP process.
- No submissions or supporting documentation will be returned to the submitting applicant.
- No subcontracting shall be permitted without the express permission of WBASNY.

C. Indemnification

The firm shall, to the fullest extent provided by law, defend and indemnify and save harmless WBASNY from claims, suits, action, damages and costs of every nature, kind, name and description resulting from the negligent performance of the services. Such defense and indemnity shall not be limited by reason of enumeration of any insurance coverage provided by the firm. Negligent performance of service shall include, in addition to negligence founded upon tort, negligence based upon the firm's failure to meet professional standards and resulting in obvious or patent errors in its work. Nothing shall create or give third parties any claim or right of action against the firm or WBASNY beyond those provided by law.

The firm shall procure and maintain during the term of any agreement resulting from this RFP, with a carrier holding an "A" rating from AM Best Company, or its equivalent, and furnish certificates of insurance evidencing its procuring, the following insurance policies:

- Commercial general liability insurance covering the liability of the firm, and indemnifying and holding harmless WBASNY, its agents, employees and representatives from any and all loss and/or damage arising out of the performance of the services with a combined single limit (bodily injury/property damage) of One Million Dollars (\$1,000,000). WBASNY shall be named as additional insured on said policy;
- Professional Errors and Omissions insurance in the minimum of One Million Dollars (\$1,000,000)
- Automobile Liability combined single limit of One Million Dollars (\$1,000,000). WBASNY shall be named additional insured in such policy.

- Excess Liability in the form of umbrella form of Four Million Dollars (\$4,000,000). WBASNY shall be named additional insured in such policy.
- Workers' compensation insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57(2); and
- (f) Disability benefits insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220(8).

D. *Minimum Service*

The selection of a firm will not guarantee any minimum amount of services under any contract awarded from this RFP.

E. *Required Disclosures*

Provide answers to each of the following and supporting documentation, where necessary. If there is nothing to disclose, please respond N/A:

- (1) Adverse Equal Opportunity Determinations: Identify all adverse determinations against your Company/Corporation/Partnership, or its employees or persons acting on its behalf, with respect to actions, proceedings, claims or complaints concerning violations of state, Federal or municipal equal opportunity laws or regulations.
- (2) Convictions and Unscrupulous Practice: Has your Company/Corporation/Partnership, or any of its employees present or past, or anyone acting on its behalf, ever been cited for unscrupulous practice, or been convicted of any crime or offense arising directly or indirectly from the conduct of your Company/Corporation/Partnership's business, or has any of your Company/Corporation/Partnership's officers, director or persons exercising substantial policy discretion ever been convicted of any crime or offense involving business/financial misconduct or fraud? If so, describe the convictions and surrounding circumstances in detail.
- (3) Pending or Threatened Actions/Suits: Describe any past or present action, suit, proceeding or investigation pending or threatened against your Company/Corporation/Partnership including, without limitation, any proceeding known to be contemplated by government authorities, private parties, or current or former clients.
- (4) Criminal Misconduct: Has your Company/Corporation/Partnership, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your Company/Corporation/Partnership's business which is still pending, or has any of the Company/Corporation/Partnership's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving business or financial misconduct or fraud which is still pending? If so, describe the indictments or charges and surrounding circumstances in detail.

- (5) Conflicts of Interest: Disclose any of the following, and describe any procedures your Company/Corporation/Partnership has, or would adopt, to assure WBASNY that a conflict of interest would not exist in the future): (a) Any material financial relationships that your Company/Corporation/Partnership or any Company/Corporation/Partnership employee has that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing WBASNY. (b) Any family relationship that any employee of your Company/Corporation/Partnership has with a member, employee, or official of WBASNY or that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing WBASNY. (c) Any other matter that your Company/Corporation/Partnership believes may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing WBASNY.
- (6) Financial Disclosure: Submit with this Disclosure Statement Form, any one of the following three items: (a) a financial statement, prepared on an accrual basis, in a form which clearly indicates: Bidder's (1) assets, liabilities and net worth; (2) date of financial statement; and (3) name of firm preparing statement. (b) a letter of credit reference from a recognized bank or financial institution; or (c) a certified copy of a credit report from a recognized credit bureau, such as Dun and Bradstreet or TRW.

A. Firm Selection

WBASNY will approve a firm based on an evaluation of the proposals. WBASNY reserves the right to enter into negotiations with the proposer, offering the next-best value should the WBASNY be unable to negotiate and execute a contract with the awardee.

Proposals will be evaluated based on the following schedule:

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|---|-----|
| Demonstrated relevant experience | 30% |
| Expertise, Reputation and Quality of Team | 30% |
| Technical Proposal | 20% |
| MWBE or SDVOB | 20% |

WBANSY reserves the absolute right to take into account any other factors it deems necessary in evaluating each proposal and/or to revise this schedule, as necessary.