

*INCA Community Services, Inc.*



**INVITATION TO BID**

**Fiscal Consultant**

INCA Community Services, Inc. is hereby accepting sealed bids from qualified Fiscal Consultants to provide services to the agency for the period of March 26, 2018 to February 28, 2023.

**Contact:** JoAnn Barnes - 580-371-2352

**Purpose:** Fiscal Services

**Respondent Requirements:** Only persons with BA or BS Degree in Finance or Accounting

Additional information and clarification will be supplied to individuals interested in bidding as requested. All bidders must follow the guidelines listed below.

Sealed bids clearly marked "Fiscal Consultant" and clearly identifying the specific package will be accepted until 12:00 p.m., March 16th, 2018 and opened at 1:00 p.m. same day at the Tishomingo Administrative Office located at 202 S. Capital, Tishomingo, OK 73460.

INCA Community Services, Inc. reserves the right to reject any/all bid or to waive any informalities in the bidding process.

INCA Community Services is an equal opportunity service provider and employer.

## I. GENERAL INFORMATION

- A. **Purpose.** This request for proposal (RFP) is to contract for Fiscal services to be provided to INCA Community Services, Inc. for the period of March 26, 2018 to February 28, 2023.
- B. **Who May Respond.** Only BA or BS degree in Finance or Accounting may respond to this RFP.
- C. **Instructions on Proposal Submission.**
1. *Closing Submission Date.* Proposals must be submitted no later than 12:00 p.m. on March 16, 2018.
  2. *Inquiries.* Inquiries concerning this RFP should be mailed to:  
**LaQuita Thornley, Executive Director**  
**INCA Community Services, Inc.**  
**PO Box 68**  
**Tishomingo, OK 73460**  
**Or emailed to: l.thornley@incacaa.org**
  3. *Conditions of Proposal.* All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by INCA Community Services, Inc.
  4. *Instructions to Prospective Contractors.* Your proposal should be addressed as follows:  
**LaQuita Thornley, Executive Director**  
**INCA Community Services, Inc.**  
**PO Box 68**  
**Tishomingo, OK 73460**  
It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:  
  
***Request for Proposal***  
***Time & Date***  
***SEALED BID for Fiscal Consultant***  
  
*Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to insure that the proposal is received by INCA Community Services, Inc. by the date and time specified above. Late proposals will not be considered.*
  5. *Right to Reject.* INCA Community Services, Inc. reserves the right to reject any and all proposals received in response to this RFP. A Contract for the accepted proposal will be drafted based upon the factors described in this RFP.
  6. *Small and/or Minority-Owned Businesses.* Efforts will be made by INCA Community Services, Inc. to utilize small businesses, women and/or

minority owned businesses. Offeror qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 C.F.R. § 121.201).

7. *Notification of Award.* It is expected that a decision selecting the successful Firm/Applicant will be made within one (1) week of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm/Applicant, all Offerors submitting proposals in response to this Request for Proposal will be informed of the name of the successful consultant.

D. **Description of Entity.** INCA Community Services, Inc. is a Community Action Agency that serves Johnston, Atoka, Marshall and Murray Counties in Oklahoma. INCA Community Services, Inc. is a Non-profit Corporation/Public Entity and has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. INCA Community Action Foundation, Inc. has an annual budget of Seven Million Four Hundred Fifty Five Thousand Five Hundred Nine Dollars (\$7,455,509.00) and is governed by an eighteen (18) member volunteer Board of Directors, which meets twelve (12) times per year. INCA Community Services, Inc. employs two hundred twenty one (221) staff. Administrative office is located at 201 South Capitol Tishomingo, OK 73460.

INCA Community Services, Inc. mission is to operate programs to alleviate the causes of poverty and enhance the public health & welfare by opening to everyone the opportunity to work, have safe and affordable housing, transportation, training & education, and live in decency and dignity.

## II. SCOPE OF SERVICES.

The Offeror shall be readily available to perform the following Fiscal services as requested by the Executive Director and/or Board of Directors:

Provide fiscal support to INCA Community Services, Inc. Board of Directors, Executive Director, Department Heads and staff and provide general support in all areas of grants financial management. Review Federal Financial Report (FFR) Information to ensure compliance with Federal Source.

1. Update Accounting Manual
2. Review monthly financial statements for all programs
3. Prepare monthly bank reconciliations for all bank accounts
4. Monitor payment requests from Payment Management System for HS/EHS and RSVP Programs
5. Prepare SF 425 & Federal Cash Transaction reports for Head Start/Early Head Start Program
6. Prepare FSR & Federal Cash Transaction reports for RSVP Program

7. Prepare SF 429 report for Head Start/Early Head Start Program
8. Prepare SF 428 report for Head Start/Early Head Start Program
9. Review monthly ODOC expenditure reports for CSBG, CSBGCAPTAIN, SAF, SAF-HS, DOE, DHS and RX programs
10. Review IRS Form 941 & SUTA reports
11. Review Oklahoma Employers Withholding Tax Report
12. Assist accounting staff in preparing W-2 Forms and 1099's
13. Assist the Executive Director and the Program Managers with Budgets and refunding applications
14. Present monthly financial report to the Board of Directors
15. Present Financial Report to the Board Finance Committee at the quarterly meetings
16. Monitor the Accounting System in order to ensure compliance with State and Federal Regulations
17. Provide continuous training to Management, Accounting Staff, Board and Policy Council

It is preferable for a Fiscal Consultant or firm to submit a proposal covering all of the above areas. INCA Community Services, Inc. will not consider proposals that do not address all areas.

Offeror shall be prepared to submit detailed billing statements for all services billed. Offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

### III. PROPOSAL CONTENTS.

The Offeror, in its proposal, shall, as a minimum, include the following:

- A. **Fiscal Experience.** The Offeror should describe its Fiscal experience, including the names, addresses, contact persons and telephone numbers of at least three clients, preferably including clients similar to INCA Community Services, Inc.
- B. **Organization, Size, Structure and Areas of Practice.** If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s). Indicate, if appropriate, if the firm is a small or minority/owned business. Also include copy of Equal Opportunity/Affirmative Action Policy, if the firm has one.
- C. **Fiscal Consultant Qualifications.** The Offeror should have experience in the following areas: Non-profit and tax-exempt organizations; government grants and contracts; labor and employment; general business operations; experience with indirect cost rate agreements; cost allocation plans and the new Uniformed Guidance; legislation, regulations and directives that govern the financial aspects of a government agency; knowledge of Head Start a plus; knowledge of the

Payment Management System a plus; possession of excellent organizational, client management and analytical skills; possession of excellent oral and written communication skills.

- D. **Additional Information.** Professional and education background of Consultant; overall supervision to be exercised and prior experience of the individual Consultant with respect to the required experience listed above. Include resume of Consultant to include education, position in firm, years and types of experience and continuing professional education will be considered.
- E. **Price.** The Offeror's proposed price should include information on the monthly flat fee.

#### IV. PROPOSAL EVALUATION

- A. **Submission of Proposals.** All proposals shall include an original and four (4) copies.
- B. **Evaluation Procedure and Criteria.** INCA Community Services, Inc.'s Executive Director and appropriate member of INCA's Board of Directors will review proposals and make recommendations to the Board of Directors for final approval. The Executive Director and/or Board of Directors may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:
  - 1. Proposed approach to scope of work
  - 2. Level of experience of the individual(s) identified to work on this matter
  - 3. The Offeror's experience with similar clients and Fiscal matters
  - 4. Response from references
  - 5. Cost
  - 6. Interviews, if conducted.