



Request for Qualifications (RFQ): Accounting Technical Assistance

Purpose

Martindale Brightwood Community Development Corporation (MBCDC) seeks to acquire the services of a qualified firm to provide accounting technical assistance to small business owners (microenterprises) participating in MBCDC's microenterprise program. The ideal firm will have expertise in small business accounting and the capacity to provide services to clients from diverse backgrounds. Services will include individual sessions provided by the selected accounting firm.

Background

In 2021, LISC created the Microenterprise Navigator Program in collaboration with the City of Indianapolis to serve low to moderate income and minority microenterprise owners by providing coaching and technical assistance services. In 2023, MBCDC was selected as one of four sites to serve as a Microenterprise Program service provider. This program aims to support small business owners in achieving sustainable growth and competitiveness.

Scope of Services

The selected consultant will provide accounting technical assistance tailored to the needs of individual clients. Services may include, but are not limited to:

- Bookkeeping setup and support.
- Financial statement preparation and analysis.
- Budget creation and cash flow management.
- Assistance with tax preparation and compliance.
- Development of accounting systems and tools.

All services must be concluded, and final invoices submitted by TBA.

Qualifications

The ideal accounting firm will demonstrate the following qualifications and skills:

- **Experience:** A minimum of 3-5 years in small business accounting or bookkeeping including tax preparation.
- **Proven Success:** Demonstrated success in working with small business owners and microenterprises, especially those with limited accounting knowledge or experience.
- **Client-Focused Solutions:** Capacity to assist small business owners in overcoming financial management barriers and providing effective strategies for sustainable growth.
- **Timeliness:** Availability to perform assignments within the specified time frame.

Submission Requirements

Interested firms must submit:

- A brief firm overview, highlighting expertise and experience.
- Examples of relevant work with small businesses.
- Team member qualifications.
- Proposed approach to service delivery.
- Detailed pricing structure.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated expertise and experience in small business accounting.
- Proven success in working with small business owners and microenterprises.
- Capacity to provide client-focused solutions and deliver within the required timeline.
- Cost-effectiveness of the proposed services.
- Quality and completeness of the proposal.

Deadline and Submission Instructions

All proposals must be submitted electronically by March 15, 2025, and emailed to cambarrett@mbcdc.org. Late submissions will not be considered.

Contact Information

Updated 2/20/2025

For questions or additional information, please contact: Chenille Barrett- Martindale Brightwood Community Development Corporation- cmbarrett@mbcdc.org or 317-924-8042 ext. 405.