



REQUEST FOR PROPOSALS (RFP)

Bookkeeping and Accounting Services

Community Action of Ventura County (CAVC)

I. Statement of Purpose

Community Action of Ventura County (CAVC), a 501(c)(3) nonprofit organization, is seeking proposals from qualified firms or individuals to provide professional bookkeeping and accounting services.

CAVC administers multiple federal and state-funded programs, including the Community Services Block Grant (CSBG) and Low-Income Home Energy Assistance Program (LIHEAP), and must comply with Uniform Guidance (2 CFR Part 200), GAAP, and California Department of Community Services and Development (CSD) requirements.

This procurement is conducted using the Competitive Proposal method in accordance with 2 CFR §200.320.

II. Organizational Background

CAVC serves Ventura County through programs addressing poverty, including utility assistance, weatherization, and supportive services. The organization employs approximately 22 staff and utilizes QuickBooks for accounting.

Funding sources include federal, state, and private funding, requiring strict compliance, cost allocation, and reporting.

III. Scope of Work

The selected contractor will provide comprehensive bookkeeping and accounting services, including but not limited to:

Bookkeeping Services

- Maintain general ledger in QuickBooks
- Record revenue and expenditures
- Manage accounts payable and receivable
- Perform monthly bank and credit card reconciliations

- Maintain vendor and deposit records
- Enter payroll journal entries

Grant & Compliance Accounting

- Track and allocate costs across CSBG, LIHEAP, and other programs
- Maintain and implement Cost Allocation Plan
- Support grant reporting (monthly, quarterly, annual)
- Ensure compliance with Uniform Guidance (2 CFR Part 200)
- Prepare for and support monitoring visits from CSD

Financial Reporting

- Monthly financial statements (Statement of Activities, Statement of Financial Position)
- Budget vs. actual reports
- Cash flow monitoring
- Reports for Board of Directors and funders

Audit & Tax Support

- Prepare schedules and documentation for Single Audit (Subpart F)
- Support external auditors
- Provide documentation for IRS Form 990 preparation

Additional Services

- Prepare 1099 filings
- Assist with annual budget development
- Maintain fixed asset inventory and depreciation schedule

IV. Deliverables & Timeline

- Monthly financial reports due by the 15th of the following month
- Year-end close completed within 60 days of fiscal year end
- Timely response to audit and funder requests

V. Term of Contract

Initial contract term: One (1) year Optional renewals: Up to three (3) additional one-year terms

VI. Cost Proposal

Proposals must include: - Total annual cost (all-inclusive) - Detailed fee schedule - Hourly rates (if applicable)
- Proposed annual cost increases (if any)

CAVC will perform a cost or price analysis in accordance with 2 CFR §200.324.

VII. Proposal Requirements

Proposals must include: 1. Company Information 2. Approach to Services 3. Experience with nonprofits and federally funded programs (CSBG/LIHEAP preferred) 4. Key Personnel Qualifications 5. References (minimum of 3) 6. Cost Proposal 7. Certification of non-debarment (SAM.gov eligibility)

VIII. Evaluation Criteria

Proposals will be scored as follows: - Relevant Experience (CSBG/LIHEAP): 30% - Cost: 25% - Technical Approach: 20% - Capacity & Staffing: 15% - References: 10%

IX. Compliance Requirements

The selected contractor must comply with all applicable federal, state, and local regulations, including: - 2 CFR Part 200 (Uniform Guidance) - GAAP for nonprofits - CSD program requirements

Conflict of Interest

No employee, officer, or agent of CAVC may participate in the selection if a real or apparent conflict of interest exists.

Suspension and Debarment

Contractor must not be suspended or debarred from federal contracting (SAM.gov verification required).

X. Federal Contract Provisions (2 CFR Part 200 Appendix II)

The contract will include required provisions, including but not limited to: - Termination for cause and convenience - Equal Employment Opportunity - Byrd Anti-Lobbying Amendment - Clean Air and Water Acts - Contract Work Hours and Safety Standards Act - Access to Records - Remedies for Noncompliance

XI. Insurance Requirements

The selected contractor must maintain: - General Liability Insurance - Professional Liability (Errors & Omissions)

XII. Procurement Protest Procedures

CAVC reserves the right to reject any and all proposals. Protest procedures will be made available upon request.

XIII. Proposal Submission

Proposals must be submitted electronically by July 28, 2026 to:

Lizbeth Naranjo LNaranjo@CA-VC.org

XIV. Additional Terms

CAVC reserves the right to: - Request additional information - Negotiate terms - Cancel this RFP at any time

Funding is contingent upon CSBG and LIHEAP allocations and may be modified accordingly.
