



Request for Proposals

Finance Executive Support Services

Summary

Trailhead Institute is seeking qualified vendors to support the company through the transition after the departure of the finance executive at the organization. This is intended to be a short term contract for 4 months with an option to extend.

Application review will start on Monday February 1, 2021

Desired start date: As soon as feasible

Submission sent: Email only to hire@trailhead.institute

Introduction

Trailhead Institute (Trailhead) works to ensure that everyone has the opportunity to be healthy and live in a healthy environment by fulfilling its mission of advancing innovation and collaboration in public and environmental health. For 26 years, Trailhead has infused strategy, creativity, and innovation into community-based public health initiatives that make a positive impact in the quality of people's lives. Trailhead's long history of supporting and creating partnerships with a diverse set of health organizations uses everyone's unique talents and skills in ways that are meaningful to communities. Trailhead believes effective partnerships are essential to addressing the needs of communities, and its approach to partnerships is organic and collaborative by nature.

Background information

Trailhead is requesting proposals from qualified professional vendors for Transition or Fractional CFO support services. Trailhead's Director of Finance has moved on from their position and Trailhead is seeking support from a contractor during the time of transition. Trailhead has a Finance Team, which includes two Finance Managers and a Bookkeeper. The proposal must include a high-level single point of contact that will manage the relationship/contract with Trailhead.

Software Applications utilized by Trailhead includes (but is not limited to): • Abila MIP Suite • Microsoft Exchange • Adobe Acrobat Pro • Microsoft Office • Slack • Dropbox Business • Zoom

Services Required

Performs support functions to the Trailhead Finance Team including the following:

- Works the Trailhead Finance Team to ensure coverage for all accounting and financial functions of the company
- Maintains the systems needed to record and report the financial activities of the company
- Controls access to and monitors use of accounting systems.
- Supports the monitoring program and organization revenues and expenses
- Performs reconciliations, financial analysis, modeling and forecasting as needed
- Coordinates financial reporting, audit activities, and the filing of the Form 990
- Negotiate with financial institutions for lines of credit or other financial services as required and appropriate, specifically related to PPP loan and loan forgiveness application
- Develops timelines for performance and monitors and evaluates organization activities

For public health innovation

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Qualifications:

- High proficiency in GAAP, Federal Cost Principles and Federal Grant Management
- Skilled in Abila MIP Fund Accounting Software and Microsoft Office
- High-level single point of contact
- Ability to manage and oversee a large quantities of accounts
- Ability to prioritize tasks and address the most critical and pressing demands first
- Experience working with non-profit organizations during transition times
- Experience or familiarity with Fiscal Sponsorship
- Excellent communication skills that ensures clear and timely communication
- Keen attention to detail, with an ability to spot errors
- Self-Directed and takes initiative to figure things out
- Ability to work with varying seniority levels, including program and finance staff, managers and several external partners
- Company is in good standing with the Secretary of State

Submittal Requirements

The following information shall be required in the RFP submittal:

1. Letter of Transmittal, to include: Company name, address and telephone number(s) of the firm submitting the proposal.
2. Employer identification number.
3. General Vendor Information, to include:
 - (1) Length of time in business
 - (2) Total number of non-profit clients
 - (3) Total number of clients who currently use or have used Abila MIP
 - (4) Number of full-time personnel. Identify names of key personnel who will actually provide the services to Trailhead.
 - (5) Location of office that would service our account. *Location is not a determining factor*
4. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
5. Describe your approach to providing these services.
6. Support Services –Please answer the following:
 - a. When is support available? (indicate xx a.m. to xx p.m.(MST) and the days of the week)
 - b. How are charges for support structures documented and tracked?
7. Beyond the scope of this RFP, what services (related or otherwise) does your organization provide that could benefit and/or may be of interest to Trailhead?
8. Provide the name, title, address, and contact information of three (3) references of clients for whom you have provided similar services.



Cost of Services:

The proposal must include a fee schedule that indicates hourly rates or monthly rates for proposed services. As Trailhead is a not-for-profit entity, any applicable discounts intended for not-for-profit entities would be of interest. Please detail any programs and discounts that may apply.

Respondents should clearly state their firm's pricing structure in response to this RFP. All fees, charges, billing rates, etc. should be explained in detail. Each item must identify all available discounts as stated in above. Charges must be tied to deliverables, which must be identified. Payments should not be associated with the passage of time. Trailhead does not reimburse for vendor out-of-pocket cost. Trailhead does not pay in advance for services.

Evaluation Criteria and Process

Successful applicants may be invited in to discuss the firm's proposal with Trailhead's Directors and Finance Team. This presentation/meeting will not be charged to Trailhead.

Staff will make a recommendation to the President and Executive Director for their review and award of the contract. Staff will evaluate and rate each submittal based upon the following criteria:

- Experience and expertise with non-profits and with Abila MIP
- Understanding of Trailhead's needs and corresponding services to be provided
- Project approach
- Satisfaction of clients/end users
- Cost

Contract

Trailhead anticipates a 3-4 month contract, with an option to extend. All fees should be set for a month-by-month term and clearly stated in the proposal. Master's Services Contract is attached for reference. Please indicate in your proposal any requested changes to the Master's Services Contract.

Required Documentation: If selected for this contract, the following documents will be required prior to contract execution: W-9 • Certificate of Liability Insurance naming Trailhead as an additional insured and Certificate Holder. • Certificate of Worker's Compensation Insurance • Waiver of Subrogation

Termination of Contract

The contract may be terminated by mutual agreement in writing or it may be terminated at any time by either party by delivery of a sixty (60) day written notice to the other party.

Inquiries

Please direct inquiries regarding this RFP to: hire@trailhead.institute

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Submission Instructions

Format Proposal documents may be submitted in any reasonable format, as long as all information requested is included.

Trailhead reserves the right to request additional written or oral information to supplement all written statements of qualifications or proposals. Submit all material to: hiring@trailhead.institute Trailhead reserves the right to reject any and all proposals and statements of qualifications and accepts no responsibility for the cost of proposal preparation.

Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute is a passionate supporter of inclusivity and welcomes applications from all communities, particularly from people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.