



Request for Proposals: Financial Officer Services

About Texas Water Trade

Texas Water Trade (TWT) is a 501(c)(3) corporation, organized under the laws of the State of Texas, focused on creating market-based solutions for Texas' water challenges. TWT completed its first full fiscal year on June 30, 2020. The organization currently has 3 full-time employees and has received \$789,580 in revenues in FY20. Its FY21 budget is \$1.5 million.

While most of our historical revenues have been from philanthropic foundations, we are pursuing a growing variety of financial resources including local, state, and national government funders, earned income and individual donors.

About This RFP

With two federal grants in the process of execution and more expected to be sought and funded in the coming year, we are now seeking a Financial Professional specializing in nonprofit finances to assist us in improving our fiscal infrastructure and financial management. Of particular importance is support to ensure compliance with complex funder requirements, including government grants and partnership reporting and matching. We are also seeking assistance to undertake regular financial projections to manage our liquidity and structured guidance and forecasting for developing our annual budget.

Interested parties are invited to submit proposals framed around these distinct needs:

- Refine and manage our existing QuickBooks platform to produce monthly Profit & Loss, Balance Sheet and Budget-to-Actuals. The selected entity will be responsible for inputting expenses and revenues into QuickBooks in a method consistent with our accrual-based accounting approach.
- Establish and oversee ongoing use of a financial management system to allow for financial tracking and reporting to ensure compliance with funder requirements. This system should be designed to reflect eligible expenses for each award; account for actual expenses for those awards each month; and track matching funds obligated to each award to enable accurate reporting and proper financial management. This

system should be designed to contain supporting documentation for expenditures; account for funds, property, and assets; track federal award budgets and awards that are paid on a reimbursement basis; and document written procedures for payments and determining allowability of expenditures.

- Develop monthly cashflow forecasts for use by the CEO in planning for organizational liquidity, making new hires and investing in other major projects.
- Assist the CEO in annual budget development. TWT's fiscal year runs from July 1 - June 30; our budget is approved by the Board of Directors in May of each year.
- Produce financial policies and procedures that protect the organization's assets and provide efficient methods to process day-to-day accounting transactions. The selected entity will be building on an existing cost allocation policy developed by our CPA.
- Availability on an as-needed basis in the budget development for new funding proposals, especially for government grants with detailed budget allowances.

Competitive proposals will include:

- A fixed annual fee for these services.
- A proposed process and timeline for creating the financial management system.
- Bios of all members of the team.
- References for at least two nonprofit clients of a similar organizational size who have received similar services.

TWT is now undergoing its first financial audit, which we hope will be completed by January 2021. The findings in that audit should inform the design of the financial management system and any necessary adjustments to our existing accounting platform. Ideally, the financial management system will be implemented by no later than February 2021.

Proposals will be accepted until December 4, 2020 and can be sent to Sharlene Leurig, Chief Executive Officer of Texas Water Trade, at leurig@texaswatertrade.org.

Questions on this RFP can be directed to Christine Rosales at rosales@texaswatertrade.org.