

Request for Qualifications
for
FINANCIAL ANALYSIS, PLANNING, AND STRATEGY CONSULTANT
January 12, 2017

The San Mateo County Resource Conservation District seeks a qualified consultant to provide “as-needed” services in financial analysis, financial planning, developing financial tools, and communication about the organization’s financial position.

Based in Half Moon Bay, California, the mission of the RCD is to help people protect, conserve, and restore natural resources through information, education, and technical assistance programs. The RCD is a special district in San Mateo County authorized under Division 9 of the California Public Resources Codeⁱ. The RCD is a resourceful, entrepreneurial, and financially complex organization- including government grants, interagency agreements, fee for service, individual donations, foundation grants, and a small property tax base- with a strong commitment to financial accountability and transparencyⁱⁱ.

The RCD is grant dependent and functions like a non-profit, but as a public entity it can be difficult to access private and foundation funding that would typically support operations and capacity. The RCD therefore relies heavily on government grants that severely curtail overhead, are limited to very specific tasks, and function on a reimbursement basis that can take months or years to be paid. Depending on the work plan of a given year, much of the annual budget is passed through to contractors for specific projects and does not support some of the organization’s core functions and operational needs.

For these reasons, financial analysis, planning, and strategy are essential. Transactional and operational finance functions are provided by staff, including: producing invoices and monthly financial statements, bookkeeping, developing annual budgets and quarterly budget reviews, overseeing the annual audit, updating the cost allocation plan, and setting and maintaining internal controls.

Reporting to the Executive Director, the selected consultant will work as needed with members of the board of directors and relevant staff to:

1. Update the RCD’s Chart of Accounts and financial statements.
2. Analyze financial statements on a monthly basis and submit brief narrative reports.
3. Develop tools for rolling projections.

4. Make financial strategy recommendations and assist with financial planning.
5. Support RCD staff as needed where financial operations and financial strategy intersect.
6. Attend meetings of the Board of Directors a few times per year.

The consultant must have CFO-level knowledge and skills, and preferably be familiar with non-profit and/ or government accounting.

Interested applicants shall submit a letter detailing qualifications, experience, and ability to complete the tasks identified above. Submissions shall include hourly rates and three references. There is no required format or length for submissions. The RCD considers the ability to prepare a cogent, compelling submission of qualifications without a prescribed format indicative of a consultant’s skills.

Questions about submissions	If questions may arise while preparing submissions, please submit them by email to kellyx[at]sanmateorcd.org by January 23, 2017 5:00 p.m. PST. In order to ensure fairness, responses to questions will be made available to all applicants, posted online January 25 th at http://www.sanmateorcd.org/announcements/ .
Deadline for submissions	Letters of qualifications shall be submitted via email to kellyx[at]sanmateorcd.org by February 2, 2017 5:00 p.m. PST.
Notification of decision	Applicants will be notified by February 8, 2017.

If any ambiguity, conflict, discrepancy, omission, or other error is discovered in this request for qualifications, please immediately notify Kellyx Nelson, [kellyx\[at\]sanmateorcd.org](mailto:kellyx[at]sanmateorcd.org), in writing and request clarification or modification of the document. Modifications will be posted on the RCD’s website at www.sanmateorcd.org/announcements/.

ⁱ For more information, visit <http://www.sanmateorcd.org/about/>.

ⁱⁱ View budgets, audits, cost allocation plan, financial policies, and other documents at <http://www.sanmateorcd.org/reports-and-maps/accountability/>.