



Request for Proposals (RFP) for Accounting Services

Issue Date: 4/11/2025

Submission Deadline: 5/9/2025

Introduction:

The Village Network of Battle Creek (TVNBC) is seeking proposals from qualified firms for comprehensive accounting services. TVNBC serves as a nonprofit organization dedicated to economic, social, and educational reforms to enhance the quality of life for marginalized community members residing in Battle Creek. We advocate for economic justice and aim to achieve equitable opportunities for employment and wealth, which require robust financial management and reporting.

Background:

TVNBC has established a robust organizational structure and governance policies aimed at closing resource, wealth, and class gaps. In line with our strategic mission, we are focusing on economic inclusion and ensuring that our financial operations align with this vision. Our system involves collaboration with community partners focusing on racial equity and economic development.

Scope of Work:

The selected accounting firm will be responsible for:

1. **Financial Reporting:** Preparation and presentation of monthly, quarterly, and annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
2. **Budgeting:** Assist in the development of the annual budget in cooperation with TVNBC's financial team, reflecting the organization's strategic goals and mission.
3. **Audit Preparation:** Collaborate with external auditors to facilitate the annual audit, ensuring financial records are accurate and audit-ready.
4. **Compliance:** Ensure compliance with IRS standards and regulations applicable to nonprofit organizations, including filing of Form 990.
5. **Advisory Services:** Provide guidance on improving financial efficiency and implementing controls aligned with TVNBC's goals towards economic justice and equity.



Proposal Requirements:

- Interested firms should include the following in their proposal:
- Company profile and experience, particularly with nonprofit organizations.
- Detailed insights into your approach to the scope of work.
- Profiles of key staff members who will be working with TVNBC.
- References from clients with similar scopes.
- Fee structure including retainer fees and hourly rates.

Evaluation Criteria:

Proposals will be assessed based on:

- Qualifications and previous nonprofit experience.
- Depth of proposal detailing work methodology.
- Competitive pricing.
- References and client portfolio.

Submission Instructions:

All proposals must be submitted by **May 9, 2025** to Dr. Nakia Baylis (nbaylis@trueimpactllc.com) in PDF format. For additional details, potential contractors may contact Dr. Baylis (nbaylis@trueimpactllc.com), or Erick Stewart (ericks@lanyaap.com).

TVNBC is committed to an inclusive and transparent selection process and looks forward to collaborating with a firm that shares our commitment to economic justice and progress.