

Request For Proposals for Fee Accounting Services

The Influence1 Foundation is accepting proposals from Certified Public Accountants (CPA) and Accounting Firms to provide a multitude of accounting functions for our non-profit organization. We invite your firm to submit a proposal to us by Friday, September 9, 2022 for consideration. A description of our organization, the services needed and other pertinent information follows.

Background of The Influence1 Foundation

The Influence1 Foundation is a public non-profit, 501c(3) public. On September 22, 2002, The Influence1 Foundation was organized for the purposes to include educational management, community engagement and economic development. These cornerstones were solidified after realizing deficits within smaller communities throughout the City of Memphis. To rectify such deficits, Influence1 works to provide its service-communities with resources and services relevant to sustaining educational enrichment, community development and economic empowerment. Further, these outlined objectives were aimed to lessen the burden of local, state and federal government as they regard education, community revitalization and crime/risk reduction in Memphis, but specifically within its socioeconomically disadvantaged communities.

Currently, The Influence1 Foundation has 2 operating locations Memphis, Tennessee and Atlanta, Georgia. Annual revenues range from \$2-3 million per year. The Influence1 Foundation has 4 full-time employees at 665 Madison Avenue and we have 45 full and part-time employees working in our schools. The Influence1 Foundation has a June 30 fiscal year end and is required to prepare annual audited financial statements.

In order to assist in your proposal submission, you may also request a copy of our 2013 Independent Audit Report.

Services to be Performed

Your proposal is expected to cover the following:

1. Maintain The Influence1 Foundation's financial records in accordance with best-practice accounting principles and per the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
2. Meet with The Influence1 Foundation's Board of Trustees and Chief Executive Officer.
3. Assist, as necessary, The Influence1 Foundation's designated auditors in the preparation of the annual audited financial statements.
4. Provide monthly financial statements including cash balance statements, detailed check registry reports and investment statements.
5. Prepare and present quarterly financial statements at regularly scheduled Board of Trustees meetings.
6. Prepare and file all required tax forms for The Influence1 Foundation and its subsidiaries in conjunction with auditors.

Additional Information

The Influence1 Foundation is currently using Account Edge Accounting Software to record transactions for all entities. It needs to be understood the CPA will prepare financial statements for the growing organization and its subsidiaries (offices and schools).

The Influence1 Foundation welcomes your comments, recommendations and insights on how to best manage the overall fiscal fitness and financial vitality of our organization.

Information to Include in Your Proposal

In responding to this request, please provide the following information:

1. Detail your individual and/or firm's experience in providing accounting and tax services for not-for-profit organizations and/or governmental entities.
2. Provide information on whether you provide services to any other associations, groups or companies involved in non-profit and educational entities.
3. Discuss your individual and/or firm's staffing, including education, certifications, experience and turnover rate within the last three years.
4. Identify the chief accountant or manager who will be assigned to The Influence1 Foundation's account if The Influence1 Foundation chooses your firm in this process. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any

corrective actions that have been taken by the firm with respect to this individual.

5. Provide your fee proposal including the individual billing rates of any staff for whom may be assigned to The Influence1 Foundation's account. Please note the bid is for a monthly fee. In addition, the CPA will be paid on receipt of service not retainer.
6. Provide at least three references, listed by names and contact information for other similarly sized clients of the firm.
7. Describe any instances in which your firm has lost a client due to an unresolved auditing or accounting matter within the last five years. Describe the process of attempting to resolve the issue.

Contract Requirements

Your RFP should include: Performance measurements and targets; Pricing; Responsibilities of the parties; Annual review process; Insurance, bonds, licenses; Financial audit rights; Termination clause; and, General terms and conditions

Evaluation of Proposals

All proposals will be evaluated upon these criteria: Experience and capabilities; References from other CPA clients; Qualification of key personnel; Management philosophy; and, Competitive Proposed Pricing*

*The bid for pricing should contain a monthly fee, which will only be paid on receipt of service. The Influence1 Foundation does not acknowledge retainer fees or invoices for services not rendered.

Special Terms and Conditions

1. All material as part of the response to this request for proposal shall be considered the property of The Influence1 Foundation.
2. Respondents will not be compensated for any expenses incurred in the process of responding to the RFP or, if requested, in submitting further information or appearing for an interview.
3. No person/entity shall be excluded from participation in, denied any benefits, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or any other basis prohibited by law.
4. Although it is The Influence1 Foundation's intent to choose only the most qualified respondent to interview, The Influence1 Foundation reserves the right to choose any number of qualified finalists for interview and/or final selection.

Key Personnel

For information you may seek in preparing your proposal contact:

Felicia Hartsfield, Vice-President and Chief Operations Officer, The Influence1 Foundation (901) 526-1944 or fhartsfield@influence1.org

Please submit your response to this request for proposal by Friday, September 9, 2022 to the below address.

Mail to: The Influence1 Foundation
 Attention: Felicia P. Hartsfield, Vice-President and COO
 665 Madison Avenue
 Memphis, Tennessee 38103

You can also email the RFP to fhartsfield@influence1.org