

REQUEST FOR QUOTATION (RFQ) INVITATION

“Live Baltimore Accounting Services”

RFQ #: Accounting Services 2010

Accounting Services outlines the following schedule:

RFQ Release Date: January 14, 2010

Deadline for Quotation Submission: February 5, 2010 @ 4 pm

About the Live Baltimore Home Center

Live Baltimore Home Center is an independent nonprofit organization founded in 1997 to promote Baltimore neighborhoods and the benefits of city living. Live Baltimore promotes Baltimore City as a community of choice. The ultimate result that Live Baltimore hopes to achieve is building a Baltimore City that is growing with diverse and engaged residents as measured by more people moving in than moving out and an increasing tax base. We've established ourselves as the leading source for comprehensive information about City neighborhoods, real estate professionals, homebuying incentive programs, rental opportunities, and City real estate trends. We are funded by numerous community partners including the City of Baltimore, foundations and private businesses. While other organizations focus on promoting Baltimore for business investment, downtown development, tourism and conventions, Live Baltimore is the only organization focused on marketing city neighborhoods for new residential investment. For further information, visit www.livebaltimore.com.

Scope of Services

The Live Baltimore Home Center (LBHC) invites quotations from accounting firms to provide management with accounting, tax and financial consulting services. Baltimore City certified Minority & Women Businesses (MWBE) are encouraged to apply.

Live Baltimore is an IRS recognized 501(c)(3) nonprofit organization that receives funding from the City of Baltimore, foundations and private businesses. We have \$1 million estimated operating budget and use QuickBooks Premier 2009 accounting software to manage our books. Our fiscal year runs from July 1, 2009 through June 30, 2010. The books are recorded on a cash-basis and the accountant will assist the Office Manager with financial management.

The following is required on a monthly basis:

1. Reconcile month-end bank statements to Live Baltimore's ledger balance.
2. Analyze accounting system-generated financial statements and offer recommendations, as needed.
3. Available for consultation, as needed.
4. Assist with guidance on internal controls, as needed.
5. Provide consultation and recommendation to management for finance issues that need to be addressed, as needed.
6. Meet with the Finance Committee, if required.

The following is required on an annual basis:

1. Prepare Personal Property Return.
2. Prepare Federal Form 990.

The quotation should contain all pricing information complete with direct and indirect costs.

The term of the contract is one year. Payments will be made monthly within thirty (30) days upon receipt of invoice.

A meeting will be scheduled with the successful bidder prior to beginning the contract to familiarize the accounting firm with Live Baltimore's key accounting policies, principles and procedures.

Deadline/Project Timeline

February 5, 2010	RFQ Submissions Due – by 4pm
Week of February 15, 2010	Vendor Selected; Finalist Notified
Week of March 1, 2010	Meeting with Management
April 1, 2010	Begin Contractual work Live Baltimore

*** Timeline maybe revised slightly to manage project workload.**

The Live Baltimore Home Center is accepting quotations for Accounting Services until January 27, 2010 at 4 pm in the office of Live Baltimore, 343 N. Charles Street, 1st Floor, Baltimore, Maryland 21201.

All information required by the terms of the quotation documents must be furnished. MISTAKES OR OMISSIONS CAN RESULT IN THE REJECTION OF YOUR QUOTATION.

GENERAL CONDITIONS

Quotations must be submitted by the date and at or prior to the time specified to be considered. Corrections and/or modifications received after closing time will only be accepted by prior arrangement.

Live Baltimore reserves the right to postpone the quotation opening for its own convenience.

Live Baltimore is tax exempt. Do not include taxes in your quotation.

Live Baltimore reserves the right: (1) To award quotations received on the basis of individual items, or groups of items, or on the entire list of items, (2) To reject any or all quotations, or any part thereof, (3) To waive any irregularity in the quotation, (4) To accept the quotation that is in the best interest of Live Baltimore, (5) To renew agreement outlined in this quotation on an annual basis pending commitment of continued funding and satisfactory performance.

QUOTATION SUBMISSION

- **EXECUTIVE SUMMARY:** Include statement regarding your understanding of Scope of Services. Highlight any features or areas that differentiate your service from competitors. Specify whether services are provided month-to-month or on a contractual basis.
- **ACCOUNTING SERVICES APPROACH:** Describe how firm will manage described accounting services.
- **FIRM BACKGROUND:** State the size of the firm, the size of the firm's accounting staff and the location of the office.
- **FIRM EXPERIENCE:** Describe qualifications, certifications and experience that substantiate the firm or individual as having an excellent reputation in nonprofit accounting. Include the resume/CV of the lead accountant who will be assigned to the Live Baltimore account.
- **COST:** Detailed accounting of work to be performed.
- **REFERENCES:** Please provide three (3) accounting references of nonprofit organizations similar in size to our organization.

SUBMITTAL INSTRUCTIONS

We need to hear from you by 4pm on Friday, February 5, 2010. Please submit by either e-mail to anagy@livebaltimore.com, fax (410)-637-3751 or mail (with two hard copies):

Live Baltimore Home Center
Ms. Anna Nagy, Office Manager
343 N. Charles Street, 1st Floor
Baltimore, Maryland 21201
(Office Hours are Monday-Saturday, 9am-5pm.)

Thank you for taking time to respond to this request. If you have any questions, please contact Office Manager Anna Nagy at 410-637-3750 or anagy@livebaltimore.com.