Request for Proposals

BOokkeeping Consulting Services
Issued April 1, 2023

# INtroduction

Garden State Employment and Training Association (GSETA) is seeking proposals to provide bookkeeping services for GSETA for a two (2) year period beginning with the fiscal year of July 1, 2023 and with the option to extend for one (1) additional year.

# About Garden State employment & training Association

Founded in 1975 as a private, not for profit 501c (3) organization, the Garden State Employment and Training Association, INC. (GSETA) has functioned as a forum for New Jersey’s workforce development professionals to share their expertise and to promote professional development. GSETA is the only private, non-profit organization in the state whose mission includes the entire New Jersey Workforce Development system.

For more information, please visit our website at [www.gseta.org](http://www.gseta.org)

# Process & Schedule

GSETA anticipates following the schedule below for this procurement. Dates are subject to change at GSETA’s sole discretion.

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| Action Item | Date |
| Request for Proposal Issued | April 1, 2023 |
| Questions due regarding RFP | April 15, 2023 by 5pm EST |
| Proposals due | May 1, 2023 by 5pm EST |
| Evaluation of proposals | May 2023 |
| Contract executed | June 2023 |
| Contract to begin | July 1, 2023 |

# Scope of Services

GSETA seeks a consultant with bookkeeping experience serving local government and non-profit organizations. The scope of services includes reviewing the QuickBooks account to ensure accurate financial reporting for the organization. Perform monthly reconciliations of the bank accounts. Process vendor payables including check printing and mailing checks to appropriate individuals and/or organization. Process invoice reimbursements in a timely manner (30 day timeframe) and file accordingly. Insurance reporting as needed. Support for year-end external audit. Minor administrative tasks, such as but not limited to phone calls, filing copies, etc. for any outstanding accounts past 90 days. The scope of service is estimated to require 10 hours per week. The consultant will report to the President of GSETA, and send weekly reports to President, Executive Director and Treasurer.

# Questions Regarding Procurement

Questions regarding this procurement should be sent to Samantha Pfeiffer, Executive Director at sjpfeiffer.gseta@gmail.com no later than 5pm Eastern Standard Time on April 15, 2023. GSETA will post responses to all questions received; responses will be posted on the GSETA website, under “Be Informed”.

# Evaluation of Proposal

Proposals are to be evaluated by the Executive Committee of GSETA and possibly other subject matter experts from the association. Scoring will be as follows:

Experience, references, and qualifications: Maximum 50 points

Customer Service Approach: Maximum 25 points

Pricing: 25 Points

GSETA reserves the right to accept or reject all and any part of any proposal, waive minor technicalities and award the proposal deemed to offer the best value to GSETA. GSETA reserves the right to award to a single proposer.

# Proposal Requirements

Proposals are limited to 15 pages using standard font sizes and margins. Required materials described below will not count towards the maximum page count. GSETA is not responsible for any costs incurred in developing responses to this RFP. At a minimum, proposals should include:

1. Details of your firm’s experience in providing bookkeeping services to government and/or non-profit entities, as well as other entities similar to GSETA.
2. Description of the qualification of principle staff to be assigned to the consulting services, such a resumes of the individuals directly related for this contract and references or letters of recommendations. Information should include the education position, tenure with the firm, and type of experience.
3. Description of the procedures to be performed, including the approaches and methods to use.
4. Evidence of professional licensing (if applicable).
5. Evidence of at least $1 million in general liability insurance and professional liability insurance.
6. Hourly fee or rate at or under the rate of $125 per hour for up to 10 hours per week. Billing and payment will be disbursed on a monthly basis in a subsequent month once services are fully rendered.
7. Computer equipment will not be provided, therefore proposer will need to be equipped. This includes, monitor, mouse, keyboard, and printer. An email address associated with the association will be provided but also monitored by Treasurer and Executive Director.

# Submittal Instructions

Please forward your proposal to sjpfeiffer.gseta@gmail.com no later than 5pm Eastern Standard Time on Monday, May 15, 2023. Late submissions will not be considered. GSETA will use the email timestamp from the GSETA email system to determine the time and date the responses are received. GSETA shall not be liable for any late proposals.

The RFP response (Proposal) **MUST** be signed by an individual authorized to contractually bind the firm submitting the proposal. A failure to sign the proposal will cause it to be rejected as NON-RESPONSIVE. The proposal must give full firm name and address of proposer. The person signing the Proposal should show title or authority to bind his/her firm in a contract.

# Independent Contractor

It is understood that in the performance of any services herein provided, for Provider shall be, and is an independent contractor, and is not an agent or employee of GSETA and shall furnish such services in its manner and method, except as required by this Agreement. Further, Provider has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Provider in the performance of the services hereunder. The Provider shall be solely responsible for and shall indemnify, defend, and hold GSETA harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

# Compliance with NJ Law

Selected subrecipients of these funds must contractually agree and certify that they will comply with all applicable federal, state, and local laws and regulations, including compliance with [NJDOL’s Standard Assurances and Certifications](https://www.nj.gov/labor/forms_pdfs/Programs/NGO/FY21/StandardAssurancesandCertificationsandGeneralProvisions_NGO_revised.pdf) and [USDOL’s General Terms and Conditions](https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/1_Grant%20TCL_2022-CLEAN-04152022.pdf).

* NJDOL Standard Assurances and Certifications:

<https://www.nj.gov/labor/forms_pdfs/Programs/NGO/FY21/StandardAssurancesandCertificationsandGeneralProvisions_NGO_revised.pdf>

* USDOL’s General Terms and Conditions:

<https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/1_Grant%20TCL_2022-CLEAN-04152022.pdf>