



Background Information

AHMA of Washington is a 501(c)(6) not-for-profit membership organization providing education, training and resources to owners and operators of affordable, multi-unit housing properties that receive assistance through governmental programs.

Since 2015, AHMA of WA has used a bookkeeper to help the Treasurer to ensure keeping the books current and compliant with the laws.

Responders

- Individuals, organizations and corporations are eligible to respond to this request.
- Responders shall meet the following requirements:
 - Proven bookkeeping experience.
 - Solid understanding of basic bookkeeping and accounting payable/receivable principles.
 - Proven ability to calculate, post and manage accounting figures and financial records.
 - Data entry skills.
 - Previous experience working with nonprofits.
 - High degree of accuracy and attention to detail.

Scope of Work and Services Required

The awarded applicant will be responsible for providing the following services:

1. Bookkeeping Services

- a. Accounts Receivable: received and record revenue as dictated by IRS Guidelines.
 - i. Approximately how many checks are deposited each month? Our busiest months are Jan to March because of member dues. We average 271 checks per month Jan to March. April has approx. 75 checks deposited and then May through December, we average 8 checks deposited per month. We also have credit card deposits through our merchant account. The credit card payments mirror the check deposits.
- b. Maintain Deposit and Vendor files by Calendar Year.
- c. Follow the Cash Accounting method for maintaining the books.
- d. Monthly reconciliation of bank accounts.
- e. Monthly reconciliation of payments made.
- f. Enter transactions into the accounting system.
- g. Bank statements reconciliation.
- h. Maintain supporting documentation to support all transactions.
- i. Preparation of Monthly checks for President's signature.
 - i. **Approximately how many checks are issued and sent each month?** There are an average of 7 checks per month. Our Annual Convention is held the 3rd week of April so there are more checks in April and May. It is an average of 20 checks per month for those 2 months.

2. Financial Reporting

- a. Budget to Actual Summary and Detail
- b. Prepare monthly statements of Income & Expense, Balance Sheet, or other reports as necessary
- c. Provide financials to the Board of Directors before each board meeting (typically scheduled for January, March, May, September & November).

3. Audit Preparation

- a. Prepare year end reports, schedules and other documents requested by the Treasurer.
- b. Provide reports and data as requested for the completion of annual tax returns.
- c. Prepare the form 990 Return for Organizations exempt from Income Tax.

4. Budget

- a. Input the adopted budget into the QuickBooks software

Proposal Details

Responders are requested to write a proposal in which they highlight the understanding of the services required and sufficient information about related experience in similar roles.

Interested parties are encouraged to provide any additional information not otherwise requested that may help AHMA of WA in awarding this professional service contract.

Financial details

Responders are invited to provide projected fixed cost for each of the 4 sections (Bookkeeping Services, Financial Reporting, Audit Preparation, Budget) noted above. Responders may choose to respond to some elements in the Scope of Work or to all of them.

Responders are obliged to provide prices only for services that they are able to provide directly.

Subcontracting is not allowed by this RFP.

Signature Page

Each proposal must contain the signature of a duly authorized agent or officer of the company submitting the proposal.

Submission Timeline

Date	Deadline
September 8, 2023	Publication of request for proposal
September 30, 2023	Deadline for questions to be submitted by email to deannah@ahma-wa.org .
October 13, 2023	Answers to questions submitted by email will be provided to all parties.
October 31, 2023	Deadline for proposals to be submitted by email to deannah@ahma-wa.org
November 15, 2023	The Board of AHMA of WA aims to notify vendors by this date.

Contract Terms

- Initial contract will be for 1 year with an option to extend the contract for 3 one-year contract periods.
- AHMA reserves the right not to award a contract. In any contract awarded, AHMA will require the vendor to agree to certain minimum legal terms acceptable to AHMA, such as audit rights, representations and warranties, indemnification, compliance.
- All confidential information included in bid proposals will be treated as confidential.
- The RFP can be withdrawn at any point without reason.
- No compensation will be given to any entity submitting a proposal or working on a proposal.
- The vendor selected for this proposal will be solely at the discretion of AHMA of WA.

Changes to this document during the RFP Process

This RFP document version may be occasionally updated to include additional information based on the questions we get from potential vendors and the version number at the top of this document will be changed as necessary.