



March 31, 2020

Friends of Harbors, Beaches and Parks
P.O. Box 9256
Newport Beach, CA 92658

REQUEST FOR PROPOSALS

Friends of Harbors, Beaches and Parks (FHBP) requests the submittal of proposals for the role of part-time bookkeeper.

Friends of Harbors, Beaches and Parks is an Orange County nonprofit organization (501(c)(3)) with a stated mission to protect the natural lands, waterways, and beaches of Orange County. In addition to our coalition of some 80 conservation and community groups, FHBP has more than 5,000 individual members who support our regional work.

Contact Name: Michael Wellborn, President and Contract Administrator

Contact E-Mail: President@FHBP.Org

Contact Phone: 714.928.8689

Introduction:

FHBP invites submittals to this Request for Proposal (RFP) for the role of part-time bookkeeper. Submittals shall be detailed in response to the requirements contained herein. All submittals shall be received at the post office box (listed above) by April 30, 2020.

Bidders should note that any and all work intended to be subcontracted must be accompanied by background materials and references for proposed subcontractors in a manner meeting the approval of the Contract Administrator. Bidders and any subcontractors shall be Certified Public Bookkeepers (CPB) and be members in good standing of the National Association of Certified Public Bookkeepers (NACPB).

Project:

The role of the part-time bookkeeper for FHBP includes the following tasks:

- 1) Using Quickbooks®, maintain updated data on the fiscal resources and obligations of FHBP.



- 2) Oversee bank accounts and investments, and provide advice to the Board of Directors.
- 3) Make bank deposits on receipt of fiscal materials from the President or Vice-President.
- 4) On the direction of the FHBP Board President or Vice-President, issue and distribute checks as needed.
- 5) Attend monthly meetings of the Board of Directors and report on fiscal issues.

FHBP shall award a contract to the submittal that best serves the needs of the organization that currently has an approximate \$100,000 annual budget with over a dozen specifically financed projects. FHBP reserves the right to award any contract to more than one bidder, and to refuse any proposal or contract to any bidder without obligation to any interested party.

Selection Criteria:

Only those proposals received by the stated deadline will be considered.

- 1) Consideration will be given to experience in controlling costs.
- 2) Ability of performance effectiveness.
- 3) Performance history and demonstration of ability to deliver required services.
- 4) Experience with financials for non-profit organizations.
- 5) Additional Program Criteria follows on page 3 below.

FHBP reserves the right to cancel, suspend and/or discontinue any proposal at any time deemed necessary without obligation or notice to the proposing bidder.

FHBP, at its expense, may perform background screenings on bidders who advance to final consideration.

Background information to be provided:

Bidder's name; address; contact information; legal form (sole proprietorship, partnership, corporation).

Description of company, clientele, and services offered. Identify the principal corporate officers, Federal Employee Identification Number and Business License. Describe any bankruptcy or reorganization filings, received any sanctions or are under investigation by any governmental or regulatory body.

Description of corporate fee structure.

References.



Program Criteria:

1. Coordinate with the treasurer appointed by the board of directors.
2. Provide monthly reports before each board meeting, including:
 - Year to Date fiscal summary for FHBP
 - Year to Date vs. Approved Budget for FHBP
 - Balance sheet for FHBP
 - Balance sheet for sponsored groups
 - Individual Transaction Summaries for all income / expenses
 - Status of Grants (Restricted vs. Unrestricted) funds
3. Work with the Secretary and consultant to ensure donor names are in the membership/ email database.
4. Prepare and file FHBP's 990s (Federal Tax Return), Form 199 CA Exempt Information Annual Information Return (Franchise Tax Board), and Registry of Charitable Trusts (CA Attorney General).
5. Prepare and file consultant 1099s with the state and federal government.