



Request for Quote for Non-Profit Financial Consultant

Children's Advocacy Centers of Texas (CACTX) is accepting requests for quotes (RFQ) from established consultants for non-profit organizations with the purpose of consulting with local children's advocacy centers' Executive Leadership and key financial personnel within the Texas network on general non-profit financial policies and best practices.

Background of CACTX

Children's Advocacy Centers of Texas (CACTX), a 501(c)(3) organization, serves as the membership association for 70 statewide children's advocacy centers (CACs) in Texas. These centers provide crucial support to child victims of crime and their families, collaborating closely with local law enforcement, child protection, and prosecution agencies. CACTX offers training, technical assistance, pass-through funding, and grant management. It also ensures compliance with the Texas Standards for CACs and the Texas Family Code Chapter 264, Subchapter E.

Services to be Performed

CACTX aims to establish a group of highly qualified and experienced contractors with expertise in non-profit finance and management to provide consultation services to designated CAC Executive Leadership and key financial personnel within the Texas network, as identified by CACTX. The objective is to impart foundational knowledge on general non-profit financial policies and best practices to CAC Executive Directors and other staff members responsible for finance at their respective CACs.

The consultation topics will be tailored to the individual needs of centers and cover various aspects of financial management and organizational policies. The topics covered may include financial practices such as bank reconciliations, internal controls, audits, IRS 990 filings, payroll management, and ensuring compliance with Texas Workforce and IRS quarterly tax reports (Form 941). Additionally, discussions will encompass general policies and procedures related to procurement, conflicts of interest, separation of duties, alignment with practice and contract requirements, and measures to prevent fraud, waste, and abuse.

The consultation will cover budget management, which includes budget development, cash flow management, and forecasting. Additionally, it will address the development and implementation of a Cost Allocation Plan and general grant management, focusing on understanding allowable expenses, and managing grant budgets.

The consultation should also explore financial reporting topics such as budget-to-actuals analysis, balance sheet interpretation, income statement analysis, and understanding profit/loss statements. Additionally, it will explore risk management strategies.

Consulting Structure:

- May be provided in-person and virtually, as center needs and schedules dictate.
- Selected Consultant(s) can consult on all general finance-related topics for non-profits. Specific focus topics for consultations from the list above will be identified for each center.

Responder Requirements:

- Responder must have an established record of working with non-profit organizations.
- Responder must have proven experience in training on the above listed topics.
- Responder must reside in Texas and be able to provide consultation services virtually and on-site at local centers. All local CACs are within the State of Texas.

Your Response to This Request for Quote

In responding to this request, we ask that your quote be a maximum of 2 pages that includes the following information:

- Description of your approach to working with non-profit organizations.
- Two (2) references from non-profit organizations for whom you have provided financial consultant work in the last three (3) years.
- Details of cost and fee structure associated with both in-person and virtual consultations.
- Total proposed fee should capture all costs including anticipated travel.

In addition to the quote, we request two (2) examples of written materials provided during consultation.

Respondents may reach out to regionalteam@cactx.org with questions before 5/6/24.

Evaluation of Quotes

CACTX will evaluate proposals on a qualitative basis.

Proposed Schedule

RFQ Issue Date	4/22/24
Deadline for additional information requests	5/6/24
RFQ Submission Deadline	5/20/24
Selection Completed	6/10/24
Contracts Issued and Completed	7/1/24 - 7/22/24
Anticipated project period	7/22/24 - 8/31/26

Quote Submission

Please submit quotes (and supporting sample materials) by email in pdf format to:
CACTX Regional Team - regionalteam@cactx.org.

Cost of Preparation:

Costs of preparation of a response to this request are solely those of the Respondent including but not limited to any expenses incurred for interviews, presentations, or negotiations. CACTX assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that CACTX assumes no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

Confidentiality during Evaluation Process:

All documents submitted as part of the Respondent's offering will be deemed confidential during the evaluation process.

Debarment and Suspension:

Respondent certifies that it and its principals are not suspended or debarred from doing business with the state or federal government as listed on the State of Texas Debarred Vendor List maintained by the Texas Comptroller of Public Accounts and the System for Award Management (SAM) maintained by the General Services Administration. The contractor must comply with 2 C.F.R. Part 180, subpart C, and 2 C.F.R. Part 3000, subpart C,

and must include a requirement to comply with these regulations in any lower-tier transaction it enters into.

Rejection of Responses:

CACTX reserves the right to accept or reject any or all quotes, with or without cause, to waive technicalities, or to accept the quotes whom, in its sole judgment, best serve the interest of the organization, or to award contracts to the next most qualified Respondent if a successful Respondent does not execute a contract within 15 business days after the contract is issued.