

## **Request for Proposals: Contract Bookkeeping Services (Part Time)**

### **ORGANIZATION OVERVIEW**

The Brain Injury Association of Peel and Halton (BIAPH) is a non-profit organization which advocates for the needs and provides information to survivors of Acquired Brain Injuries, their families and support network. We facilitate measures to promote the prevention of brain injury, improve quality/care of life, provide community education, and conduct resource searches on behalf of our members.

In 1986, BIAPH was founded to support individuals living with an Acquired Brain Injury (ABI). Parents, spouses, and service providers saw a need for additional support, and came together to create BIAPH. These advocates were the driving force in the repatriation movement; an initiative that brought Ontarians receiving ABI services in the United States back to Ontario and to their families.

### **SUMMARY OF REQUEST**

BIAPH uses Quickbooks accounting software and processes all Accounts Receivable (AR), Accounts Payable (AP), and prepares periodic, internal financial statements for review by the Board of Directors, as well as periodic reporting as required to various organizations providing grants to fund our operations. BIAPH hires an audit firm to prepare annual financial reports, file required documents with the Canada Revenue Agency, and to process semi-annual claims for authorized rebates of HST paid throughout the year.

BIAPH is seeking a part-time bookkeeping consulting service to perform the day-to-day accounting functions, in conjunction with the Treasurer, including posting of all entries, reconciling all accounts, and preparing the bi-weekly payroll (including expense allocation entries). BIAPH requires a person or firm with non-profit and accrual accounting or bookkeeping experience for approximately 30 hours per month.

## **SPECIFIC INFORMATION REQUESTED WITHIN THE PROPOSAL**

- Explanation of experiences: Preference will be given to consultants who have experience with non-profit accounting
- Abilities and Background of Personnel: Consultants should list the key personnel who will be responsible for providing the monthly bookkeeping and accounting services. Please include all relevant experience during the last 3 years with similar non-profits, and all applicable licenses and certifications.
- Ability to Complete Scope of Work: Consultants should comment on their ability to complete the scope of work listed below, being sure to list any items they do not feel they would be able to complete and any additional items they can provide.
- Detailed Explanation of Costs: Explain in detail how costs are calculated, including estimated time required to complete tasks, and hourly rate charged.
- References: Include a minimum of three (3) references for BIAPH to contact.

## **SCOPE OF WORK**

Services which will be required from the individual or consultant include:

- Bookkeeping services
- Record revenue and expenses within the General Ledger
- Monthly reconciliation of bank accounts
- Reconciliation of all program expenses, including identification of expenses not covered by applicable grants. Reporting of same to Director of Operations and Director of Program Support for use in preparation of periodic reporting to grant providers as required.
- Reconciliation of all balance sheet accounts.
- Advise Treasurer on receipt, status, and release of temporarily restricted funds
- Enter payroll information into Quickbooks as required
- Enter all payments (AP and payroll) to TD Web Banking for subsequent approval and payment on a timely basis
- Preparation and entry of general journal entries as required for allocation of costs
- Preparation of monthly expense and revenue reports for BIAPH's various programs
- Provide all needed documentation and reports for audit

## **PROPOSAL REQUIREMENTS**

The following must be received by the proposal due date:

- Cover Page – the cover page shall briefly state your understanding of the work to be performed and statements as to why the firm/consultant believes it is qualified to perform the work. It should also contain the proposed cost, including required hours per month and the hourly rate to be charged.
- Consultant's Qualifications and Experience – Resume  
References – Provide a listing of three (3) references of recent past performance and one (1) letter of recommendation. Please provide contact information for the references.

## **EVALUATION CRITERIA**

The following factors will be considered when evaluating the proposals. The factors are not listed in order of importance.

- Qualifications and experience of the staff to be assigned to the project
- Ability to meet Scope of Work
- Proposed cost
- Services beyond Scope of Work
- References – During the evaluation process, BIAPH reserves the right to request additional information or clarification from proposers and the right to reject any and all proposals. The costs of developing proposals are entirely the responsibility of the individual or consultant, and shall not be charged in any manner to BIAPH.

Send Proposals to: Stephen Leitch, CPA, CMA, Treasurer. [treasurer@biaph.com](mailto:treasurer@biaph.com) (647) 393-5013

Due date and time: Noon, EST, July 31, 2023