



## Certified Public Accountant Request for Proposal (RFP)

USGBC-Missouri Gateway Chapter is a 501c3, non-profit organization in the state of Missouri. We utilize QuickBooks Pro 2010 as our accounting system. We currently work with a CPA who provides a full audit every third year and financial compilations in between. We do not have an in-house CPA. We would like to secure a CPA to work with us as a resource in the following capacity:

- QuickBooks system enhancements – we need to enhance and streamline our system of coding general journal entries for tracking and reporting purposes and to minimize staff time on this task
- Quarterly review of finances to ensure that everything has been recorded and reconciled accurately for four bank accounts (Commerce Bank), and one PayPal account
- Meetings and on-call availability – meet and/or phone consult on an as-needed basis with Executive Director, Bookkeeper, Treasurer, Finance Committee, and/or Board of Directors

The primary users of the QuickBooks system are the Sustainability Projects Coordinator (at the EarthWays Center of Missouri Botanical Garden – a supportive entity to our Chapter) and the Executive Director. Outside of the functions of the CPA outlined in the bulleted list above, we anticipate few if any additional hours for consultation throughout the year.

You and/or your firm has been selected as a candidate for review of your qualifications to provide these services. We invite you to submit an electronic proposal. **Your proposal should include the following information:**

- Brief overview of your firm
- Experience working with small, non-profit clients similar to USGBC-Missouri Gateway Chapter
- Your firm's accounting approach, including coding of data input and review of internal controls
- List of key personnel that will work with USGBC-Missouri Gateway Chapter, including their degree of expertise and prior experience
- How your firm will obtain a basic understanding of USGBC-Missouri Gateway Chapter operations and activities in order to facilitate enhancements to our accounting system
- Procedures used to monitor work and communicate with USGBC-Missouri Gateway staff
- **Cost of CPA Services to USGBC-Missouri Gateway – please complete the bid form below and include it with your proposal**
- Additional information that you feel would be useful

We have enclosed the following information to assist in the preparation of your proposal:

- Appendix A: Bid & References form – to be filled out and submitted with your proposal
- Appendix B: Time Table and Deliverables
- Appendix C: Basic information about USGBC-Missouri Gateway Chapter

**Please submit an electronic PDF of your proposal September 9, 2013 by 5 PM CDT.** We plan to make our decision and notify all candidates of our selection no later than September 20, 2013. Please note that the USGBC-Missouri Gateway Chapter Finance Committee reserves the right to reject any proposals submitted and to make the award where it appears to be in our best interest.

Thank you in advance for your interest! If you have any questions or need additional information, please feel free to contact me at (314) 577-0854 or [emily.andrews@mobot.org](mailto:emily.andrews@mobot.org).

Sincerely,

Emily Andrews  
Executive Director  
USGBC-Missouri Gateway Chapter

Appendix A

**BID FORM**

**Deadline for submitting a proposal is Monday, September 9, 2013 at 5:00 PM CDT.**

Base Bid for consulting services \$ \_\_\_\_\_

Hourly Rate for additional services \$ \_\_\_\_\_

In-kind donation to USGBC-Missouri Gateway Chapter \$ \_\_\_\_\_

**TOTAL BID AMOUNT** \$ \_\_\_\_\_

Comments/Clarifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References of local, non-profit clients:

Name	Company	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Appendix B

**Time Table and Deliverables**

**2013-14 Time Table**

**Deliverables**

September – November

QuickBooks Enhancements

September, December

Quarterly Financial Review 2013

March, June, Sept, Dec

Quarterly Financial Review 2014

*Future time tables and deliverables will be determined as we move forward.*

## Appendix C

### **USGBC-Missouri Gateway Chapter Basic Information**

USGBC-Missouri Gateway Chapter was organized and has been located in St. Louis, MO since 2001. It is a Missouri nonprofit corporation. It is one of 77 Chapters of U.S. Green Building Council, but an independent nonprofit. It was originally incorporated as St. Louis Regional Green Building Council and merged with the USGBC-Missouri Heartland Chapter in 2010 to become the USGBC-Missouri Gateway Chapter. At that time, Chapter territory expanded from the St. Louis Metro Area (including Southern Illinois) to include most of Missouri (excluding Kansas City Metro area).

The USGBC-Missouri Gateway Chapter's mission is to initiate, develop and accelerate implementation of green building concepts, technologies and principles that promote environmentally friendly, prosperous and healthy places to live and work. We do this primarily through education and advocacy around green building practices and principles.

USGBC-Missouri Gateway Chapter's board is governed by 13 directors elected by the Chapter membership and three advisors appointed by the Board. The Board of Directors meets at least ten times every year. The Board of Directors elects its officers – chair, chair elect, secretary and treasurer.

There are approximately 500 Chapter members.

USGBC-Missouri Gateway Chapter currently has three full-time and one part-time staff - an executive director, an education & green schools coordinator, a volunteer & outreach coordinator and a bookkeeper (part time). All staff is employed by the Missouri Botanical Garden and USGBC-Missouri Gateway Chapter has a contract with Missouri Botanical Garden for staffing. Chapter offices are housed at the Missouri Botanical Garden's Commerce Bank Center for Science Education located at 4651 Shaw Blvd, St. Louis, MO 63110.

USGBC-Missouri Gateway's total annual income is approximately \$250,000 though with the addition of a new staff person in 2013, it will increase to approximately \$350,000 We currently have no investments beyond a money market account. Our fiscal year runs on the calendar year and ends December 31.

USGBC-Missouri Gateway derives about 60% of its income from voluntary contributions (corporate sponsorships and individual memberships).

The majority of our income is used in support of our educational and outreach programming.

USGBC-Missouri Gateway Chapter carries general liability insurance and directors and officers insurance. Staff medical and disability coverage is provided through their employer (Missouri Botanical Garden).

For more information about USGBC-Missouri Gateway Chapter, please visit our website at [www.usgbc-mogateway.org](http://www.usgbc-mogateway.org).