



## REQUEST FOR PROPOSAL (RFP) NON-PROFIT BOOKKEEPING/ACCOUNTING SERVICES

**Citizens for Modern Transit invites you to submit a proposal for contracted bookkeeping and accounting services. We anticipate a 12-month engagement (depending on performance) with option to renew.**

### Questions regarding RFP.

Questions concerning the RFP should be submitted to [kcella@cmt-stl.org](mailto:kcella@cmt-stl.org) using the subject line: "Accounting RFP."

### Submission of Proposals.

Documents must be submitted in PDF format via email to [kcella@cmt-stl.org](mailto:kcella@cmt-stl.org) by January 31, 2025.

Send Proposals to:

Kimberly Cella  
Citizens for Modern Transit  
[kcella@cmt-stl.org](mailto:kcella@cmt-stl.org)  
Subject line: ACCOUNTING RFP  
314.231.7272

### **Organizational Overview**

Citizens for Modern Transit (CMT) is the region's transit advocacy organization, a 501(c)(3) public charity organized as a Missouri nonprofit corporation. CMT was established in 1985 to help bring light rail to St. Louis. Since then, it has been working to ensure the St. Louis region has access to a safe, convenient and affordable public transportation system. The organization does not own or operate the transit system, but they work to champion it, challenge it, encourage it and advocate for it. CMT secures state and federal funding for transit projects; plays an active role in addressing safety and security issues; increases ridership and raises awareness about the benefits of public transit; spearheads feasibility studies to examine the benefits of adding new light-rail stations, and furthering sustainability efforts. CMT also ensures the value of public transit is understood by elected officials, civic leaders, key stakeholders and the community at large – so the opportunity to fund, improve and expand public transit isn't missed. The organization's fiscal year runs September 1 through August 31. CMT's annual operating budget is approximately \$1 million and assets under management is \$3 million.

The successful candidate/proposer will have demonstrated familiarity with accounting software applications including Quickbooks Premiere, current GAAP requirements, and Federal Cost Principles and Audit Requirements (2 CFR Part 200).

## **Project Description**

Citizens for Modern Transit (CMT) is currently seeking proposals for the following services from an individual or firm. Services include but are not limited to:

- **Bookkeeping Services**
  - Records are maintained on cash basis throughout the year. At year-end, will need to move to accrual for audit purposes.
  - Review monthly reconciliation of bank accounts as well as reconciliation of balance sheet accounts
  - Review Costs by program and/or grant designation
  - Monitor release of restricted funds, if any
  - Assist with grant reporting as needed
  - Identify areas for management review regarding processes and practice to improve efficiency and ensure compliance.
- **Financial reporting**
  - Budget to Actual summary and detail
  - Prepare periodic reports as required by Executive Director/Committee, Board and Finance Committee
  - Maintain fixed asset inventory and depreciation, if needed
- **Audit Preparations**
  - Participate in financial audits and reviews conducted by funding agencies/independent auditor, include document preparation and onsite support
  - Prepare year-end reports, schedules and other documents requested by auditor
  - Provide audit process support as needed; research and resolve issues as they arise
  - Provide reports and data as requested for completion of the annual tax returns
  - Prepare necessary schedule for the development of indirect cost rate for audit
- **Additional**
  - Assist management in preparation/review of grant budgets and reports
  - Maintain accurate chart of accounts
  - Prepare CMT for external financial audit

- Prepare requested schedules and documents
- Make adjusting entries as requested by audit team
- Have representative available during audit
- Accept financial statements

## Proposals

- a. General Information
  - a. Please include a cover sheet with the following information:
    - i. Name of contractor/firm
    - ii. Contact Person
    - iii. Title
    - iv. Mailing address
    - v. Telephone number
    - vi. Email
    - vii. Website if applicable
  
- b. Organizational/Individual Overview & Qualifications
  - a. Describe the firm, professional history, scope of practice
  - b. Provide bios of proposed team with resumes attached
  - c. Explain how firm is a good fit with CMT, detailing experience with other non-profits of similar size and scope
  - d. Describe proficiency with Quickbooks Premiere
  
- c. Proposed Work Plan and timeline
  - a. Proposal to fulfill the scope of work and deliverables noted above
  - b. Outline of key steps and persons responsible
  - c. Your preferences and expectations working with a client
  - d. Please describe availability to be present in CMT offices.
  
- d. Program management and fees
  - a. Process for managing project including communications with CMT
  - b. Proposed budget to fulfill scope of work and deliverables
  - c. Budget narrative, justification and methods of calculation, as well as hourly rates for the employees
  
- e. References
  - a. List of non-profit clients (name only) for whom contractor/firm has provided similar accounting services
  - b. Contact information for three specific professional references

CMT seeks to obtain and purchase all services at the lowest possible total end-use cost, considering the primary factors of price, compliance with specifications, service, quality and timely delivery.

CMT reserves the right to accept or reject any and all proposals deemed to be in the best interest of the entities separately and/or collectively. Additionally, CMT reserves the right to delay making an award in order to permit additional or needed study and analysis of all proposals received.

CMT is an equal opportunity employer and does not discriminate based upon race, sex, age, religion, national origin, disability, sexual preference or ethnicity. CMT encourages disadvantaged, small, women-owned, and/or minority business participation.