



SEEKING PROPOSALS For a CPA to serve DPP

A. Overview:

Denver Preschool Program Inc. (DPP) is seeking a Certified Public Accountant, individual or firm, to provide financial management consulting services and financial oversight for the organization.

DPP invites CPA's, individuals and firms, to submit a proposal to DPP for consideration.

B. Submission Period: September 23, 2022, through October 28, 2022

No proposals will be accepted after the deadline. Proposals should be emailed to Ellen Braun, Chief Operating Officer, at ellen@dpp.org.

C. Background of DPP:

The Denver Preschool Program, initially approved by voters in November 2006, then renewed and expanded by voters in November 2014, provides Denver residents with 4-year-old children with a tuition credit for preschool and provides quality improvement supports for participating preschool providers. There are approximately 260 licensed preschool providers that host approximately 750 DPP classrooms in the City and County of Denver and adjacent cities. Denver Preschool Program participants receive tuition credits on a sliding scale that is based on family income, household size, length of day attending preschool and the quality rating of the chosen provider. The program is open and voluntary for all Denver 4-year-olds in their last year of preschool prior to kindergarten and includes all the licensed preschool providers that contract with DPP and agree to participate in a quality improvement system.

The Denver Preschool Program, Inc. is an independent 501(c)3 created for the purpose of managing the City and County of Denver's dedicated preschool tax. The organization is governed by a Board of Directors appointed by the Mayor of Denver and Denver City Council and comprised of citizens with experience managing businesses, non-profits and public programs.

More information regarding DPP and the services provided can be found on DPP's website at dpp.org.

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DPP has recently been selected as the Local Coordinating Organization (LCO) for the Colorado Department of Early Childhood's Universal Pre-school (UPK) program for the City and County of Denver area. DPP's responsibilities under this contract include supporting access to and the equitable delivery of early childhood and family support programs and services, identifying gaps in service, fostering partnerships, creating alignment among the public and private providers and agencies within the City and County of Denver that serve families and children, and establishing a comprehensive, locally supported plan for providing early childhood and family support programs and services equitably within the community.

D. Services Required of a CPA

DPP is seeking a CPA, individual or firm, that has extensive experience with nonprofit organizations, State and Federal government contracts, and multiple funding sources.

With recently being appointed as the LCO for the State UPK program, DPP's revenue is expected to double for the program year beginning September 2023. DPP is seeking financial management consulting in implementing this new contract which includes expanding our current accounting processes utilizing QuickBooks Pro Plus 2022 Desktop. The selected CPA, individual or firm, will work with DPP's President and CEO, Chief Operating Officer, Business Manager, and Board Treasurer to structure our financial system to accommodate the new contract requirements. It is expected that this phase of the scope of work would require approximately 40 hours per month for a period of three to six months.

The next phase of the scope of work would entail quarterly meetings with our Business Manager to review DPP's financial statements and processes and provide a report of such review to DPP's management. In addition, provide on-call financial management consulting as new situations arise.

E. Information to include in Proposal

- Statement of your understanding of the services to be provided to DPP.
- Your experience and qualifications in working with nonprofit organizations similar to DPP. If you represent a CPA firm, please include information regarding the CPA who will be assigned to this contract.
- CPA registrations, memberships, and most recent peer review report.
- Furnish billing rates for the proposed services.
- Provide the names and contact information for other, similarly sized clients.
- Describe how and why you think you are the best fit for DPP's needs.

Please direct any proposal inquiries to:

Ellen Braun, Chief Operating Officer at (720) 287-5055 ext 170 or Ellen@dpp.org

F. Evaluation of Proposals

DPP will evaluate proposals on a qualitative basis. This includes our review of the proposal materials, results of discussions with other clients, and the completeness and timeliness of responses to us.

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