



REQUEST FOR PROPOSAL
BOOKKEEPING AND ACCOUNTANT SERVICES

The Appalachian Council for Innovation (ACI) is currently seeking a firm/individual for auditing services with a strong background in non-profit bookkeeping, regulations, and accounting.

Interested and qualified firms and/or individuals are invited to submit proposals, which will be accepted until March 31, 2023, at 5:00 p.m. Proposals should be addressed to:

John Bebber, Executive Director
Appalachian Council for Innovation
P.O. Box 2336
Lebanon, VA 24266

The proposal must be received by the due date. Electronic copies are also accepted if sent prior to the due date and can be sent to execdirector@appalachiancouncilforinnovation.org

Questions

Questions may be submitted via email to John Bebber at the email address above until March 18, 2023.

Background

The Appalachian Council for Innovation is a 501 (C)(6) organization comprised of diverse business executives who have *chosen to collaborate in creating a new and sustainable future* for our region. ACI exists as a committed group who have made a *conscious decision to stay* in Central Appalachia and partner to propel the region toward our *vast potential, providing prosperity for future generations*. Currently, there is one (1) full-time employee and less than 10 independent contractors.

Requirements

The successful organization/individual will meet the following requirements:

1. Have experience using QuickBooks, prefer QuickBooks certification
2. Have experience with non-for-profit 501(C) (6) organizations

PROPOSAL REQUIREMENTS

The following must be received by the proposal due date:

Firm's Qualifications:

- Qualifications and Related Non-Profit Experience - Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work;
- Provide a listing of current non-profit clients in the Southwest Virginia region similar for which your firm is providing bookkeeping/accounting services.

Individual's Qualifications:

- Provide sufficient information and related experience of the individual who will perform bookkeeping/accounting services

Additional Information - Interested firms and/or individuals are encouraged to provide any additional information not otherwise requested that may aid ACI in awarding this professional service contract.

Scope of Work

- Full Financial Audit for the FY 2022.

Projected Timetable

Use the following timetable as a guide for planning purposes. ACI reserves the right to adjust the timetable as necessary during the RFP process.

Event	Date
RFP Issued	Feb 4, 2023
Deadline for submitting questions	Mar 18, 2023
Proposals Due to ACI	Mar 31, 2023, by 5 PM EST
RFPs opened at ACI	April 1, 2023
ACI Finance Committee Reviews	April 5, 2023
Board Decision	April 13, 2023
Start of Contract	April 14, 2023