



Request for Proposals – Controller and Chief Financial Officer Services

[Civitas Networks for Health](#) is a national nonprofit (501(c)(3)) mission- and member-driven organization that raises the voices of local health collaboratives putting in the hard work to change the way health care operates. From the secure exchange of life-saving data to the accountability of multi-stakeholder health improvement initiatives, our member organizations have built the most trusted, connected, and inventive programs to serve their communities, regions, and states. By supporting these nonprofit collaboratives and sharing their successes with other programs and at the national level, Civitas is helping speed progress toward higher quality, better connected health care in the U.S.

Civitas has more than 175 dues-paying members, an annual conference, and additional funding from grants and contracts. In the past, we have received funding from the U.S. Department of Health and Human Services, as well as multiple private foundations. We have 13 employees in multiple locations, and our organization is incorporated in the State of Maine. Our annual revenue is approximately \$3.5M. We use industry-standard accounting systems and tools, including Sage Intacct and BILL, and we use a Professional Employer Organization, Justworks, to manage payroll, expenses, and HR compliance across multiple states. Civitas' internal staff and staff extenders manage day-to-day transactional accounting and bookkeeping now and intend to continue with this structure. Finally, we are audited yearly, and awarded a three-year contract to the independent accounting and audit firm Dean Dorton beginning with the 2022 audit year.

Civitas Networks for Health (Civitas) welcomes proposals from either qualified individual professionals or firms for fractional Controller and fractional Chief Financial Officer (CFO) services, for a one-year period, with a two option years for a total of three years. Responses may be for either of the two services outlined, or for both services.

Civitas requires the following services:

1. Fractional Controller
2. Fractional CFO

Fractional Controller

In partnership with Civitas' senior leadership team and in-house accounting and bookkeeping staff;

- Complete month-end close and compile and present comprehensive monthly financial reporting.
- Continuously improve month-end close and financial reporting processes and delivery.
- Within three months of contract begin, update and complete comprehensive financial operations policy and procedures handbook, in partnership with Fractional CFO.



- Monitor internal financial controls, including invoices, payments, expenses, cash management, investments, and any internal controls recommendations from auditors.
- Act as the primary audit liaison with external auditors, including compiling and delivering requested schedules, documentation, and other information requested, and highlighting any areas of concern to fractional CFO and Civitas executive leadership.
- Create and manage Budget-vs.-Actuals (BVAs) for Civitas programs and ensure accuracy in partnership with the fractional CFO and Civitas staff.
- Support Civitas' senior leadership team with program BVAs and annual program forecasting, ensuring compliance with funder requirements for requested adjustments to program budgets.
- Assist in indirect cost rate proposals and negotiations with the U.S. Department of Health and Human Services and any additional indirect cost rate matters, including yearly audits.
- Assist in organizational budget and forecasting activities, in partnership with Civitas senior leadership team and the fractional CFO.
- Prepare necessary tax filings, including Form 990s, in partnership with the audit firm and the fractional CFO.
- Minimize financial risk and help identify cost savings throughout the organization.
- Assist with other financial and business compliance activities as necessary.
- Support Civitas' senior leadership team with development and management of existing and proposed grant and contract revenue reports.

Fractional CFO

In partnership with Civitas' senior leadership team, fractional Controller, and in-house accounting and bookkeeping staff;

- Financial leadership and advisory services for the organization, partnering with the fractional Controller, in-house staff, Civitas' senior leadership team, and Board of Directors.
- Within three months of contract begin, provide a full assessment of Civitas' accounting systems and practices, financial operations, and recommendations for improvement to ensure compliance and best practices. Review and approve financial operations policy and procedures handbook.
- Quarterly (at minimum) assessment and reporting of financial progress against goals, and recommendations for improvement.
- Attend and present financial results at quarterly Board Finance, Audit, and Compliance Committee meetings and full Board of Directors meetings as needed.
- Review grant application budgets and program budget forecasts as needed.
- Participate in yearly audit activities and communicate with external auditors as needed and ensure that audit findings are incorporated into financial operations and oversight activities.
- In partnership with Fractional Controller and Civitas' senior leadership team, provide ongoing oversight of financial practices, policies, and procedures to ensure compliance with federal contracting standards.



All proposals must include:

1. Evidence of the firm's and/or individual's qualifications to provide the above services (please note, responses may encompass either the fractional Controller or fractional CFO, or both);
2. Background and experience in fractional Controller and/or fractional CFO services for nonprofit clients;
3. Background and experience with federal contracts and grant accounting and reporting requirements.
4. The size and organizational structure of the firm, if any;
5. Experience with Sage Intacct and/or the ability to host Civitas' Sage Intacct console, and associated costs.
6. Statement of the individual or firm's understanding of work to be performed, including additional recommendations based on you or your firm's experience;
7. Proposed fee structure and time estimate for each of the three years of the proposal period, including any guarantees can be given regarding increases in future years, and the maximum fee that would be charged.
8. Names, biographies, and resumes of each individual who will be assigned to each role (please note, we require named individuals for each role, even if the response is from a firm);
9. References and contact information from at least 3 comparable nonprofit clients.

Your proposal must be received by **Monday, August 5, 2024, by 5 PM ET**. Send your proposal to Lisa Bari, (lbari@civitasforhealth.org, cc'ing accountingteam@civitasforhealth.org). Civitas' senior leadership team and the Board's Finance, Audit, and Compliance Committee will review all proposals in an upcoming meeting.

If you have any questions or would like further clarification of any aspect of this request for proposal, please email Lisa Bari, as described above. We look forward to receiving your proposal.

Sincerely,

Lisa Bari
CEO
Civitas Networks for Health