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SECTION I: BACKGROUND & NATURE OF SERVICES REQUIRED

1. Gordon State College Foundation

The Gordon State College Foundation, established in 1972, seeks to support and enhance the work of Gordon State College through securing financial resources for the further development and growth of the College.

Funding Sources

- The Gordon State College Foundation receives approximately $300,000 per annum from fundraising, which is used to fund the organization.
- Expenditures are controlled in accordance with written policies and procedures. The 2015 operating budget is approximately $150,000. The Gordon State College Foundation expects that its budget will continue to increase marginally over the next fiscal years.
- Accounting records consist of an automated general ledger system and source documents (vouchers, deposits, journal entries, canceled checks) located in the Gordon State College Finance Department.

2. Purpose and Scope of Services

The purpose of the Request for Proposal (RFP) is to obtain accounting/bookkeeping services beginning on or before November 1, 2015 through December 31, 2016, with the opportunity to extend the contract annually.

The scope of accounting services will consist of the following:

- Post all cash receipt and disbursement transactions to books of original entry maintained by contractor using Financial Edge (a software change can be approved jointly by the Foundation Board and the contractor).
- Prepare financial reports detailing all operating revenues, expenditures, and other fund balance transactions of the Foundation, and deliver them electronically to the Foundation’s Executive Director and Board prior to quarterly Board meetings.
- Prepare monthly financial snapshots and distribute to the Executive Director, Chairman, and Treasurer via email.
- Reconcile all Foundation bank accounts.
- Maintain property ledger-capitalized equipment and depreciation schedules.
- Maintain capital funds subsidiary ledgers as required.
- Reconcile and maintain custodial accounts of the Foundation and provide reporting as requested, e.g., report balances, donations, etc.
• Maintain year-end working papers and assist staff and auditors by preparing schedules and any other duties deemed necessary for an annual external audit.

• Attend quarterly Foundation Board meetings and committee meetings, as requested. Conduct at least one annual presentation for the Foundation Board on relevant changes in IRS procedures, accounting rules, state and federal fundraising laws or other topics that affect Foundation accounting policies and procedures, as requested.

• Generate 1099s, W-2s, W-2Gs and other tax paperwork as necessary.

• Track, monitor and compile necessary IRS and 501(c)(3) paperwork and their corresponding due dates. Complete necessary paperwork and forward to Foundation Executive Director and/or Treasurer for signatures at least 14 days in advance of their due dates.

• Exert care and control over assets and records and establish procedures for safeguarding of assets and records, including security and computer back-up. Assist in creating, updating, and maintaining financial policies and procedures.

• Maintain current knowledge of regulatory changes and impacts to the Foundation's finances and fundraising efforts.

• Assist the Executive Director, the Finance Committee and the Board with developing and maintaining an annual budget. Calculate variances from the budget and report issues to the Board. Provide monthly fiscal analysis and detail to the Executive Director, Chairman and Finance Committee.

• Maintain adequately detailed fund accounting records such that discrete reports for each funding source, program or project can be produced on a regular basis. Work with assigned staff to ensure all reporting deadlines are clearly identified and reports meet the requirements of each funding source, program or project.

• The proposer will not be required to perform any other administrative functions, such as making deposits or initiating or approving transactions.

• All records will be maintained by the contractor in accordance with Federal and state record retention laws, but will remain the property of the Foundation. Any and all records will be surrendered to the Foundation upon request.

• The contractor will not release records or information related to the Foundation unless an application for public information has been submitted and approved by the Foundation Board.
SECTION II: PROCESS FOR SUBMISSION OF PROPOSAL

1. Minimum Qualifications for the Proposal

The proposer must demonstrate the capability to perform the above stated accounting services in accordance with generally accepted accounting principles and other procedures as required by the IRS, State of Georgia and the Foundation. It is strongly preferred that the proposer also have non-profit accounting experience.

2. Preparation and Submission of the Proposal

Administrative Component

To describe clearly the proposer’s understanding of the work to be done, the proposer will:

- Explain the proposer’s approaches to performing the accounting services required by the Foundation.
- List expenditures that will be absorbed by the contractor, e.g., postage, copy charges, mileage, etc.
- List expenditures that will be additional charges to Foundation, e.g., postage, copy charges, mileage, etc.
- Indicate proposed billing rate for expanded services if the need should arise.

Technical Component

The proposer will furnish satisfactory evidence of capability to provide in a professional and timely manner the services stated in the RFP. To meet this requirement the proposer must:

- Provide evidence that the proposer has experience in performing accounting or other services to non-profit entities. List current and past clients along with the names, telephone numbers and email addresses of contact persons and number of years that services were provided.
- List names of staff member(s) who will direct the overall accounting services activity. Include the educational background of all staff members named and professional licenses held.
- Describe the level of assistance that will be expected from Foundation staff.

Task/Activity Plan

The proposer will specify expected budgeted hours and a timetable for accounting services for each monthly cycle.
Estimated Fees

The proposer will state the estimated fee for providing accounting services for the period of November 1, 2015 through December 31, 2016. Also, state estimated fees for the subsequent two years, under existing conditions, if the Foundation were to request an extension of the contract.

3. Conditions and Procedures for Submission of Proposal

All proposals in response to this RFP must meet the following conditions to be considered:

- Must be submitted via email and include contact information for the principal with the proposer’s firm.
- Proposal must address each of the accounting service requirements as stated in this RFP.
- The Foundation reserves the right to reject any and all proposals, and to negotiate portions thereof. Proposals that address only part of the requirements contained in this RFP will not be considered.
- The Foundation reserves the right to select any proposal, considering the quoted estimated fee and other factors.
- The proposer shall furnish such additional information that the Foundation may reasonably require.
- The Foundation will not be liable for any cost incurred in the preparation of proposals; and
- The Foundation may ask proposers to send a representative for an interview prior to the Foundation’s Board approving a proposal. The Foundation will not be liable for the costs incurred by the proposer in connection with such an interview.

Responses to the RFP should be addressed as follows:

One electronic copy in Microsoft Word emailed, as an attachment, to:

Mrs. Rhonda Toon, Executive Director
Gordon State College Foundation
rhondat@gordonstate.edu

One electronic copy in Microsoft Word emailed, as an attachment, to:

Mr. Jim Edwards
Chair, Finance Committee
Gordon State College Foundation
petemalone1492@gmail.com
Proposals must be received no later than 5 p.m. EST on Friday, September 18, 2015.

If you have questions about the proposal, the organization, or any matter contained within this RFP, please submit your questions via email to rhondat@gordonstate.edu.

4. Timeline for Search and Selection Process

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 4, 2015</td>
<td>RFP publically distributed</td>
</tr>
<tr>
<td>September 18, 2015</td>
<td>Deadline for submission of proposals</td>
</tr>
<tr>
<td>September 21-25, 2015</td>
<td>Review of proposals and negotiations</td>
</tr>
<tr>
<td>October 8, 2015</td>
<td>Final Selection Announced</td>
</tr>
</tbody>
</table>

The Gordon State College Foundation will make best efforts to follow this timeline, but reserves the right to amend it as necessary.

Cancellation of RFP

The Gordon State College Foundation reserves the right to cancel this RFP at any time, and to reject any and all proposals submitted in response to this RFP if it determines such action or actions are in the best interest of the Foundation. This RFP in no manner obligates Gordon State College Foundation to the eventual procurement of services until confirmed by a written contract. Progress toward this end is solely at the discretion of Gordon State College Foundation and may terminate at any time prior to the signing of a contract.

This procurement and any agreement with proposers that may result shall be governed by the laws of the State of Georgia. Submission of a proposal constitutes acceptance of this condition.