



REQUEST FOR PROPOSALS (RFP)

Financial Statement Review & Tax Preparation Services

RFP Issue Date: April 30, 2026

Proposal Due Date: May 29, 2026

1. Organizational Overview

The Housing Foundation for Sarpy County (HFSC) is a 501(c)(3) nonprofit organization dedicated to expanding access to affordable housing and supporting housing stability initiatives within Sarpy County, Nebraska. HFSC works in collaboration with public agencies, community partners, and affiliated entities to advance its mission.

HFSC is affiliated with related entities, including:

- Art's Way LLC
- HFSC Properties 1, LLC

HFSC currently engages a contracted bookkeeping and fractional CFO firm responsible for day-to-day financial management, reporting, and internal financial oversight.

2. Purpose of the RFP

HFSC is seeking proposals from qualified accounting firms to provide quarterly financial statement review services and annual tax preparation services. The selected firm will work collaboratively with HFSC leadership and its contracted bookkeeping/fractional CFO provider.

3. Scope of Services

A. Quarterly Financial Statement Review

- Perform quarterly reviews of financial statements
- Provide feedback on accuracy and GAAP compliance
- Identify risks and internal control considerations
- Communicate findings to HFSC leadership
- Coordinate with bookkeeping/fractional CFO

B. Annual Tax Preparation

HFSC:

- Prepare and file IRS Form 990
- Ensure compliance with all federal and state requirements

Affiliated Entities:

- Prepare and file returns for Art's Way LLC and HFSC Properties 1, LLC
- Ensure proper tax treatment and coordination with HFSC

C. Coordination & Communication

- Work closely with bookkeeping/fractional CFO
- Participate in periodic meetings
- Provide timely responses throughout the year

4. Qualifications

- Experience with 501(c)(3) organizations
- Expertise in Form 990 filings
- Experience with LLC tax filings
- Familiarity with GAAP
- Strong collaboration and communication skills

5. Proposal Requirements

- A. Firm Overview
- B. Relevant Experience
- C. Approach to Services
- D. Staffing
- E. Fee Proposal

6. Timeline

RFP Issued: May 5, 2026
Questions Due: May 20, 2026
Proposals Due: May 29, 2026
Selection Notification: June 15, 2026
Contract Start Date: July 1, 2026 or as negotiated

7. Evaluation Criteria

- Relevant experience
- Understanding of HFSC needs
- Quality of approach
- Collaboration ability
- Cost/value

8. Submission Instructions

Submit proposals electronically in PDF format to:
Carolyn Pospisil, Executive Director
Housing Foundation for Sarpy County
director@sarpyhousing.org

Subject: HFSC Financial Services RFP Response

9. Additional Information

HFSC reserves the right to reject any or all proposals, request additional information, and negotiate terms with the selected firm.

10. Contact for Questions

Carolyn Pospisil, Executive Director
director@sarpyhousing.org