



## Request for Proposals

For the Provision of Accounting and Bookkeeping Services

**ADVERTISED: May 4, 2022**  
**DUE: June 6, 2022, 5:00 p.m. (EST)**

The *SkillSource* Group, Inc.  
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(703) 827-3782  
[www.vcwnorthern.com](http://www.vcwnorthern.com)

*The SkillSource Group, Inc. is an Equal Opportunity Employer/Program. Auxiliary aides and services are available to individuals with disabilities. TDD-VA Relay: 711.*

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## **STATEMENT OF REQUIREMENTS**

### **1.0 INTRODUCTION**

The *SkillSource* Group, Inc., the non-profit operating arm of the Virginia Career Works – Northern Region (VCWN), provides a variety of workforce and economic development services and support to Northern Virginia businesses and residents. These services include a broad range of activities which offer Northern Virginia jobseekers the skills, knowledge, and abilities needed to succeed in a growing and robust economy.

The *SkillSource* Group, Inc. (SSG) is issuing this Request for Proposal (RFP) for the purpose of competitively procuring a qualified financial services firm to provide accounting and bookkeeping services, along with related budgeting and financial management supports. SSG currently has 19 full-time employees, and also supports biweekly payroll for approximately 140 older workers through the Northern Virginia Senior Community Services Employment Program (SCSEP).

#### **1.1 Solicitation**

The *SkillSource* Group, Inc. hereby solicits proposals, using a competitive bid process, for the procurement of payments processing and bookkeeping support. This RFP does not commit the SSG to accept any proposal submitted, nor is the SSG responsible for any costs incurred by the Respondents in the preparation of responses to this RFP.

The SSG reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contracts in whole or in part as is deemed to be in the best interest of the SSG. The SSG reserves the right to negotiate with any Respondent after proposals are reviewed, if such action is deemed to be in the best interest of the SSG. The SSG reserves the right to award multiple contracts for specific consulting services.

#### **1.2 RFP Release, Timeline and Questions**

Beginning May 4, 2022, the RFP will be available for download from the SSG's website at [www.vcwnorthern.com](http://www.vcwnorthern.com). If you have difficulty downloading the proposal, or have any questions regarding this proposal, please contact SSG by phone at (703) 827-3782 or by email at [seema.jain@vcwnorthern.com](mailto:seema.jain@vcwnorthern.com).

#### **1.3 Submittal of Proposals**

To be considered for this contract(s), the proposal must be submitted electronically in Adobe PDF format only, by 5:00 pm EST on June 6, 2022 to [seema.jain@vcwnorthern.com](mailto:seema.jain@vcwnorthern.com).

All electronic submissions will receive an email acknowledging the date and time that the submitted proposal was received.

All proposals received after that date and time will not be considered. Respondents will be notified if their proposal was received after the deadline, and will not be considered.

Questions regarding this solicitation can be submitted to [seema.jain@vcwnorthern.com](mailto:seema.jain@vcwnorthern.com) by 5 pm EST on May 25, 2022. Responses to questions submitted to SSG will be posted on the SSG website ([www.vcwnorthern.com](http://www.vcwnorthern.com)).

The estimated start date of the contract will be after July 1, 2022.

## 2.0 BACKGROUND

Virginia Career Works - Northern (VCWN) is the largest local workforce board, based on population, in the Commonwealth of Virginia. It serves over two million residents and tens of thousands of businesses in Fairfax, Loudoun, and Prince William counties, and the cities of Fairfax, Falls Church, Manassas and Manassas Park. VCWN and its not-profit fiscal agent, the *SkillSource* Group, Inc. (SSG), were established to oversee operations of American Job Centers, also known as Virginia Career Works Centers, and the Workforce System throughout Northern Virginia. The Centers bring together employment and training services that work with all people in one place and make it easier for job seekers and employers to use these services. Businesses can utilize the Virginia Career Works Centers for recruiting, hiring and retaining an outstanding workforce.

For FY 2022, *SkillSource* is administering a budget exceeding \$10 million, comprised of multiple funding streams on behalf of the Northern Virginia Workforce System, including Federal funding from the Workforce Innovation and Opportunity Act (WIOA) and Senior Community Services Employment Program (SCSEP), multiple state grants through the Virginia Community College System, the Virginia Department of Social Services, the Northern Virginia HealthForce Initiative, and other non-categorical State, County and private foundation funding.. A copy of the Federal Workforce Innovation and Opportunity Act regulations is available for review at the U.S. Department of Labor Employment and Training Administration website at <https://www.dol.gov/agencies/eta/wioa/regulations>.

## 3.0 RFP Response Format

### 3.1 Instructions

All proposals should clearly demonstrate the Respondent's interest in and ability to provide payments processing and bookkeeping services for *SkillSource*. The narrative of the response should be no longer than **10 double-spaced pages**, excluding cover page, table of contents, executive summary, and attachments. Brief proposals are welcome.

#### 3.1.1 Formatting Requirements

In order to simplify the review process and obtain the maximum degree of comparison, each proposal shall be organized as follows:

- Font size: 12 point
- Font style: Times New Roman
- Line spacing: Double spaced
- Margins: One-inch margins on all sides
- Pages: Single sided

- Page number: Centered at the bottom of each page
- Language: English
- Format: Adobe PDF

### 3.1.2 Table of Contents

Include a table of contents that identifies the material in the proposal by section and page number.

### 3.1.3 Executive Summary

The executive summary shall provide a brief overview of the proposal not to exceed one (1) single-spaced page.

### 3.1.4 Narrative

Description of services shall not exceed **ten (10) double-spaced pages**, excluding cover page, table of contents, executive summary and attachments.

## 4.0 SCOPE OF SERVICES TO BE PROVIDED BY OFFEROR(S)

Contractor will be expected to provide the following services to *SkillSource*:

- A) Bank and account reconciliations and schedules
- B) Monthly journal entries including payroll, accruals, cash disbursement, expensing prepaid costs, depreciation of capital assets.
- C) Other assistance when needed, including assistance with audit preparation, financial reporting when *SkillSource* staff, especially at times when the Director of Budget and Financial Accounting, or the Junior Accountant, is not available..

All work can be performed remotely but occasional on-site support may be requested.

## 5.0 SUBMISSION OF PROPOSALS

5.1 Offeror(s) must complete and submit a two-part proposal consisting of a technical proposal and a business proposal. **The Technical and Business Proposals must be submitted via e-mail, as outlined in Section 1.3, in two separate Adobe PDF files that are clearly named with the Respondent's Name - Technical Proposal and Respondent's Name - Business Proposal.**

5.2 The Technical Proposal should be concise, yet complete. The Technical Proposal includes the following:

- a. Name and address of the Offeror or company, and if a corporation, when and where incorporated as well as appropriate Federal, State and county Tax ID numbers.
- b. The Technical Proposal should demonstrate an understanding of the need and the offeror's proposed work plan or strategy for accomplishing the scope of services identified in Section 2, Scope of Services to be Provided by Offeror(s). The Technical Proposal shall not exceed ten (10) pages.

- d. Offeror should describe past experience in accounting and bookkeeping services. Offeror should also include any specific experience with State and Federal grants, including the Federal Workforce Innovation and Opportunity Act (WIOA), familiarity with Uniform Administrative Guidance, indirect cost rates, and not-for-profit accounting requirements. Offeror should show familiarity and proficiency with Quickbooks Pro accounting software. Offeror should also discuss its prior financial management activities with public funding sources along with private and foundation funding. Offeror should provide a list of references familiar with Offerors past work.
- e. Offeror(s) should demonstrate an awareness of the difficulties in the completion of the work and a willingness to work with *SkillSource* staff to provide high quality services.
- f. Offeror(s) should include a description of the organization and staff experience in providing the services requested. Include resumes of key staff and clearly identify how they will contribute to the provision of services.

5.3 The Business Proposal should contain the justification for the cost of the service. It should also contain data adequate to establish the reasonableness of the proposed costs. It should delineate personnel costs, travel, supplies, equipment or other expenses, as appropriate.

- a. The total cost of the services to *SkillSource* per hour, per month and per year.
- b. Any incentive price breaks, discounts or free additional services.
- d. Offerors will be evaluated on their ability to offer high quality services while keeping costs reasonable for the services provided.

**The Business Proposal will not count against the ten-page proposal limit.**

## 6.0 Insurance

**6.1** The Contractor will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith whether owned by the contractor or by the SSG. The contractor assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted work.

**6.2** The Contractor shall, during the continuance of all work under the Contract, provide the following:

- a. Maintain statutory Worker's Compensation and Employer's Liability insurance in limits of not less than \$100,000 to protect the Contractor from

any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.

- b. The Contractor agrees to maintain Comprehensive General Liability insurance in the amount of \$1,000,000 per occurrence, to protect the contractor, its subcontractors, and the interest of the NVWIB/SSG, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with contracted work. The General Liability insurance shall also include the Broad Form Property Damage endorsement, in addition to coverage's for explosion, collapse, and underground hazards, where required.
- c. The Contractor agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of \$1,000,000 per occurrence, including property damage, covering all owned, non-owned borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted work will be insured under either a standard Automobile Liability policy, or a Comprehensive General Liability policy.
- d. The Contractor agrees to maintain insurance in the amount of \$1,000,000 to cover each individual professional staff.
- e. The Contractor agrees to maintain liability insurance in the amount of \$1,000,000 to cover its operations.
- f. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.
- g. The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A: VI.
- h. The only exceptions to this are insurers of the London Syndicate and other recognized British and European insurers who are not rated by Best Guide.

**Hold-harmless and Indemnification:** Contractor shall indemnify, keep and save harmless the SSG, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, costs and expenses which may otherwise accrue against the SSG in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence

or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in conjunction therewith; and if any judgment shall be rendered against the SSG in any such action, the Contractor shall, at his or her own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the SSG as herein provided.

The Contractor will provide an original, signed Certificate of Insurance and such endorsements as prescribed herein, and shall have it filed with the NVWIB/SSG before any work is started.

- i. If the Contractor delivers services from a SSG-leased facility, the Contractor is required to carry personal property insurance on all equipment installed and maintained on the premises.

**6.3** No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty-five day written notice to the SSG. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.

**6.4** Precaution shall be exercised at all times for the protection of persons (including employees) and property.

**6.5** SSG, its employees and officers shall be named as an additional insured in the Automobile, General Liability and Professional Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage is primary to all other coverage the SSG may possess.

**6.6** If an "ACORD" Insurance Certificate form is used by the Contractor's Insurance agent, the words, "endeavor to" and "... but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "Cancellation" paragraph of the form shall be deleted.

## **7.0 Monitoring**

**7.1** SSG staff may institute such monitoring activities as are reasonably needed to ensure that this contract is performed in accordance with its provisions.

## **8.0 News Releases by Contractors**

**8.1** The SSG does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of the SSG.



## 9.0 Access to and Inspection of Work

9.1 SSG staff shall, at all reasonable times, have access to the work being performed under this agreement, wherever it may be in progress or preparation. Upon written request, Contractor shall make available to the SSG all reports, records and other documents reasonably required.

## 10.0 Equal Opportunity and Non-Discrimination

Equal Opportunity: Section 188 of the Workforce Innovation and Opportunity Act of 1998 (WIOA) prohibits discrimination against all individuals in the United States on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship or participation in any WIOA Title I-financially assisted program or activity. Prohibitions against discrimination are made on the basis of the following:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin, which includes discrimination affecting persons with limited English proficiency;
2. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
3. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
4. And Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.

The grantee shall comply with Section 188 of the Workforce Innovation and Opportunity Act, and Title VI of the Civil Rights Act as noted above, as well as guidance regarding services and access for persons with limited English proficiency, to the extent they apply to the subject matter of this contract. Specific guidance is provided at Part IV, Department of Labor Federal Register/Volume 68, No. 103, issued Thursday, May 29, 2003, and Department of Health and Human Services Federal Register/Volume 65, No. 169, August 30, 2000 and Department of Health and Human Services Federal Register Volume 68, Number 153, August 8, 2003.

## 11.0 Evaluation Process

11.1 A Review Panel assembled by the *SkillSource* Group, Inc. will evaluate proposals as described in the following table:

Criterion	Weighted %
Cover page (1 page limit)	0%
Table of Contents (1 page limit)	0%
Executive Summary (1 page limit)	0%
Overall quality of the Technical Proposal	40%
Experience of the Respondent in providing payments processing support and bookkeeping services to not-for-profit organizations, including past success in providing services similar to those described in RFP	15%

Reasonableness of Business Proposal	45%
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**10.2** Upon receipt of the Technical and Business proposals, the Review Panel will evaluate the responses and rank the Respondent(s). SSG reserves the right to waive any formalities and to reject all proposals in whole or in part.

### **11.0 Contract Award and Details**

**11.1** The period of this contract shall be from July 1, 2022 through June 30, 2023. This contract may be renewed, upon agreement of both parties, for an additional four (4) one-year renewals.

**11.2** The fee(s) will remain firm and will include all charges that may be incurred in fulfilling the requirements of this initial contract. Any additional work will be discussed in the future and price will be negotiated at that time.

**11.3** Payments will be made by the SSG to the Contractor after acceptance of a properly completed invoice. The Invoices should be sent to the following address no later than 15 days after the last day of the month that services took place.

The *SkillSource* Group, Inc.  
8300 Boone Boulevard  
Suite 450  
Vienna, VA 22182  
ATTN: Nancy Nguyen, Director of Budget & Financial Accounting  
Email: [Nancy.nguyen@vcwnorthern.com](mailto:Nancy.nguyen@vcwnorthern.com)  
Telephone: 703-827-3782

Payment will be made by SSG within 30 days of receipt of completed invoices from the Contractor.

### **12.0 Addenda to this Request for Proposal**

SSG may, at any time, by written order, require changes in the services to be performed by the Respondent. If it becomes necessary to revise any part of this RFP, an addendum will be posted on SSG's website. Any clarification, including responses to questions, will become an addendum to the RFP.

### **13.0 Right to Cancel**

SSG reserves the right to delay, amend, reissue, or cancel all or any part of this RFP at any time without prior notice. SSG also reserves the right to modify the RFP process and timeline as deemed necessary.