

# PUBLIC LAW CENTER

# Request for Proposals

## Fractional Accounting & Bookkeeping Services

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<b>Issuing Organization</b>	Public Law Center
<b>RFP Issue Date</b>	June 17, 2026
<b>Questions Due</b>	July 31, 2026
<b>Proposals Due</b>	July 31, 2026, 5:00 PM PT
<b>Anticipated Award</b>	August 15, 2026
<b>Contract Start</b>	August 15, 2026
<b>Contact</b>	Grace Landa, Executive Assistant [glanda@publiclawcenter.org]

### 1. Organization Overview

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Public Law Center (PLC) is a nonprofit civil legal aid organization serving low-income residents of Orange County, California. Founded in 1981, PLC is celebrating its 45th anniversary and remains the primary provider of free civil legal services in the county. PLC's mission is to empower communities through access to justice, with a vision of Orange County residents keeping themselves and their families safe, healthy, housed, and financially secure.

PLC operates with a dedicated staff, an active volunteer network, and a committed Board of Directors. The organization receives funding from a diverse portfolio of sources including government grants, foundation grants, individual donors, and law firm contributions.

### 2. Purpose of this RFP

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Public Law Center is seeking proposals from qualified accounting firms or individual CPAs/accountants to provide fractional (part-time/outsourced) accounting and bookkeeping services. We are looking for a trusted financial partner who understands the unique accounting requirements of nonprofit organizations and can provide reliable, accurate, and timely support.

This engagement is intended to supplement PLC's internal operations and ensure strong financial stewardship in alignment with our organizational values and compliance obligations.

### 3. Scope of Services

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The selected vendor will be expected to provide some or all of the following services, with the final scope determined through contract negotiation:

### **3.1 Routine Bookkeeping**

- Recording and categorizing daily financial transactions
- Accounts receivable tracking
- Monthly-End Journal Entries

### **3.2 Financial Reporting**

- Grant-specific financial reporting and tracking
- Support for the annual audit and Form 990 preparation in coordination with PLC's external auditors

## **4. Estimated Engagement**

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PLC anticipates this engagement will require approximately 30-40 hours per month, though this may vary based on organizational needs, audit season, and grant reporting cycles. Proposals should include both a base monthly retainer option and an hourly rate option for comparison purposes.

## **5. Required Qualifications**

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Respondents must demonstrate the following minimum qualifications:

- Minimum of three (3) years of experience providing accounting services to nonprofit organizations
- Proficiency with QuickBooks Online (or equivalent nonprofit accounting software)
- Familiarity with federal and state grant compliance requirements (e.g., Uniform Guidance) is a plus
- Strong references from clients of comparable size and complexity

## **6. Proposal Requirements**

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Proposals must be submitted electronically to [glanda@publiclawcenter.org](mailto:glanda@publiclawcenter.org) by July 31, 2026 and include the following:

### **6.1 Firm/Individual Profile**

1. Cover letter expressing interest and summarizing qualifications
2. Brief description of the firm or individual practice, including size, structure, and years in operation
3. Description of nonprofit accounting experience, including types of organizations served

### **6.2 Proposed Approach**

4. Description of how services will be delivered (remote, on-site, hybrid)
5. Proposed engagement structure, staffing, and communication protocols
6. Description of software tools and systems to be used

### 6.3 Relevant Experience

7. Three (3) client references (name, contact, scope of services, duration)
8. Sample financial reports or anonymized work product (optional but encouraged)

### 6.4 Fee Proposal

9. Hourly rate with description of services included
10. Hourly rate for services outside the retainer scope
11. Any additional fees, expenses, or billing terms

## 7. Evaluation Criteria

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Proposals will be evaluated on the following criteria:

Criterion	Weight
Nonprofit accounting experience and relevant expertise	30%
Technical qualifications and professional credentials	20%
Proposed approach, staffing, and service delivery model	20%
Client references and demonstrated track record	15%
Cost competitiveness and value	15%

## 8. Selection Process & Timeline

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PLC reserves the right to conduct interviews with finalist respondents prior to making a final selection. The anticipated selection process is as follows:

12. RFP issued to prospective respondents
13. Proposals reviewed by PLC staff
14. Finalist interviews (if applicable)
15. Award notification and contract negotiation
16. Contract execution and engagement commencement

## 9. Terms & Conditions

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Submission of a proposal does not obligate PLC to enter into a contract. PLC reserves the right to:

- Accept or reject any or all proposals
- Waive any informality or irregularity in proposals received
- Request additional information from any or all respondents
- Negotiate with one or more respondents simultaneously
- Cancel this RFP at any time without liability

All proposals become the property of PLC and will be kept confidential to the extent permitted by law. Respondents must disclose any actual or potential conflicts of interest with PLC, its staff, Board members, or funders.

The selected vendor will be required to execute a written agreement with PLC, which will include standard nonprofit vendor terms including confidentiality, insurance requirements, and termination provisions.

## 10. Questions & Submission

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All questions regarding this RFP must be submitted in writing to:

**Grace Landa, Executive Assistant**

Public Law Center

glanda@publiclawcenter.org

(657) 272-8691

Proposals must be submitted electronically in PDF format to the above contact **by July 31, 2026, 5:00 PM Pacific Time**. Late submissions will not be considered. PLC thanks all respondents for their interest and looks forward to reviewing your proposals.