

December 28th, 2020

Re: Request for Proposal (RFP)

Dear Firm,

Our not-for-profit, social services organization, *The United Way of Southern West Virginia (UWSWV)*, is requesting an accounting services proposal from CPA firms that have extensive experience in providing general accounting/tax services to not-for-profit associations. If you feel that you and your firm fit that description, we invite you to submit a proposal.

The following information regarding the UWSWV and its financial status should help you prepare a proposal.

I. OUR ORGANIZATION

The United Way of Southern West Virginia is 501(c)(3) that strives to improve lives in Southern West Virginia by focusing on the building blocks for a good quality of life: health, education and financial stability. We work to mobilize the caring power of people and organizations that have the passion, expertise and resources needed to make change.

We are a community of donors, volunteers and partners who advocate for the health, education and financial stability of our communities. We create opportunities and platforms for our partners to make an impact in these areas. We provide experiences for individual involvement and support for the causes that our community cares about.

Annual revenues are normally between \$600k and \$900k per year.

II. TIMING

The United Way of Southern West Virginia has a calendar fiscal year ending December 31. It runs payroll every two (2) weeks and maintains a Simple IRA retirement plan. Quarterly Executive Committee and Board of Directors meetings require quarterly statement preparation. Modified financial reports will be acceptable for board meetings, while year-end and 990 will need to be full GAAP.

Preparation and submission of 990 required on normal tax deadlines.

III. SERVICES TO BE PROVIDED

Your proposal is expected to cover the following services:

1. Tax filings for the organization
2. Quarterly prepared financial statements
3. Helping establish SOP for categorizing income streams and expenses
4. Meetings with the comptroller, executive committee and board of directors as necessary
5. Position the organization for its annual audit, compliant with GAAP
6. Work with and aid the Auditor completing the annual audit.

If you decide to submit a proposal, we will make available to you:

1. The current financial statements
2. Latest 990 and Audit
3. Access to the incumbent CPA and Auditor

IV. PROPOSAL SPECIFICATIONS

Please provide the following information in your proposal.

1. Provide a brief description of your firm including background and experience in preparing 990s for nonprofits.
2. Provide the size and organizational structure of your CPA firm along with evidence of your and your firm's qualifications to provide the above services.
3. Describe what engagements your firm currently has in the nonprofit ecosystem.
4. Identify the firm contact/accountant who will directly perform the work.
5. A proposed timeline for fieldwork and final reporting
6. Indicate assistance required of our Comptroller to provide information to you and your team
7. Proposed fee structure for 1 year, 3 years, and 5 years of service. Including if any guarantees can be made regarding future-year increases, and the maximum fee that would be charged.
8. Describe your billing rates and procedures for questions/consultations that may occur during the year, and/or whether these occasional services are covered in the proposed fee structure.
9. A copy of your firm's most recent peer review report, along with any related letter of comments and the firm's response.

V. PROPOSAL DEADLINE

The United Way of Southern West Virginia holds its first Executive Committee meeting on January 8, 2021 and the committee seeks to review proposals at that time. We understand this is a tight deadline. The final date the United Way can accept a proposal will be January 14, 2021. That is the date of the first board of directors meeting of 2021, as well as the organization's annual meeting.

VI. KEY PERSONNEL

The following are key contact for information you may seek in preparing your proposal:

Trena Decal – Executive Director (304) 253-2111

Lori Cuthbert – Comptroller (304) 253-2111

Angela Ramsey – President/Chairwoman - aramsey@ramseylawofc.com

Jesse L Baker – Vice President of Finance – jesse.baker@nm.com

If you have any questions, or need further information clarifying any aspect of this RFP, please contact me at (304) 252-1736. Thank you for your consideration. We look forward to receiving your proposal.

Sincerely

Jesse L Baker

Vice President of Finance

United Way of Southern West Virginia