
Request for Proposal (RFP)

Accounting Services for New River Gorge Regional Development Authority

Issued By:

New River Gorge Regional Development Authority

200 Main Street

Beckley, WV 25801

440.773.6031

www.nrgrda.org

Issue Date: 11/01/2025

Proposal Submission Deadline: 11/30/2025

1. Introduction and Background

The New River Gorge region is a collection of vibrant, prosperous, futuristic-thinking people and employers. It is our mission to initiate, facilitate and support the community and economic development efforts within the counties of Fayette, Nicholas, Raleigh and Summers located in this region of West Virginia. We are seeking a qualified, experienced accounting firm to provide professional accounting services to ensure compliance with federal and other regulations, maintain transparent financial records, and support our mission through efficient and effective financial management.

This RFP outlines the scope of work, submission requirements, and selection criteria for potential accounting firms. We invite interested firms to submit proposals for the services described below.

2. Scope of Work

The selected accounting firm will be responsible for providing a range of accounting services to NRGRDA, which may include, but are not limited to:

A. Financial Statement Preparation

- Preparation of monthly, quarterly, and annual financial statements.
- Review of financial statements to ensure compliance with GAAP (Generally Accepted Accounting Principles).

- Assistance in creating budgets and financial forecasts.

B. Audit Services

- Coordination with external auditors for the annual audit.
- Preparation of necessary documentation for audit processes.

C. Tax Compliance

- Ensure compliance with IRS regulations related to nonprofit status and exempt organization rules.
- Preparation and filing of IRS Form 990, 1099-MISC, Sales Tax Filing and other necessary tax returns.
- Advise on any relevant changes in tax laws affecting nonprofit organizations.

D. Bookkeeping and Financial Recordkeeping

- Maintenance of accurate and up-to-date records for leases, depreciation, and allowance for doubtful accounts.
- Recordkeeping for restricted and unrestricted funds.

E. Financial Consulting and Reporting

- Provide regular financial analysis.
- Advise on financial best practices.
- Provide strategic input regarding resource allocation, grant management, and long-term sustainability.

F. Grant Management and Reporting

- Ensure proper allocation of funds according to grant specifications and restrictions.

3. Proposal Requirements

Proposals must include the following elements:

A. Firm Overview

- Company name, location, and contact information.

- A brief history of the firm and its experience with economic development and nonprofit organizations.
- Names and qualifications of the principal staff members who will be assigned to this account.

B. Experience and Expertise

- A description of your firm's experience with economic development and nonprofit organizations, including examples of similar clients you have served.
- Detail your firm's understanding of nonprofit accounting standards, including IRS regulations, fund accounting, and financial reporting.
- Any relevant certifications or affiliations, such as CPA licenses or memberships in nonprofit accounting organizations.

C. Scope of Services

- A detailed breakdown of the services you propose to provide, including an explanation of how you will address each area of the scope of work listed above.

D. Proposed Fees

- A clear, itemized pricing structure for the services to be provided (e.g., hourly rates, flat fees, or retainer).
- Any additional costs that might arise (e.g., tax filing fees, special project fees, etc.).
- Payment terms and conditions.

E. References

- At least three (3) client references, preferably from other nonprofit organizations, who can speak to your firm's ability to meet the needs outlined in the RFP.

F. Timeline

- A proposed timeline for completing the scope of work, including key milestones.

4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Expertise:** Relevant experience with nonprofit organizations and ability to provide the required accounting services.

- **Quality of Proposal:** Clarity, completeness, and professionalism of the proposal, including how well the firm demonstrates understanding of nonprofit accounting needs.
 - **References:** Strong, positive references from similar clients.
 - **Cost:** Competitiveness and transparency of the proposed pricing structure.
 - **Value Added Services:** Any additional services or insights that enhance the value provided to NRGRDA.
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5. Submission Instructions

Please submit your proposal by November 30th, 2025 to the following:

New River Gorge Regional Development Authority
Attn: Leah Hurley
200 Main Street
Beckley, WV 25801

If you have any questions regarding the RFP or require clarification on any aspect, please contact Leah Hurley at 440-773-6031 or lhurley@nrgrda.org

6. Terms and Conditions

- The deadline for submission is November 30th, 2025.
 - NRGRDA reserves the right to reject any or all proposals and to request additional information from any applicant.
 - NRGRDA will notify the selected firm by December 31st, 2025, and the successful firm will be expected to begin work by January 15th, 2025.
 - All proposals become the property of NRGRDA and will not be returned.
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Thank you for your interest in partnering with NRGRDA. We look forward to reviewing your proposal.
