

Women's Crisis Support~Defensa de Mujeres

Request for Proposals



Women's Crisis Support-Defensa de Mujeres is seeking an organization with non-profit experience to perform the organization's financial services for fiscal year 2011-12. The fiscal year is July 1 through June 30.

About WCS~DdM

Women's Crisis Support-Defensa de Mujeres is a local non-profit organization whose mission is to end domestic violence and sexual assault by providing intervention and prevention services in a culturally-sensitive way. WCS-DdM serves women and children of Santa Cruz County and the Pajaro Valley and has become one of the primary domestic violence service providers in the region.

The organization has two offices in Watsonville, one in Santa Cruz, and a confidential Shelter. The finance operations are based in the Watsonville office. The operating budget is approximately \$1.3 million. WCS-DdM has a staff of 34 employees, not including volunteers, interns and consultants.

Scope of Work

- Oversee all accounting functions including accounts receivable and accounts payable.
- Reconcile all accounts and prepare monthly financial statements and reports.
- Provide financial information to outside CPA for 2010-11 financial audit.
- Prepare annual budget and revisions and present to the Board and Finance Committee.
- Prepare year end reports.
- Administer grants and prepare financial reports.
- Attend Board Meetings and Finance Committee meetings approximately every other month.
- Work closely with WCS-DdM staff including the Finance Clerk, Executive Director, Development Director, Grants Specialist, Board of Directors the Board Finance Committee.

RFP Response Specification

Proposal must include:

1. Firm/corporate name, address, city, state, zip code, contact information (name, phone, fax, email).
2. Identify tentative scheduling for delivery of services
3. Identify the proposed fees/billing rate, estimated hours for the contract period.

**For consideration, please submit a proposal (in electronic form)
to laura@wcs-ddm.org**