

# Request for Proposal (RFP): Accounting Services

Issued by: Chrysalis Foundation

Issue Date: Monday, March 9, 2026

Notice of Intent to Submit Proposal Due Date: Friday, March 27, 2026

Proposal Due Date: April 10, 2026

## 1. Introduction

The Chrysalis Foundation is a public 501(c)(3) nonprofit organization dedicated to transforming the lives of girls and women in Central Iowa through education and leadership, community engagement, and grant investments.

The Foundation seeks proposals from qualified individuals or firms to provide professional bookkeeping and accounting services, ensure compliance with nonprofit accounting standards, and strengthen overall fiscal management.

## 2. Scope of Services

The services outlined below represent the Foundation's anticipated needs and are intended to describe the full range of services that may be provided. Respondents may propose services for all, or a portion of the scope described. The final scope of work will be determined through the proposal review process and may include a combination of outsourced and in-house responsibilities.

### Bookkeeping & Financial Management

- Maintain accurate records of deposits, expenditures, donations, event fees, and other income.
- Record pledges in advance of payment receipt and apply payments against recorded pledges.
- Prepare and send invoices to donors and track unpaid donor commitments.
- Maintain and reconcile Chrysalis bank, credit card, and investment accounts to QuickBooks monthly.
- Process and reconcile staff expense reimbursements and credit card expenses in accordance with organizational policy.
- Maintain the general ledger and support the monthly closing process.

- Prepare monthly financial reports, including:
  - Statement of Financial Position (Balance Sheet)
  - Statement of Activities
  - Event-level profit and loss statements
  - Monthly investment reports from investment managers
- Prepare checks to pay bills as approved.

#### Accounting & Advisory

- Ensure compliance with nonprofit accounting standards (GAAP, FASB).
- Provide guidance on grant and restricted fund accounting.
- Support budgeting, cash flow projections, and financial forecasting processes in collaboration with staff.
- Recommend improvements to financial systems, internal controls, and processes.

#### Audit & Compliance Support

- Coordinate with staff and external accounting firms in preparing annual income tax filings (Form 990).
- Assist with the preparation and coordination of an annual audit or financial review, as requested.

### 3. Proposal Requirements

Please include the following in your proposal:

1. Firm Profile
  - Overview of your firm and team members
  - Nonprofit experience (particularly with organizations of Chrysalis size and scope)
  - Number of years in business
  - Are you independent or part of a larger organization?
2. Approach & Methodology
  - Share how your firm would deliver the requested services
  - Outline tools or systems used (QuickBooks, Sage, Xero, other software)
3. References
  - Provide at least 2–3 current or past nonprofit clients
4. Cost Proposal
  - Provide hourly rates or fixed-fee pricing
  - Outline any tiered pricing
5. Additional Information
  - Note value-added services or differentiators
  - Provide any potential conflicts of interest
  - Chrysalis investments are managed by a separate firm

## 4. Evaluation Criteria

The Chrysalis Foundation will evaluate proposals based on:

- Demonstrated nonprofit expertise
- Quality and clarity of approach
- Cost/value of services
- References and past performance
- Capacity to meet deadlines and work collaboratively

## 5. Timeline

- RFP Release Date: March 9, 2026
- Notice of Intent to Submit Due Date: March 27, 2026
- Proposal Due Date: April 10, 2026
- Interviews (if applicable): Weeks of April 20 and 27, 2026
- Selection Decision: May 21, 2026
- Transition and Onboarding: upon contract execution
- Start Date of Full-Service Responsibilities: July 1, 2026

Firms planning to submit a proposal are encouraged to provide a brief, non-binding Notice of Intent to Submit by the date listed above.

## 6. Submission Instructions

Please submit questions, notice of intent to submit, and proposals electronically (PDF format preferred) to:

Brooke Findley, Deputy Director, Chrysalis Foundation  
Bfindley@chrysalisfdn.org  
515-255-1853

## 7. Terms

The Chrysalis Foundation reserves the right to accept or reject any proposal, negotiate terms, and select the firm that best meets its needs.

Applicants may be asked to meet with Chrysalis board and staff members prior to selection.