

## Request for Quotation

**Procurement Title:** Accounting and Booking Services

**Procurement ID Number:** CA2020-1 Accounting and Bookkeeping Services

**Publication Date:** January 20, 2021

**Questions due:** No later than 5:00pm EST on January 27, 2021

**Proposals Due:** No later than 5:00 pm EST on February 26<sup>th</sup>, 2021

**Services Sought by:** Climate Advisers, 1320 19th St NW, Suite 300, Washington, DC USA

### [Introduction](#)

#### **About Climate Advisers Group**

Based in Washington, DC, but working globally, Climate Advisers promotes ambitious and sensible climate solutions that create prosperity, enhance security and address pressing social challenges. Climate Advisers currently consists of several independent organizations collaborating to advance the same mission, including: Climate Advisers Incorporated, a for-profit entity, Climate Advisers Trust, a U.S. non-profit, and Climate Advisers United Kingdom, a U.K. based charity. Our clients include governments, multilateral agencies, private foundations and the private sector. Collectively, Climate Advisers manages nearly \$9 million USD annually; individual awards range from \$100,000 to \$8 million USD.

#### **Summary of RFQ**

Climate Advisers seeks an experienced firm to provide a suite of day-to-day accounting and bookkeeping services. The successful bidder will be responsible for directly managing Climate Advisers Incorporated and Climate Advisers Trust accounting and bookkeeping needs, while providing oversight and direction to Climate Advisers United Kingdom external accounting firm and coordinating with Climate Advisers' external auditors. The successful bidder will report to a Chief Finance and Administration Officer.

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### Proposal Submission Instructions

Interested firms should complete and submit the attached RFQ template (see Attachment 1) and e-mail submissions in PDF format to [procurement@climateadvisers.org](mailto:procurement@climateadvisers.org) with the title **Accounting and Bookkeeping Services** no later than noon Eastern Standard Time on February 26<sup>th</sup>, 2021.

### Questions

Interested firms should send questions to [procurement@climateadvisers.org](mailto:procurement@climateadvisers.org). Questions will be answered on a rolling basis and general follow-up Q&A will be e-mailed directly in response to bidders.

### Eligibility of Applicant

This procurement action is open to all legal entities in the business of providing the requested services and duly authorized to carry out the responsibilities associated therewith in the United States. Applicants with core staff listed that are available to work closely with the Climate Advisers project team during Climate Advisers' hours of operation (Eastern Standard Time) will be given preference.

### Procurement Evaluation and Award Timeline

Timeline of Award	
Procurement request published	January 20, 2021
Questions, if any, from applicants due	No later than 12:00 pm EST on January 27 <sup>th</sup>
Responses to questions, if any, published by CA	February 3, 2021
Proposals due	No later than 12:00 pm EST on February 26 <sup>th</sup>
Expected date contract finalized	March 15, 2021

### Services Sought

Climate Advisers seeks an experienced accounting and bookkeeping firm to provide the following services:

- Perform daily Climate Advisers Trust & Climate Advisers Incorporated accounting
  - Chart of Accounts Management
  - General Ledger Maintenance

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- Adjusting Journal Entries
- All Bank Account Reconciliations
- Payroll, Benefits & Multi-Project Expense Allocations
- Reconcile All Balance Sheet Accounts
- Depreciation Schedules
- Accrued & Deferred Rent Schedules
- Monthly Integration of Climate Advisers UK
- Ensure Appropriate Monthly Assignment of Revenue and Expense to each Entity
  - Revenue Recognition for each Entity
  - Payroll, Benefits and Multi-Project Cost Assignment Using Staff Timesheets
  - Credit Card Expense Assignment
  - Full “Due To” and “Due From” Calculations Between Entities
- Maintain Climate Advisers Systems, Perform Integration & Relationship Management:
  - QuickBooks Online (Accounting software)
  - ClickTime (Employee timesheets system)
  - Bill.Com (Automated billing and invoicing system)
  - Nexonia (Employee expense reimbursement software)
- Coordinate with Funder & Annual CAT Audit requests:
  - Major Assistance
  - Preparation of Audit PBC List

On an as needed-basis, support Climate Advisers’ Chief Financial and Administration Officer with the following tasks (~5% per month):

- CAT, CAI & CA UK Financial Planning & Analysis
  - Annual Organizational Budget
  - Monthly Financial Reporting -- Including Cash Flow Analysis
    - Request Cash Transfers to Fund Global Operations
    - Monitor release of restricted (overhead) funds
  - Funder/Grant Financial Reporting
  - Prepare Federal and State Returns including additional schedules necessary for the federal tax return forms
- Financial Systems Updating
  - New Project & New Employee Setup
    - QuickBooks Online
    - ClickTime
- CAT & CAI Accounts Receivable
  - Invoice Funders & Clients
- CAT & CAI Accounts Payable
  - Process All Domestic Vendor Payments Through Bill.Com
  - International Wire Transfers

**Staffing Expectations**

The applicant is expected to provide a detailed staffing plan that includes the

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following proposed key personnel including a Partner, Controller, and Accountant. The applicant is expected to furnish CVs that describe the qualifications of proposed staff members.

**Annual Budget & Level of Effort**

Between \$8,000 to \$15,000 per month, for a total amount not to exceed \$180,000 per annum. Climate Advisers understands that accounting and bookkeeping needs vary based on revenue fluctuations and the volume of accounting transactions.

**Contracting and Payment Terms**

Applicants to be paid monthly for successful provision of services, based on invoices that must include hours worked and hourly rate by each accounting consultant.

**Evaluation Criteria**

Applicants will be evaluated according to the following weighting of factors presented below:

Criteria	Weighting
1. Proven Experience	30%
2. Proposed Staff	45%
3. Ease of Collaboration	15%
4. Cost Efficiency	20%
<b>Total</b>	<b>100%</b>

***Proven Experience.*** Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work. Preference will be given to firms with proven experience supporting hybrid organizations (for-profit and not-for profit entities) and organizations with funding from any of the following agencies: Norwegian Agency for Development Cooperation, German Society for International Cooperation, and US Agency for International Development.

***Proposed Staff.*** Applicant will be evaluated on its proposed staffing plan to carry out the services sought by Climate Advisers Group. Climate Advisers will review individual candidate CVs to assess the qualifications of proposed key personnel to carry out proposed responsibilities.

***Ease of Collaboration.*** Applicant will be evaluated on firm's approach to customer service. Climate Advisers operates in a fully remote environment, and applicants will be expected to be well-versed in providing virtual assistance and proposing technology solutions that promotes efficient accounting and bookkeeping.

***Cost Efficiency.*** Climate Advisers will carefully evaluate the components of detailed cost proposals for accuracy and reasonableness to perform the requested services.



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**Climate Advisers Standard Terms & Conditions for Procurements**

This procurement, like all CLIMATE ADVISERS procurements, shall be subject to CLIMATE ADVISERS's standard procurement terms and conditions, as CLIMATE ADVISERS may amend from time to time without notice at its sole discretion.

**GENERAL**

From time to time, Climate Advisers may initiate a procurement for professional services (Services). Individuals and/or entities wishing to compete for one or more CLIMATE ADVISERS procurements (Proposers) should submit proposals (Proposals) in the form and format provided as well as in procurement specific instructions. For each CLIMATE ADVISERS procurement, in general, special instructions are contained in a term sheet (Term Sheet). Unless specified otherwise, Proposers should use the standard CLIMATE ADVISERS procurement template (Template) to structure their Proposals. All Proposals, as well as any supporting documents or materials, should be provided to CLIMATE ADVISERS in English and with prices quoted in United States of America Dollars.

**RIGHT TO DECLINE**

CLIMATE ADVISERS publishes proposed procurements—often as requests for proposals, requests for quotations or requests for information—when CLIMATE ADVISERS requires goods and services for specific projects. At its sole discretion, however, CLIMATE ADVISERS may (without explanation and for any reason): (i) discontinue procurement action(s), (ii) decline to accept any proposal(s) submitted, (iii) decline to issue contract(s) for published procurement(s), or (iv) satisfy CLIMATE ADVISERS's requirements for goods or services in a manner that is entirely separate from a published procurement.

**CHANGES TO REQUEST FOR PROPOSALS**

CLIMATE ADVISERS may, at its sole discretion, vary any CLIMATE ADVISERS procurement action at any time. Changes or revisions (Revisions) will be posted on the CLIMATE ADVISERS website. Proposers are encouraged to regularly monitor the CLIMATE ADVISERS website to stay abreast of any Revisions. Proposers must not count on CLIMATE ADVISERS to disseminate Revisions in any other manner.

**CONTRACT**

If a Proposal of the Proposer is accepted by CLIMATE ADVISERS, the Proposer shall seek to execute a contract (Contract) within the time period specified by CLIMATE ADVISERS. The CLIMATE ADVISERS standard contract template for procurements is available for review by a Proposer and they shall be deemed to have had actual or constructive knowledge of its terms. CLIMATE ADVISERS and the Proposer shall negotiate in good faith.

**SUBMISSION INFORMATION AND TIMING**

Proposers are required to include all information needed for CLIMATE ADVISERS to assess their Proposal. Proposers accept that their failure to provide all information required, in the format specified, may result in their Proposal being considered as a non-conforming Proposal and the Proposal shall be liable to rejection.

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Proposals received on or before the deadline will receive priority in the review process. CLIMATE ADVISERS may deem late proposals as non-conforming, at its sole discretion.

### **EVALUATION OF PROPOSALS**

CLIMATE ADVISERS will use clear criteria to evaluate proposals and determine which would provide the best value for money outcome. CLIMATE ADVISERS alone will have the final authority to make this determination and its judgment shall not be subject to review or appeal. In general, CLIMATE ADVISERS will create an evaluation committee with an odd number of members (at least three). The composition of the committee will be chosen by the CLIMATE ADVISERS Board or staff, consistent with CLIMATE ADVISERS's procurement policies. Members of the committee will have the technical and administrative capacities necessary to give an informed opinion on the tenders. Proposals will be evaluated in according to the criteria outlined in the specific procurement Term Sheet.

### **FINANCIAL INFORMATION**

If requested by CLIMATE ADVISERS, the Proposer shall demonstrate its financial stability and its ability to remain viable as a provider of goods or services over the term of any potential contract with CLIMATE ADVISERS.

### **REFERENCES**

As part of the evaluation of proposal process, CLIMATE ADVISERS, at its sole discretion, may request from the Proposer information on past projects/experience claimed in the Proposer's proposal, including contact details for referees.

### **NO CONTRACT OR UNDERTAKING / NO OBLIGATION BY CLIMATE ADVISERS**

Nothing in this procurement action will be construed to create any binding contract (express or implied) between CLIMATE ADVISERS Board and any Proposer until a written Contract, if any, is entered into by the parties.

### **CONFLICT OF INTEREST**

Conflict of interest can be defined as any situation in which an individual or organization is in a position to exploit his/her professional or official capacity in some way for personal, corporate or organizational benefit. Proposers must identify in writing in their proposal or an accompanying simultaneously submitted conflicts of interest notification to CLIMATE ADVISERS:

- any actual or potential conflict of interest that it or any of its subcontractors or vendors may have with respect to CLIMATE ADVISERS and the procurement for which the Proposal is being submitted; and
- the procedures the Proposer intends to implement for dealing with, any actual or potential conflicts of interest, which may arise in connection with the submission of their Proposal or the conduct of services thereunder, if CLIMATE ADVISERS accepts the Proposal.

Proposers should include details of any known circumstances that may give rise to either an actual or potential conflict of interest in relation to the project. Proposers must exercise reasonable care and due diligence to identify and assess all conflicts of interest. Proposers must notify CLIMATE ADVISERS

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immediately if any actual, potential or perceived conflict of interest arises after submission of a proposal. A perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised.

If any actual or potential conflicts of interest arise for a Proposer, CLIMATE ADVISERS may:

- enter into discussions to seek to resolve such conflict of interest;
- disregard the Proposal submitted by such a Proposer; or
- take any other action that CLIMATE ADVISERS considers appropriate.

CLIMATE ADVISERS shall not be obligated to report to Proposer or any third party how CLIMATE ADVISERS managed or assessed the conflict of interest, real or perceived.

### **EQUAL TREATMENT AND NON-DISCRIMINATION**

Participation in tender procedures shall be open on equal terms to all natural and legal persons. During the entire procurement and the award of contracts, the Grant Recipient shall not discriminate against candidates/tenderers or groups of candidates/tenderers.

### **INSURANCE**

The Proposer must ensure that it and its subcontractors maintain all relevant insurance policies relevant to the delivery of goods and services sought by CLIMATE ADVISERS, in the event that the Proposer is awarded the contract. Proposers will be required to certify this in any contract with CLIMATE ADVISERS.

### **QUESTIONS ABOUT PROCUREMENT ACTION**

The Proposer may reach out to the proposal contact person with any questions or to ask for additional clarification. Applicants are encouraged to reach out in advance of submission to minimize the need for revisions. To ensure a fair and transparent process, CLIMATE ADVISERS will publish on its website answers to questions that appear to CLIMATE ADVISERS to be relevant or potentially relevant to other Proposers.

### **WITHDRAWALS AND CHANGES TO PROPOSALS**

The Proposer may withdraw their proposal at any time. Changes to the proposal may be made up until the final submission deadline. CLIMATE ADVISERS makes no guarantees that changes to the proposal made after the final submission deadline will be taken into account during evaluation.

### **PROPOSAL BINDING**

Any Proposal and the terms therein, including with respect to timing and pricing, shall be binding on the Proposer, should CLIMATE ADVISERS accept the proposal.

### **TRAVEL**

All transportation costs included in a Proposal shall be in coach class. Travel expenses exclusive of transportation will be defined and costs covered in accordance with the U.S General Services Administration and U.S. Department of State Office of Allowances. Information about domestic (U.S.) travel rates can be found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Information about foreign (non-U.S.) travel rates can be found here:

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[https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78).

### **OTHER EXPENSES**

All other non-travel expenses should be itemized and included in the overall budget, as reflected in the Template.

### **NON-DISCLOSURE OF CONFIDENTIAL INFORMATION**

The Proposer acknowledges that in the course of this procurement action it may acquire Confidential Information about CLIMATE ADVISERS. "Confidential Information" means any information, technical data, financial information, business plans, strategies or know-how, including, but not limited to research, product software, services, developments, inventions, processes, designs, drawings, concepts, marketing, individuals, sales, or finances. Confidential Information need not be marked as such and need not be in writing. Confidential Information does not include information, technical data or know-how which i) is in the possession of the receiving party at the time of disclosure as shown by the receiving party's files and records immediately prior to the disclosure; or ii) prior or after the time of disclosure becomes part of the public knowledge or literature, not as a result of any inaction or action of the receiving party, iii) is approved for release by the disclosing party. The Proposer agrees not to use the Confidential Information for its own use or for any purpose except to carry out discussions concerning the completion of this procurement action. Proposer shall not disclose Confidential Information to a third party. Proposer shall take reasonable steps to protect the secrecy of, and avoid disclosure or use of Confidential Information in order to prevent it from falling into the public domain or the possession of unauthorized persons. Proposer agrees to notify CLIMATE ADVISERS in writing of any misuse or misappropriation of Confidential Information that comes to the attention of the Proposer. The above provisions on Confidential Information are for the benefit of CLIMATE ADVISERS, its successors, affiliates and assigns.

### **PROPOSAL FORMAT AND DELIVERY**

Proposals should be submitted by email to the CLIMATE ADVISERS point of contact listed in the applicable procurement Term Sheet. A signed copy (electronically or scanned original) of the CLIMATE ADVISERS transmission form, as described below, should be included in the Proposer's submission package. Proposals should be submitted electronically in Microsoft Word and in PDF form as separate single documents. The fonts and margins should make the document easy to read and of a reasonable, commercially standard size. Applicants should use CLIMATE ADVISERS's forms, tables, templates and spreadsheets, when provided.

### **CONTRACT FORM**

Following completion of successful negotiations to finalize terms of a selected proposal, CLIMATE ADVISERS will furnish the successful Proposer with a final contract. The contract may take the form of a contract for specific defined services with a complete list of outputs and outcomes for which the selected Proposer shall be responsible. Alternatively, CLIMATE ADVISERS may choose, at its discretion, to enter into a framework agreement ("Framework Agreement") with the Proposer that defines labor rates and expenses with specific tasks, activities, outputs and outcomes to be defined in subsequent task orders ("Task Orders"). CLIMATE ADVISERS may also offer the successful Proposer a contract that is a hybrid of the two approaches. The final form of the contract shall be chosen by

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CLIMATE ADVISERS. Proposer's failure to specify in its Proposal any restrictions or reservations on the form of contract shall be interpreted by CLIMATE ADVISERS as Proposer's acceptance of CLIMATE ADVISERS's unilateral right to determine the general form of the Contract.

### **IMPLEMENTATION OBLIGATIONS**

The Proposer shall provide the Services to CLIMATE ADVISERS on the delivery dates identified in the Contract and Framework Agreement. The Proposer shall immediately notify CLIMATE ADVISERS in writing if the Contractor becomes aware that it will be unable to provide all or part of the Services by the relevant delivery date and advise CLIMATE ADVISERS as to when it will be able to do so.

The Services must be provided to the highest professional standard that would be expected of an experienced and professional supplier of similar Services and any other standard specified in the Contract.

### **COMPLIANCE OBLIGATIONS**

As part of any Contract, the successful Proposer shall be required to represent in contract and demonstrate in practice to CLIMATE ADVISERS's satisfaction that Proposer has appropriate policies and practices relating to corruption, gender equity, the environment, indigenous peoples, labor rights, employment standards, vulnerability to climate change, and terrorism and potentially other relevant social, economic and environmental issues relevant to the procurement action.

### **INTELLECTUAL PROPERTY**

Proposers have the sole responsibility for owning or securing rights to relevant intellectual property necessary to perform the services sought by CLIMATE ADVISERS. Furthermore, Proposers must also represent and warrant that in providing such services the proposer shall not violate (or give rise to a colorable claim to have violated) any intellectual property rights of third parties. The chosen consultant will pay for all needed intellectual property fees or licenses out of the funds set aside within any procurement contract. CLIMATE ADVISERS will not separately cover costs for securing relevant fees and licenses. Any fees, mark-ups or surcharges required to secure such licenses must be included by Proposers in their proposals.

CLIMATE ADVISERS reserves the right to disqualify any Proposer that fails to make such representations regarding intellectual property rights or where CLIMATE ADVISERS believes, in its sole discretion, that the Proposer's intellectual property rights may risk being defective, subject to dispute or otherwise pose a reputational or financial risk to CLIMATE ADVISERS.

### **ACCEPTANCE**

Any Proposer that submits a Proposal to CLIMATE ADVISERS shall be deemed to have accepted these terms and conditions, regardless of whether that acceptance is in writing. Publishing these terms and conditions on the CLIMATE ADVISERS website shall constitute actual or constructive notice of these terms and conditions.

### **LIABILITY WAIVER**

CLIMATE ADVISERS shall not be liable for any claims or losses arising out of its procurement actions. Proposer waives any and all claims against CLIMATE ADVISERS regarding the Proposal and CLIMATE

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ADVISERS procurements.

### **ELIGIBLE TENDERERS**

- Tenderers must provide information on their legal form and ownership structure.
- Tenderers shall be excluded from participation in a procurement procedure if:
  - they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations. However, tenderers in this situation may be eligible to participate insofar as the Grant Recipient is able to purchase supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law;
  - they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment;
  - they have been guilty of grave professional misconduct, as determined by CLIMATE ADVISERS in its sole discretion;
  - they have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the Grant Recipient or those of the country where the contract is to be performed;
- **Contracts shall not be awarded to tenderers which, during the procurement procedure:**
  - are subject to a conflict of interests that have not been properly disclosed and managed;
  - are guilty of misrepresentation in supplying the information required by CLIMATE ADVISERS as a condition of participation in the tender procedure, or fail to supply this information.

### **PROPOSERS ACKNOWLEDGEMENT**

The Proposer acknowledges that by submitting a Proposal it accepts these terms and conditions. The Proposer further acknowledges it:

- a) has examined this procurement action and any other documents referenced or referred to herein, and any other information made available in writing by CLIMATE ADVISERS to Proposers for the purposes of submitting a Proposal; and
- b) has sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks, contingencies and other circumstances having effect on its Proposal;
- c) and agrees to be bound to the terms found within this and other procurement action documents available.

**Attachment 1**  
**RFQ CA2020-1 Accounting and Bookkeeping Services**  
*(Insert on Firm's Letterhead)*

**Firm's Name:**

**Firm's Address:**

**Contact Person:**

**Business License #/Federal Identification #:**

**Statement of Commitment:**

*Instructions: Briefly state the applicants' understanding of the work to be performed, commitment to perform the work and statements as to why the applicant believes their Firm is the best qualified to perform the engagement. Please include a statement that the offer is a firm and irrevocable offer valid for 120 days.*

**Signed:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Firm Name***Response to CA2020-1 Accounting and Bookkeeping Services****Firm's Qualifications**

Instructions:

*Please provide sufficient information regarding the qualifications of the firm to provide the requested services.*

*Provide a list of current clients similar to Climate Advisers for which your firm is providing bookkeeping/accounting services. This section shall include the services being provided, a short description of the client, the amount of revenue generated, and contact information of the client.*

<b>Client</b>	<b>Description of Client (\$ revenue, list of clients)</b>	<b>Services Provided</b>	<b>Contact Information</b>

**No Conflict of Interest**

*Instructions: Please a statement regarding conflict of interest and independence with respect to Climate Advisers.*

**Staffing Expectations**

*Instructions: Provide sufficient information and related experience of personnel who will perform Climate Advisers bookkeeping/accounting services. Include CVs of Key Personnel directly responsible for this engagement and other professionals directly involved. Resumes shall include years of experience, experience with firms similar to Climate Advisers, education, CPA licenses and continuing education, if applicable. Include an affirmative statement that the firm and all assigned key professionals are properly registered/license to practice in Washington, DC. Please comment on staff continuity for personnel assigned to this engagement.*

<b>Position</b>	<b>Level of Effort (hours per month)</b>	<b>Responsibilit ies</b>	<b>Qualifications Sought</b>
Partner			
Controller			
Accountant			

*Firm Name*

**Approach to Bookkeeping/Accounting Services**

Instructions: Provide in sufficient detail firm's approach to Climate Advisers bookkeeping/accounting services. Include procedures to be performed by, tasks to be accomplished, the utilization of technology, consideration of laws and regulations, assistance that will be provide to Climate Advisers staff, its Board of Directors and Committees. Interested firms are encouraged to provide any additional information not otherwise requested that may aid Climate Advisers in evaluating their proposal.

**Fees/Payment**

Instructions: The firm shall provide a list of rates of proposed staff and any monthly fees.