

Request for Proposals

Search for a Financial Services Consultant
Sep 1, 2022

Issued by:
New Orleans Workers' Center for Racial Justice

Representative:
Ursula Price, Executive Director
uprice@nowcrj.org

Contract Term:
1 year

Submission Deadline:
September 1, 2022

RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	September 1 ,2022
Selection of Top Bidders/Notification to Unsuccessful Bidders	September 30 , 2022
Start Negotiation	October 3, 2022
Contract Award/Notification to Unsuccessful Bidders	October 17, 2022

1. Introduction & Background

New Orleans Workers' Center for Racial Justice (NOWCRJ) is a nonprofit organization. We are Louisiana workers, led by a united front of exploited black and immigrant workers who organize and fight for full participation in every decision that affects our lives. Together, we demand dignified work, racial justice, and liberation that transcends borders.

Over the last thirteen years, NOWCRJ has morphed into an organization focusing on organizing Black and Immigrant workers into a mass-based organizing power in Louisiana. Historically, these groups have functioned separately. NOWCRJ is working to build infrastructure to enforce workers' rights and end state-sanctioned exploitation of workers. In addition, NOWCRJ is developing language justice practices to serve as a model for other organizations and businesses.

As NOWCRJ enters its 16th anniversary, the organization is focused on strengthening its financial management systems and procedures. We are looking to redesign our systems to more comprehensively support our community organizing mission. The organization needs updated financial practices including the creation of participatory budget categories to reflect its programmatic priorities. As such, NOWCRJ is in search of a Financial Services Consultant to provide NOWCRJ Financial Support Services via contract to be renewed annually.

2. NOWCRJ's annual budget is < \$2million

3. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

- Qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposals.

- Provide a technical proposal with a proposed approach, resumes of all key personnel performing the work, a schedule that includes all milestones, etc.
- If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal.
- If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
- Proposals must remain valid for 30 days.
- NOWCRJ anticipates selecting at least two individuals or firms to have more in-depth discussions with and will make an award to one of these "down-selected" individuals or firms.

4. Project Description

The description of the project is as follows:

Financial Consulting Services. This includes, but is not limited to:

- Accounting functions including accounts payable, payroll and bank reconciliation, financial reporting on grants and using Quickbooks Online
- Conducting compliance reviews of finance operations; identifies issues, indicates findings, and provides recommendations.
- Working with the Executive Director and delegates to develop and/or amend policies and procedures to comply with local, state and federal laws and
- Reviewing data to assess risk and determine where system or policy changes are necessary.
- Preparing financial and compliance reports using data collection, analysis and interpretation, as well as narrative summaries. For example, monthly cash flow statements, budget to actual and reports to grantmakers.
- Serves as a liaison to the Board of Trustees and Board Finance Committee

PRIMARY RESPONSIBILITIES

- Transfer financial management of the organization from Director of Administration and Finance to the bidder to begin management of NOWCRJ's finances.
 - Collect all relevant information including files, account logins, and database access
 - Work with the Executive Director to provide staff with updated protocols and procedures to reroute any areas related to procurement or spending through the vendor rather than former Director of Administration and Finance.
- Create /update/ implement a Financial Policies and Procedures Manual
- Direct the financial management of the organization. Prepare the organization's operational and program Budgets, including scenario budgets for contingencies and growth. Track income and expenditures against the budget and tracking funding, allocating them according to funding criteria and organizational priorities. Prepare regular cash forecasts and other financial reports for the Board of Directors and the leadership teamstaff.
- Supervise all accounting and bookkeeping activities. Perform/oversee reconciliation of banking and other accounts and financial activities. Supervise payment of accounts payable and work with the leadership team to select vendors that meet organizational values and priorities. Working with an external payroll provider, prepare the monthly payroll and oversee its entry into the accounting system.
- Working with external accountants and the Treasurer, prepare NOWCRJ's annual financial statements and IRS 990, and oversee the auditors' review. Manage and prepare all other necessary governmental filings and financial recordkeeping.
- Train staff, board and membership on budgeting and financial management skills

- Monitor trends in nonprofit funding, innovative budgeting and tracking tools to improve organizational efficiency.
- Work with ED to identify opportunities to leverage financial tools to increase NOWCRJ reserve funds.
- Monitor organizational spending for waste, fraud and abuse.
- Issue monthly reports to the Executive Director and Director of Fiscally sponsored organizations that include Cash Flow Statements, Budget to Actual and a narrative report regarding any risk exposures or outpaced spending.
- Track all income and expenditures and set up an Accounts Payable Calendar

5. Evaluation Factors

NOWCRJ will rate proposals based on the following factors:

- Responsiveness to the requirements outlined in this Request for Proposal
- Relevant past performance/experience
- Samples of and organizational financial systems review.
- Costs
- Technical expertise/experience of bidder and bidder's staff
- Experience in the pro-black movements, immigrant rights movements and labor movements

NOWCRJ reserves the right to award to the bidder that presents the best value as determined solely by NOWCRJ in its absolute discretion.