

Request for Proposals (RFP): US finance support 2019

Background

Akros, Inc. (“Akros”) is a small woman owned US business that was set up as an S Corp in 2008. Akros establishes data-driven systems that improve the health and well-being of disadvantaged communities. Akros has historically focused on Southern Africa, where it has a base in Lusaka, Zambia, and runs its operations via a locally registered non-profit, Akros Research.

The Akros Zambia finance team currently consists of 3 full time staff based in Lusaka, and headed by a finance manager. They look after all finance aspects of Akros Research, including all group invoicing and project reporting. Akros is seeking to outsource certain finance activities as set out in the table below.

Akros requests responses to an RFP for individuals or firms to provide the recurring monthly services set out in the table below. The selected individual or firm will work with a number of Akros staff, including the CEO, COO, Zambia Country Director, and Zambia Finance Manager.

Task Matrix

Task	Description	Frequency	Time estimate based on current practice
Bank reconciliation	Reconciliation of operating bank account	Monthly	<1 hour
Payment run	Prepare proposed payment run for approval by an Akros Director, and set up payments on online banking platform following approval	Twice a month	4 hours for both payment runs
Quickbooks postings	Updating QBs once a week to post the following: <ul style="list-style-type: none">• Approved supplier invoices to payables (c. 10 / mth)• Approved staff expense claims (c. 5 / mth)• Company credit card payments (c. 15 / mth)• Bank payments (c. 20 – 30 / mth)• Bank receipts of customer payments (c. 5 / mth)	Weekly	8 hours per month (significant scope for reduction in this time based on automation of data entry)

Task	Description	Frequency	Time estimate based on current practice
	<ul style="list-style-type: none"> Staff salary accruals at month end and payments in following month (7 American staff paid through ADP, and 2 international staff paid as suppliers). Salary expense is posted by person and by project Staff advance payments and receipts (c. 1-2 / mth) <p>Check and reconcile key balance sheet accounts (accounts receivable, staff advances and accounts payable)</p>		
Prepare proposed salary payment schedule	Prepare summary monthly salary schedule for approval (monthly payroll)	Monthly	1 hour
Update salary info for US staff on ADP	Once salary information approved, input salary information for US staff in ADP's online platform (7 staff), and set up non-US staff for electronic payment (2 staff)	Monthly	1 hour
	ADP is responsible for all state and federal tax filings and for issuing payslips to staff		
Monthly G&A reporting	Prepare a monthly report summarizing admin costs incurred in the month. To be issued to Directors. Follow up ad hoc questions / queries received.	Monthly	2 hours
Monthly Group report	Prepare a monthly finance reporting pack for the group. To be issued to Directors. Follow up ad hoc questions / queries received.	Monthly	4 hours
Saving info on gdrive	Save documentation on gdrive – including month end workings, supporting documentation for all receipts and payments, monthly reports	Weekly	1 hour per month

1. There are significant opportunities to stream line some of the tasks above, including data entry through, for example, use of Transaction Pro Importer for salary entries and automating credit card uploads.

General instructions

1. The respondent must submit an electronic response to phamilton@akros.com and awinters@akros.com no later than Wednesday 13th February, at 5pm Eastern Standard Time (EST).
2. There are no page limits for the proposal – it should be concise whilst covering the requirements
3. Responders may identify additional scope items / deliverables, but these must be separately identified in the proposal and separately costed
4. Responders to please propose or provide examples of best practice methods to stream line tasks above, including data entry through, for example, use of Transaction Pro Importer for salary entries and automating credit card uploads.
5. Proposals must be valid for a minimum of 90 days

Technical response

1. Timeline
 - a. Availability to take part in a hand over of the work the week commencing 18th February in the **DC Metro area**
 - b. Availability to take over the assignment from 1st March
2. Review of estimated times to complete, highlighting views on any over / under estimates
3. Qualifications of individuals carrying out the work, and qualifications of the firm (if applicable). Please provide relevant CV(s).
4. Summary of previous experience working on International NGOs receiving donor funding from organizations like USAID, the Gates Foundation and UN organizations
5. One or two examples of reporting formats for monthly accounting to senior executive leadership as well as programming staff.
6. Summary of previous experience with the following software / types of software / services:
 - a. Quickbooks Enterprise / accounting software
 - b. Infor F9 reporting / reporting tools
 - c. Transaction Pro Importer (for Quickbooks)
 - d. SAP Concur expenses
 - e. Harvest timesheet software
 - f. ADP payroll provider
7. References from 2 comparable projects, please include email and telephone number of each reference.

Financial response

1. Summary of day rates and an estimate of the monthly cost of conducting the recurring monthly tasks set out below. Quote should make clear whether the proposed cost is a fixed price per month, or is time based depending on hours incurred

2. Summary of day rates that will apply to ad hoc work not included in the summary of recurring tasks below
3. Please provide an excel version of the budget

Evaluation criteria

	Points
Technical evaluation	
Timeframe	10
Technical approach and narrative	45
Qualifications	20
References	Pass/fail
Finance evaluation	25
Total	100

Proposals achieving a score of less than 65 for the technical evaluation will be eliminated.

Akros reserves the right, at its sole discretion, to reject all proposals received and request new proposals, to defer the award, or to cancel the request and make no award.