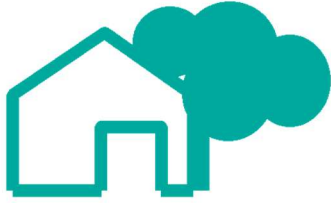




AUSTIN STREET
CENTER



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Request for Proposals

Outsourced Accounting, Controller, and Finance Advisory Services



Issued by Austin Street Center

1717 Jeffries Street | Dallas, TX 75226 | austinstreet.org

Issue Date: July 1, 2026 | Proposal Due Date: July 25, 2026

Website Posting Version

Questions and submissions should be sent to: Lorenzo Pablo, Chief Operating Officer, Lorenzo.Pablo@austinstreee.org



1. Purpose and Invitation

Austin Street Center invites qualified accounting and advisory firms to submit proposals to provide outsourced accounting, controller, and finance advisory services. The selected firm will support the organization with day-to-day accounting operations, monthly close, financial reporting, internal controls, technology implementation or optimization, and finance leadership support.

The intent of this RFP is to identify a trusted partner with deep nonprofit experience, a practical service model, and the capacity to stabilize and strengthen Austin Street Center's finance function while helping leadership and the Board make timely, informed decisions.

2. About Austin Street Center

Austin Street Center is a Dallas-based nonprofit serving individuals experiencing homelessness by providing emergency shelter, basic needs assistance, and support toward long-term housing stability. The organization operates in a complex nonprofit environment with multiple programs, restricted funding streams, grants, special events, social enterprise activity, and significant reporting needs.

Austin Street Center is seeking a finance partner that understands the responsibility of stewarding donor, grant, and public resources with accuracy, transparency, and care.

3. Anticipated RFP Timeline

Milestone	Target Date
RFP posted	July 1, 2026
Deadline for written questions	July 15, 2026
Responses to questions posted or distributed	July 25, 2026
Proposal submission deadline	July 25, 2026
Finalist interviews or presentations	July 28, 2026
Selection and notification	July 31, 2026
Estimated engagement start date	August 1, 2026

Austin Street Center reserves the right to modify this schedule as needed.

4. Scope of Services

Austin Street Center is seeking a firm that can provide a tailored solution that includes assessment, implementation, stabilization, recurring support, and ongoing financial guidance. Respondents may propose a full-service model or a phased approach, but proposals should address each area below.

A. Discovery, Assessment, and Process Optimization

- Conduct a needs assessment of current accounting processes, pain points, reporting outputs, staffing capacity, systems, internal controls, and close timeline.
- Review chart of accounts, fund and grant tracking, financial reporting structure, department and program coding, approval workflows, and management reporting needs.
- Identify root-cause issues, process gaps, and short-term priorities needed to stabilize financial operations.
- Develop a practical implementation roadmap that distinguishes immediate quick wins from longer-term strategic improvements.



- Recommend process improvements that improve close speed, data accuracy, grant tracking, and leadership visibility.

B. Accounting System and Technology Implementation or Optimization

- Evaluate and support implementation or optimization of cloud-based accounting systems, including Sage Intacct or an equivalent platform, if appropriate.
- Support implementation or integration of accounts payable, bill payment, corporate card, and expense management tools, such as Bill.com, Ramp, or comparable systems.
- Provide project management, configuration guidance, workflow design, testing support, and staff training for selected systems.
- Ensure system design supports nonprofit reporting, restricted funds, grants, programs, departments, entities, and Board reporting needs.
- Develop written procedures for key recurring finance processes.

C. Onboarding, Stabilization, and First Month Close

- Complete onboarding and accounting setup activities needed to assume recurring services.
- Review opening balances, trial balance, reconciliations, open payables, open receivables, prepaid expenses, accrued expenses, deferred revenue, and restricted fund balances.
- Support cleanup or catch-up work needed to prepare reliable monthly financial statements.
- Complete a first month close under the new support model and establish a repeatable close calendar.
- Provide regular status updates to management during the onboarding period.

D. Transactional Accounting Services

- Accounts payable processing and bill payment support, subject to Austin Street Center's approval controls.
- Accounts receivable support, including recording receipts, deposits, and other receivable activity.
- Expense management and credit card transaction review support.
- Bank, credit card, and other balance sheet reconciliations.
- Transaction recording, classification, and coding by program, department, fund, grant, restriction, event, or other reporting dimension.
- Vendor support and annual 1099 creation and filing.
- Coordination with payroll provider, donor database, grant records, and other operational systems as needed.

E. Controller Services

- Monthly close management, close checklist, and close calendar oversight.
- Preparation and review of account reconciliations.
- Cash management support, including cash position reporting and cash flow monitoring.
- Preparation of monthly financial statements and consolidated reporting, if applicable.
- Restricted fund and grant reporting support, including tracking releases from restriction and allowable expense coding.
- Design, documentation, and strengthening of internal control procedures.
- Audit preparation and support, including schedules, reconciliations, and coordination with external auditors.
- Support for finance policies, procedures, and approval workflows.

F. CFO Advisory and Strategic Finance Support

- Budget preparation, budget-to-actual reporting, and forecasting support.
- Cash flow analysis and forward-looking cash projections.



- Financial forecasts, scenario modeling, and other tools to support executive and Board decision-making.
- Board and committee financial package support, including clear management summaries and financial analysis.
- Advisory support for restricted funds, capital campaigns, grants, fundraising events, social enterprise activity, and program-level financial performance.
- Periodic meetings with executive leadership and finance or audit committee representatives, as requested.

G. Optional Services

- Preparation or support for Form 990.
- Outsourced payroll processing or payroll coordination services.
- Grant billing and reimbursement support.
- Additional strategic accounting, tax, or compliance advisory services.
- Special projects, cleanup projects, or system conversion support beyond the recurring scope.

5. Deliverables and Expected Cadence

Deliverable	Expected Frequency / Timing
Implementation roadmap and onboarding plan	During startup phase
Written close calendar and accounting procedures	During startup phase and updated as needed
Monthly financial statements	Monthly, within agreed close timeline
Budget-to-actual reporting	Monthly
Cash position and cash flow reporting	Monthly or more frequently if needed
Restricted fund and grant reporting support	Monthly or as required by funder deadlines
Finance leadership meeting	At least monthly
Board or committee reporting package support	Per Board/committee calendar
Year-end audit support package	Annually

6. Minimum Qualifications

- Demonstrated experience providing outsourced accounting, controller, or CFO advisory services to nonprofit organizations.
- Experience with organizations that manage government grants, private grants, restricted contributions, fundraising events, and program-level reporting.
- Knowledge of nonprofit accounting standards and functional expense reporting.
- Experience implementing or supporting cloud-based accounting systems and related finance technology.
- Capacity to provide both transactional support and higher-level controller or CFO advisory services.
- Ability to work collaboratively with executive leadership, internal staff, auditors, Board committees, and external partners.
- Appropriate professional credentials, including CPA credentials for team members providing accounting oversight when applicable.
- Strong data security, confidentiality, and professional ethics standards.

7. Proposal Requirements

Proposals should be clear, practical, and specific. Please include the following information in the order listed below:

- **Firm overview:** Include history, ownership, locations, size, nonprofit focus, and relevant service lines.



- **Understanding of Austin Street Center's needs:** Describe your understanding of the challenges and opportunities reflected in this RFP.
- **Proposed approach:** Describe how you would assess, stabilize, implement, and manage the ongoing accounting function.
- **Detailed scope of services:** Identify what is included, what is optional, and what is excluded.
- **Implementation plan and timeline:** Provide major phases, milestones, estimated timing, and Austin Street Center responsibilities.
- **Proposed staffing model:** Identify the engagement leader, day-to-day manager, team members, credentials, roles, estimated time commitment, and availability.
- **Technology recommendations:** Describe proposed systems, integrations, implementation assumptions, software costs, and data security practices.
- **Reporting samples:** Provide examples of nonprofit monthly reporting packages, dashboard formats, or Board financial packages, with confidential information removed.
- **Experience and references:** Provide at least three nonprofit client references, preferably organizations with similar complexity.
- **Pricing proposal:** Provide one-time onboarding costs, monthly recurring fees, hourly rates, optional services, software costs, technology fees, and any assumptions.
- **Contract terms:** Include proposed contract length, termination provisions, change order process, and service-level expectations.
- **Conflict of interest disclosure:** Disclose any actual or potential conflicts of interest.

8. Pricing Format

To support an apples-to-apples comparison, respondents should present pricing using the structure below. Firms may provide additional pricing options or phased alternatives as attachments.

Service Area	Pricing Requested
Accounting system implementation or optimization	Fixed fee or hourly estimate, including estimated hours and billing rate
AP, bill payment, card, and expense management implementation	Fixed fee or hourly estimate, including estimated hours and billing rate
Onboarding, stabilization, and first month close	Fixed fee or hourly estimate, including estimated hours and billing rate
Monthly accounting and controller services	Fixed monthly fee and services included
CFO advisory services	Fixed monthly fee, hourly rate, or retainer structure
Software subscriptions or license costs	Monthly or annual cost by platform and user count assumptions
Technology, administrative, or platform fees	Percentage, flat fee, or included in base fee
Optional services	Hourly rates or fixed fees where available

9. Evaluation Criteria

Criteria	Weight
Relevant nonprofit accounting and finance experience	25%
Quality and practicality of proposed approach	20%
Depth and qualifications of proposed team	15%
Technology, systems, and process improvement capability	15%
Pricing, transparency, and overall value	15%
References, responsiveness, and cultural fit	10%

10. Submission Instructions

Proposals must be submitted electronically in PDF format by [Insert Date and Time].

- Submit proposals to: Lorenzo.Pablo@austinstreet.org
- Use the subject line: Accounting Services RFP - [Firm Name].
- Questions must be submitted in writing by July 25, 2026.
- Late submissions may not be considered.
- Austin Street Center may request interviews, presentations, or follow-up clarification from selected firms.

11. Reservation of Rights

Austin Street Center reserves the right to accept or reject any or all proposals, waive minor irregularities, request additional information, negotiate with one or more respondents, and select the proposal that Austin Street Center determines is in the best interest of the organization. Issuance of this RFP does not obligate Austin Street Center to award a contract or pay any costs incurred in preparing a proposal.

12. Confidentiality and Public Posting

This RFP is intended for public posting on Austin Street Center's website. Respondents should clearly identify any confidential or proprietary information included in their proposals. Austin Street Center will make reasonable efforts to protect confidential information, subject to applicable legal, contractual, and governance obligations.

Appendix A: Requested Response Checklist

Item	Included?
Firm overview and nonprofit experience	☐
Proposed scope and service model	☐
Implementation plan and timeline	☐
Staffing model and bios	☐
Technology recommendations and security practices	☐
Sample reports or dashboards	☐
Three nonprofit references	☐
Detailed pricing and assumptions	☐
Contract terms and service levels	☐
Conflict of interest disclosure	☐

Appendix B: Austin Street Center Contacts

Primary RFP Contact: Lorenzo Pablo, Chief Operating Officer, Lorenzo.Pablo@austinstreet.org, 469-729-0709

Mailing Address: Austin Street Center, 1717 Jeffries Street, Dallas, TX 75226