



Request for Proposals: Accounting and Bookkeeping

The Pittsburgh Parks Conservancy (PPC) invites individual financial professionals and firms to submit a proposal for part-time, contracted accounting and bookkeeping services. Proposal documents must be submitted in PDF format via email to jkarlovits@pittsburghparks.org by 5PM on Friday, February 2, 2024, or printed and delivered to the address provided below. The most promising and qualified professionals/firms will be scheduled for interviews. All candidates/vendors will be informed of a decision at the end of the process.

January 11, 2023

THE PITTSBURGH PARKS CONSERVANCY
317 E. Carson Street, Suite 230
Pittsburgh, PA 15219

Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted via e-mail (pdf) as stated below, no later than:

**Friday, February 2, 2024
5:00 PM EDT**

Submission Delivery Address

The delivery address to be used for all submissions is:

Joe Karlovits, CPA
Director of Finance
The Pittsburgh Parks Conservancy
317 E. Carson Street, Suite 230
Pittsburgh, PA 15219
Email: jkarlovits@pittsburghparks.org

Submission Questions and Clarifications

You may contact the following person by Monday, January 29, 2024, if you have any questions or require clarification on any topics covered in this Request for Proposal:

Joe Karlovits
Email: jkarlovits@pittsburghparks.org
Phone: 412-682-7275

Responses will be provided on an ongoing basis and no later than Wednesday, January 31, 2024. Questions and responses will not be shared.

Electronic Submissions

Electronic submissions in response to this Request for Proposal will be accepted. All submissions via e-mail should be in pdf format and sent to Joe Karlovits at jkarlovits@pittsburghparks.org with the subject line **"Bookkeeping Proposal."**

Organization Overview

The Pittsburgh Parks Conservancy (PPC) was formed in 1996 when a group of concerned citizens joined forces to address the deteriorated condition of city parks. Working in partnership with the City of Pittsburgh, they adopted an innovative public-interest partnership model that has raised more than \$150 million for Pittsburgh's public parks.

The Pittsburgh Parks Conservancy is a national leader in park planning, management, maintenance, and restoration. Through its partnership with the City, the PPC works to create a healthier, more vibrant urban

park system. Annual revenues, on average, at the PPC are between \$5,000,000 and \$7,000,000 per year, comprised of a mix of grants, donations, and contract service revenue. This includes funding from both private and public sources. The organization has 35 full-time employees, 20 part-time employees, and a September 30 fiscal year end.

Scope of Work and Contract Term

The PPC seeks to contract with an independent financial professional or firm to provide part-time accounting/bookkeeping services with a strong focus on general bookkeeping, payroll cost allocation, and support quarterly financial reporting. The PPC currently uses QuickBooks Online (“QBO”) for financial accounting and reporting. Additionally, the organization uses Raiser’s Edge as the donor customer relationship management system. While it is not necessary for the selected firm/individual to have experience working directly in Raiser’s Edge, monthly reconciliation between the two platforms will be critical.

The selected firm/individual will report directly to the Director of Finance and will interact with both the Vice President and Chief Administrative Officer and Administrative Manager on an as needed basis. The following tasks may be required:

- Review all cash disbursements and cash receipts, and track income and expenses by GL, Funder and Activity codes using QuickBooks Online
- Record credit card payment receipts to QBO via journal entry
- Record other miscellaneous journal entries as needed
- Record all ACH payments received
- Prepare invoices and track receivables
- Process expense reimbursements and mileage reports for payment
- Allocate payroll and grant dollars
- Reconcile monthly bank statements
- Prepare monthly billings and invoices for public and private agencies
- Prepare monthly balance sheet, income statement and cash flow statements
- Prepare financial quarterly reports for management and Board of Directors
- Support the organization during annual audit
- Maintain accurate chart of accounts
- Assist Director of Finance and Administrative Manager in ensuring staff compliance with all Financial Processes & Procedures
- Maintain accurate chart of accounts
- Advise and implement improvements to the organization’s financial systems
- Other accounting/bookkeeping duties as needed

We estimate this work to take approximately 15-20 hours per month. The PPC anticipates entering into a one-year contract with the selected firm/individual, with a possibility of contract extension.

Qualifications

Those firms/individuals responding to this RFP should possess the following specific qualifications:

- Thorough understanding of accounting principles, procedures, and practices.

- Demonstrated experience with non-profit financial accounting, including, but not limited to, grants management, indirect expenses, cost allocations, and lobby or special event restrictions.
- Ability to meet the Scope of Work.
- Demonstrated ability to perform the Scope of Work in a timely, efficient, and competent manner.
- Experience working with QuickBooks Online.

Proposal Requirements

The PPC is requesting that submitted proposals contain the following information in the ensuing order:

1. **Applicant Information:** Firm/individual name, primary contact, email, and phone number.
2. **Scope of Work:** A detailed description of services and approach to bookkeeping/accounting services, particularly as it relates to GAAP Guidelines for nonprofits, as well as accounting on government and other types of restricted funding.
3. **Qualifications:** A summary detailing you or your team's professional qualifications, previous similar work for a nonprofit organization, proficiency with accounting software, and experience with multi-agency funders.
4. **Attachments**
 - a. Cost Proposal: Budget and narrative
 - b. Resumes: For key personnel working on this project
 - c. Professional References: 2-3 references for which proposer has performed similar work; include the current contact information for each.

Facilities

The scope of work requested in this proposal may be done remotely. However, in-person meetings may be requested from time-to-time occur at the PPC's administrative offices. These are located at "The Highline" (317 E. Carson Street, Pittsburgh, PA 15219).

Consultant Selection

Proposals will be reviewed for completeness, proper expertise, experience with previous similar work, excellent references, and reasonableness of cost proposal. All materials submitted are due by February 2, 2024. Interviews may be requested with select proposers and will be held by March 1, 2024. The PPC is committed to being an equitable and inclusive organization and strives to incorporate equity throughout all of our work and outcomes. Minority and/or Women-owned Business Enterprises (MWBE) are strongly encouraged to apply to this opportunity.