



Request for Quotation (RFQ)
Bookkeeping Services for Library Resources Purchasing Consortium
Posted: August 31, 2023

About the League

The Community College League of California is a non-profit member association which represents the CEOs and Trustees of all of California's community colleges. Our organization also manages a library electronic resources consortium, and we are seeking external bookkeeping services to assist us in managing our financial records.

Program Information:

The Library Program works with approximately 60 vendors and 116 colleges; average gross revenue for the program is \$11 million per year. The program employs a director and invoice analyst who review, resolve issues and reconcile invoices with the colleges and vendors.

Scope of Services:

The selected vendor will be responsible for providing bookkeeping services to our organization, specifically focusing on the financial activities related to our library's electronic resources. Bookkeeping services may be performed offsite, with meetings being held virtually (Zoom or Microsoft Teams).

The scope of services includes, but is not limited to:

Initial Work:

Migrate existing system from QuickBooks Desktop to QuickBooks Online and ensure that new system is properly established.

General Ledger Management:

Maintain an accurate and up-to-date general ledger.
Record all financial transactions related to the library's electronic resources.
Ensure proper categorization and allocation of expenses and revenues.

Accounts Payable and Receivable:

Manage invoices, process payments, and maintain vendor records.
Monitor and follow up on accounts receivable.

Bank Reconciliation:

Perform regular bank reconciliations to ensure accurate and complete financial records.
Identify and resolve any discrepancies in a timely manner.

Financial Reporting:

Prepare monthly financial statements, including income statements, balance sheets, and cash flow statements.

Generate customized reports as requested, providing insights into the financial performance of the library's electronic resources program.

Compliance and Reporting:

Ensure compliance with relevant accounting principles and guidelines for non-profit organizations. Assist in the preparation of annual financial reports and tax filings, as required.

Expected Schedule:

Once initial set up is complete, preparing checks for processing work once per week, with a consistent schedule to be agreed upon. The League offices recognize major holidays and closes for two weeks during the last two weeks of December/early January.

Evaluation and Selection Process:

The evaluation and selection of the successful vendor will be based on several factors, including the vendor's experience, expertise, cost-effectiveness, and references. We reserve the right to request additional information or schedule interviews with shortlisted vendors, if necessary.

This is an independent contractor relationship nothing herein shall be construed as creating any other relationship between the Parties. Each Party and each Party's contractor shall be solely responsible for the withholding or payment of all applicable federal, state and local income taxes, social security taxes and other payroll taxes with respect to their employees, as well as any taxes, contributions or other obligations imposed by applicable state unemployment or workers' compensation acts.

Submission Guidelines:

Interested vendors are requested to provide the following information in their quotation:

Company Profile:

Provide a brief overview of your company, including years of experience and relevant expertise in bookkeeping for non-profit organizations.

Service Offerings:

Describe the bookkeeping services you will provide, highlighting how they align with the scope of services outlined above.

Cost Structure:

Provide a detailed breakdown of the costs associated with your services, including any hourly rates, retainer fees, or additional charges.

References:

Share at least two client references for whom you have provided bookkeeping services for non-profit organizations.

Please submit your questions and quotation no later than September 15 to the following address:

Lisa Mealoy, Chief Operating Officer

lmealoy@cclleague.org

916-245-5027