

Request for Proposal (RFP) - Tax Preparation Services

Crooked Creek Northwest Community Development Corporation (CDC) is seeking proposals from qualified tax preparation service providers to subcontract the preparation of tax returns for 30 small minority-owned businesses as part of our community development initiatives. We invite experienced and reputable firms to submit their proposals.

Project Overview:

Crooked Creek Northwest CDC is committed to supporting local businesses, particularly those owned by minorities, in meeting their tax obligations and financial compliance. The selected tax preparation service provider will work closely with Crooked Creek Northwest CDC to ensure that these businesses receive accurate and timely tax preparation services.

Scope of Work:

Tax Preparation: The selected provider will be responsible for preparing federal and state tax returns for 30 small minority-owned businesses. These tax returns may include individual, partnership, or small business returns.

Tax Compliance: Ensure that all tax returns are prepared accurately and comply with relevant tax laws and regulations.

Consultation: Provide guidance to business owners on their tax return matters.

Proposal Requirements:

Interested tax preparation service providers should submit a comprehensive proposal that includes the following:

Company Profile: Provide an overview of your company, including its history, experience in tax preparation, and any relevant certifications.

Qualifications: Highlight the qualifications and experience of the tax professionals who will be involved in this project.

Pricing: Provide a clear and competitive pricing structure for the services to be rendered. Include any potential additional costs. Please be as detailed on the structure of pricing and services.

Timeline: Present a project timeline that outlines key milestones and deadlines for tax return on preparation.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

Experience and Qualifications

Pricing

Timeliness and Responsiveness

Submission Deadline:

All proposals must be submitted by November 10, 2023, via email to Hector@neighborhoodincubators.org. Late submissions will not be considered.

Contact Information:

For inquiries or additional information, please contact Hector Morales at Hector@neighborhoodincubators.org

We look forward to receiving your proposal and partnering with a qualified tax preparation service provider to support minority-owned businesses in our community.