



REQUEST FOR PROPOSALS (RFP)

Accounting and Financial Management

Issued by: RISE Together Innovation Institute

Release Date: March 30, 2026

Proposal Due Date: April 12, 2026

I. Introduction

RISE Together Innovation Institute (RTII) invites qualified vendors to submit proposals to design, implement, and support an organizational accounting and financial management infrastructure.

This effort will establish a comprehensive, compliant, and scalable financial management system that enables RTII to effectively manage multiple funding streams, ensure accurate reporting, and maintain strong financial oversight across all organizational activities.

II. Purpose

RTII operates as an applied learning and innovation lab focused on advancing economic security and mobility in Franklin County. Through cross-sector collaboration and pilot investments, RTII supports initiatives aligned with the Rise Together Blueprint to Reduce Poverty.

RTII requires enhanced accounting infrastructure to support:

- Management of multiple grants and restricted funding sources
- Accurate financial tracking and reporting
- Compliance with nonprofit accounting standards and funder requirements
- Coordination with external fiscal partners, including United Way of Central Ohio



The purpose of this RFP is to select a partner to provide professional accounting services to strengthen financial management systems, improve transparency, and ensure compliance across all operations.

III. Project Goals

The selected partner will help RTII achieve the following goals:

- 1. Design an Accounting and Financial Management Infrastructure**
Develop a structured system for managing finances across multiple funding streams, grants, and organizational activities.
- 2. Strengthen Financial Tracking and Reporting**
Enable accurate, real-time tracking of expenses, budgets, and allocations tied to specific grants and initiatives.
- 3. Ensure Compliance and Accountability**
Support adherence to nonprofit accounting standards, grant requirements, and audit readiness.
- 4. Establish Clear Financial Processes**
Develop standardized workflows for invoicing, reconciliation, budgeting, and reporting.
- 5. Improve Operational Efficiency**
Reduce administrative burden while increasing clarity and coordination across financial functions.

IV. Deliverables and Timeline

Estimated project duration: 3–6 months (with ongoing support component)

The selected partner should be able to produce the deliverables listed below:

- Accounting and financial management infrastructure design (documented)
- Configured accounting system and tools
- Chart of accounts and grant tracking structure
- Standardized financial workflows and SOPs
- Financial reporting templates and dashboards
- Training materials and user documentation
- Ongoing accounting support plan



Respondents should propose a detailed work plan and timeline aligned with the scope of work.

V. Budget

Proposals should include:

- Total cost and pricing structure (e.g., fixed fee, monthly retainer, hourly, or phased)
- Payment milestones tied to defined deliverables or phases

VI. Desired Qualifications

RTII seeks a partner with:

- Demonstrated experience in nonprofit accounting and financial management
- Experience managing multi-grant and restricted funding environments
- Knowledge of nonprofit compliance and reporting requirements
- Experience selecting and implementing accounting systems
- Strong financial process design and systems development capabilities
- Ability to provide both strategic and operational accounting support
- Demonstrated ability to recommend best practices in nonprofit financial management

VII. Proposal Requirements

Proposals should include:

1. Cover Letter
2. Organizational Background and Relevant Experience
3. Proposed Approach
4. Work Plan and Timeline
5. Staffing Plan and Key Personnel
6. Budget and Pricing Structure
7. Examples of Similar Work

Suggested length: 6-10 pages (excluding examples of similar work)

VIII. Submission Instructions & Engagement Timeline

Proposal must be submitted electronically in PDF format to info@rtiico.org with the subject line: **Accounting and Financial Management RFP**



Any questions must be submitted to info@rtiico.org by **11:59 pm on Apr 5, 2026** with the subject line: **Questions - Accounting and Financial Management RFP**

Proposal Deadline: **11:59 pm on April 12, 2026** (late proposals will not be accepted)

Proposal Release Date	March 30, 2026
Q & A Period	March 30 - April 5, 2026
Responses Shared to all Questions	April 6, 2026
Proposal Deadline	April 12, 2026
Interviews with Finalists	Week of April 20 th
Vendor Selection	April 24, 2026
Project Kickoff	Late April – Early May 2026
Implementation Period	May–June 2026
System Launch	No later than the first week of July 2026
Ongoing support	July – September 2026

IX. Scoring Criteria

Proposals will be evaluated using the following scoring framework:

Criteria	Description	Total Points
Alignment	Alignment with project scope and deliverables	5
Overall approach	Demonstrated expertise, methodology, and work plan	5
Local presence / community economic impact	Demonstrated local business presence and contribution to local economic opportunity	2.5
Experience	Relevant examples of similar deliverables / work	5
Budget / Cost Effectiveness	Overall alignment to budget and value delivery	5
Community responsiveness and accessibility	Ability to engage intended communities, reduce barriers to access, and deliver services in an accessible and culturally responsive manner	2.5

Total possible points: 25



X. Rights Reserved

RTII reserves the right to:

- Reject any or all proposals
- Request additional information or clarification from proposers
- Negotiate with one or more proposers
- Award a contract in whole or in part

RTII will make reasonable efforts to solicit qualified local businesses and may apply a local business preference as part of best-value evaluation. Local preference will not supersede funder requirements, competition requirements, or the obligation to select the proposal that offers the best overall value to the organization.

RTII seeks competitive proposals that reflect the best value for the services requested. Proposers must submit a detailed cost proposal by lot, including fixed fees, hourly rates, assumptions, and any optional or implementation-related costs. RTII reserves the right to negotiate final scope, staffing, and price, to reject proposals deemed not cost-reasonable or outside available funding, and to make one or more awards in its best interest.

The work of RTII is made possible through the generous support of the Franklin County Board of Commissioners and their commitment to advancing the Rise Together Blueprint to Reduce Poverty.

