



Request for Quotes for Accounting Services

ABOUT US

First 5 Madera County (F5MC), legally recognized as the Madera County Children and Families Commission, is a public agency created by Proposition 10 in 1998. Proposition 10, also known as the Children and Families First Act of 1998, added a 50-cent tax on tobacco products sold in California to fund programs and services expressly for children prenatally through age five (5) and their families.

Since its inception over 24 years ago, F5MC has become a valued collaborator and funder of local programs to support F5MC's goals. In these roles, we offer the community expertise on the importance of early childhood development and the conditions children and families need to thrive.

INTENT

Through this Request for Quotations (RFQ), the Commission invites experienced and qualified, independent certified public accountants licensed in the State of California to submit quotations to perform specified financial duties and functions.

CONTRACT PERIOD

The contract for these services is to be awarded for one (1) year, with the option to renew annually based on performance and fund availability for an additional four (4) years. The initial contract period will commence July 1, 2024, and end June 30, 2025.

ELIGIBILITY

Firms with demonstrated experience and competency in governmental or nonprofit organization accounting are invited to submit quotations. The minimum qualifications for firms responding to this RFQ are:

1. Accounting team members shall be experienced in governmental fund accounting and demonstrate skills, expertise, and licenses/permits necessary to perform professional accounting services. This shall include the senior member "in charge," who shall have at least five (5) years of experience in like agencies or organizations.
2. The firm must have at least three (3) verifiable clients of California public agencies or nonprofit organizations.
3. The firm has a local office in Madera, Merced, or Fresno County (preferred but optional to apply).

SCOPE OF WORK

The contractor is expected, but not limited to provide the following services:

1. Oversight and support for the agency's bookkeeping activities related to Accounts Payable
2. Accounting and Advisory Services
3. Accounts Receivable Services
4. Audit Preparation

5. End-of-Year Reporting and 1099 Preparation
6. Assistance with Fiscal Reporting and Monthly Financial Statements
7. Account Reconciliation Services
8. Establishment and Review of Chart of Accounts

SUBMISSION REQUIREMENTS

Proposals will be accepted from firms with demonstrated experience, competency in the field, and capability of delivering the service in a highly professional, timely, and cost-conscious manner. All proposals must be submitted by **5:00 p.m. on May 13, 2024**.

To participate in this RFQ, the vendor is required to submit a quote including the following:

1. **Title Page** – Include the firm’s name, address, phone number, and contact person.
2. **Profile and Eligibility** – Provide a brief narrative to demonstrate eligibility as outlined above.
3. **Scope of Work**—Briefly state your understanding of the work to be done and the firm’s plan to ensure its completion.
4. **Proposed Fees** – Provide an estimate of the total required hours and the resulting all-inclusive total maximum fee for which the requested work will be done.

SUBMITTAL INFORMATION

The quote packet must be labeled and received by **Monday, May 13, 2024, by 5:00 pm**. The packet should be emailed to funding@first5madera.org; the applicant will receive a confirmation email upon submission. Submitting a proposal constitutes a release of information and waiver of the agency's right to privacy regarding the information provided in response to the RFQ. Ideas and formats presented will become the property of F5MC.

Attention: Administrative Officer
funding@first5madera.org
525 East Yosemite Avenue
Madera, CA 93638
(559) 661-5155

CONSULTATION APPOINTMENTS

Applicants are encouraged to set up a consultation appointment with the First 5 team. Email funding@first5madera.org by **May 1, 2024**, to set up an appointment.

REVIEW PROCESS

First 5 Staff will check each submitted RFQ for completeness. Following the Contracting and Procurement Policy and Procedure Manual, the review process described in this RFQ forms the basis for proposal review and selection. Each proposal will be scored against the Review Criteria and judged competitively against other eligible submissions.

| Review Criteria | Point Value |
|--|-------------|
| 1. Experience, Qualifications and References | 30 |
| 2. Service Description | 50 |
| 3. Budget and Justification | 20 |
| TOTAL | 100 |

A panel of reviewers will evaluate each proposal to formulate a recommendation for funding to first the Staffing and Operations Committee (SOC). Followed by the final recommendation to be presented for full Commission consideration and approval. **The Commission reserves the right to request additional information and negotiate.** Submittal of a proposal does not guarantee an award, and F5MC reserves the right to terminate the RFQ and not award a contract. There is no appeal to this process.

F5MC will not be liable for any cost incurred in preparing and producing a response to the RFQ. F5MC reserves the right to adjust the timeline as it deems necessary, and F5MC reserves the right to reject all bids.

TIMELINE

| DATE | ACTIVITY | CONTACT INFORMATION |
|--------------------------|----------------------------------|--|
| 04/18/2024 | Release of RFQ | www.first5madera.org |
| 04/22/2024 05/03/2024 | Consultation appointments | Call 559-661-5155 to make an appointment |
| 05/13/2024 | Proposals Due | funding@first5madera.org |
| May 2024 | Special SOC Review | www.first5madera.org |
| May 2024 | Notification to applicants | Via email |
| June 5, 2024 | Commission Approval | www.first5madera.org |