

## Request for Proposals

### Accounting Services for Thrive Economic Development

Issued 10-28-2020

The Glacial Heritage Development Partnership (GHDP) is a Wisconsin Corporation doing business as Thrive Economic Development (ThriveED). We are a 501(c)(3) tax-exempt public/private economic development organization providing services in Jefferson and Dodge Counties. ThriveED is co-located with the Jefferson County Economic Development Consortium (JCEDC); a public entity whose accounting needs are met through Jefferson County government. ThriveED is seeking accounting services to adhere to GAAP standards and would prefer to enter a three-year contract for the following services:

- QuickBooks oversight and assistance as needed
- Campaign Statements
- Preparation and submission of Form 990 in an accurate and timely manner
- Year-end assistance to prepare for filings as necessary
- Preparation for audits as necessary

ThriveED will launch its second 5-year capital campaign in 2021, to cover the 2022-2026 operating cycle. ThriveED has no staff at this time. ThriveED contracts with JCEDC to provide staff as needed to execute its strategic plan. Payroll is not part of this service request. The anticipated audit cycle will be every three years. Pledges and cash donations continue from the 2017-2021 campaign and are anticipated to ramp up significantly in 2021.

Responses to this RFP must include the following:

- Your expectations from ThriveED i.e., documentation required and timeframes necessary
- Your costs for providing these services

Submit your proposal for providing these services **no later than November 16<sup>th</sup>**, 2020, close of business to:

Michael Wallace, CEO Fort Healthcare, ThriveED Finance, Audit & Compliance Committee Chair  
c/o RoxAnne Witte, RoxanneW@ThriveED.org  
ThriveED, 864 Collins Rd. Suite 111 Jefferson WI 53549  
920.674.8711

ThriveED reserves the right to reject any or all responses received. Issuance of this RFP does not bind ThriveED to securing these services in 2020 or in the future.