



LEGAL ADVERTISEMENT

REQUEST FOR PROPOSAL

Purpose: This Request for Proposal (RFP) is to contract for a financial consultant for the Hancock Resource Center (herein referred to as HRC). Certified Public Accountants are preferred for this RFP.

Scope of Services Required:

Financial Consultant will evaluate accounting practices and make recommendations related to:

- Financial system design;
- Operating reserve;
- Change fiscal year;
- Facility acquisition; and
- Negotiating an indirect cost rate (NICRA) to improve long-term viability and financial health.
- Complete Scope of Services within designated timeline/benchmarks:
 - 4/1/20-Initial meeting
 - 4/15/20-Work Plan
 - 6/1/20 Initial report
 - Implementation assistance through 12/31/20.

Requirements:

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

- Nonprofit experience, the proposal should describe its prior experience specific to the Scope of Services including the names, addresses, contact persons, and telephone numbers of prior clients.
- A description of its organization, size and structure.
- Respondents should describe the qualifications of staff to be assigned. The Scope of Services is not appropriate for entry-level accounting staff. Experience is required.
- Respondents should describe its understanding of the work to be performed, estimated hours and cost, and other pertinent information as applies to the proposal. The proposal should include a cost to provide the Scope of Services.
- Questions should be directed to Rhonda Rhodes, rrhodes@hancockhrc.org.

Selection: The HRC Finance Committee will recommend award based on the following selection criteria:

- Prior experience of the firm (15 points)
- Qualifications of the staff that will perform Scope of Services (25 points)
- Understanding of the work to be performed, including a timeline and proposed milestones and timeliness of submission (25 points)
- Price (35 points)
- The total maximum points = 100 points.

Contract will be awarded to the qualified firm or individual whose proposal is determined to be most advantageous to Hancock Resource Center. HRC reserves the rights to reject any or all submissions, to waive any informalities or irregularities in the qualification process, and to select more than one firm to obtain the full range of services needed.

Respondents must submit one (1) copy of its proposal labeled: "Proposal for Financial Services" to Proposal for Financial Services, Hancock Resource Center, 454 Highway 90, Suite B, Waveland, MS 39576 or by email: rrhodes@hancockhrc.org. on or before Wednesday, March 4th at 4:00 pm CST.