

Request for Proposals (RFP)
BCDSCC 2019 - 2020 Financial Review

The Baltimore County Democratic State Central Committee (BCDSCC) solicits a qualified and experienced Accountant or Bookkeeper to review the Committee's financial records for fiscal years 2019 and 2020. The financial review will be limited in scope to include a review of the expenses, deposits, and expense reporting (monthly Treasurer Reports and bank statements) and a determination to confirm that the monthly Treasurer's Reports for 2019 and 2020 were free of material misstatement. As of June 1, 2021, the total cash on hand for the BCDSCC was \$25,960 (rounded to the nearest dollar). The total budget for this request is \$3,000 (\$1500 per fiscal year). There are approximately 44 pages of electronic documents associated with the review.

The solicitation is open to a Certified Public Accountant, Accountant, or Bookkeeper in Baltimore County with a minimum of 2-4 years of experience performing financial review work for a nonprofit organization or partisan organization in Baltimore County. Experience performing a financial review for a Political Committee is desirable.

Individuals, small businesses, or nonprofit entities interested in performing this work should email a detailed response to the RFP to info@baltimorecountydems.com. The response should include a proposal for completing the financial review, the total number of estimated hours needed to perform the work within the specified budget, the proposed cost, and the hourly rate. Please clarify if the respondent is a business entity or an individual and provide the business name, address, email, phone number, and contact person, or resume if responding as an individual.

The solicitation closes on Friday, August 16, 2021, or when the first five competitive responses are received. For more information, email info@baltimorecountydems.com.

By Authority: Baltimore County Democratic Central Committee, Kathleen M. Dott, Treasurer.