

# Sample Request for Proposal (RFP)

## Letter for CPA Services

**PURPOSE OF THIS TOOL:** This tool contains sample language that may be used by an organization requesting a proposal letter from qualified CPA firms when seeking a new service provider or auditing service

Request for Proposal

BOOKKEEPING/ACCOUNTING SERVICES FOR (COMPANY NAME)

### SUMMARY OF REQUEST

(COMPANY NAME), a (SHORT DESCRIPTION), is seeking proposals from qualified individuals and/or firms to provide bookkeeping/accounting services beginning (DATE). To be considered, a proposal must be submitted by (DATE) to (CONTACT).

### SCOPE OF WORK

Duties will include:

**(EXAMPLES BELOW)**

1. Bookkeeping services
  - a. Receive and record revenue and make payments to vendors.
  - b. Monthly reconciliation of bank account as well as reconciliation of all balance sheet accounts
  - c. Enter and manage receivables
2. Payroll services
  - a. 2 – 3 employees
  - b. Make all payroll tax payments
  - c. Prepare and file all required reports
3. Financial Reporting
  - a. Budget to Actual Summary and Detail
  - b. Prepare monthly statements of Income & Expense, Balance Sheet, or other reports as necessary for Board
4. Reporting Requirements
  - a. Prepare federal and State returns as required for nonprofits
5. Provide assistance, guidance and suggestions improve internal control procedures

### PROPOSALS

All proposals must include:

**(EXAMPLES BELOW)**

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in services;
- c) The size and organizational structure of the firm/business;
- d) A proposed timeline for fieldwork and final reporting;
- e) Proposed billing rates and fee structure for the services;
- f) Names of staff who will be assigned to services;
- g) References and contact information from at least 3 clients

## **EVALUATION CRITERIA**

### **(EXAMPLES BELOW)**

The below factors will be used when evaluating the proposals.

- Responsiveness to Request for Proposal specifications
- Project cost
- Qualifications of firm/CPA and supporting staff, if any
- References
- Demonstrated capability to perform the type of work requested

During the evaluation process, (COMPANY NAME) reserves the right to request additional information or clarifications from proposers and the right to reject any or all proposals.

There is no expressed or implied obligation for (COMPANY) to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

**Please submit full proposal to (NAME) at (CONTACT) by (DATE).**

Questions should be directed to (NAME) at (PHONE) or (EMAIL).