Request for Proposal (RFP)
Accounting and Human Resources/Benefits Services
RFP #004A

Issue Date: November 6, 2026

1. Summary

The purpose of this Request for Proposals (RFP), released by US Ignite, Inc. (US Ignite), is to contract a service provider for comprehensive outsourced accounting, financial reporting, and tax compliance services. The selected firm will function as US Ignite's dedicated accounting department for the 2027 fiscal year, providing seamless month-end close procedures, accounts payable and receivable management utilizing Sage Intacct and Bill.com, payroll integration, and annual audit support. Furthermore, the vendor will be responsible for highly specialized federal grant compliance, including the preparation and negotiation of US Ignite's Federal Indirect Cost Rate Agreement Proposal. The objective of this RFP is to benchmark current service levels, ensure competitive pricing, and identify a strategic accounting partner capable of supporting US Ignite's mission without disrupting normal entity operations. The performance period will start on **January 01, 2027**.

2. Background

2.1. US Ignite Overview

US Ignite is a national nonprofit, a 501(c)(3), that is accelerating the smart city movement – and creating value for an entire ecosystem – by guiding communities into the connected future, creating a path for private sector growth, and advancing technology research that's at the heart of smart city development.

As a trusted partner, US Ignite brings this entire smart city ecosystem together, successfully pairing financial investment with technical and organizational expertise. Through the public-private partnership programs we run, US Ignite is a catalyst for communications network advancement, and for innovation in smart city services that are powered by a new generation of technologies. You can read more about US Ignite's programs on its website.

US Ignite possesses a wholly owned subsidiary, PAWR LLC. Financial statements can be found on the Federal Audit Clearinghouse website. US Ignite Operates with a staff of 10–20 employees and maintains an annual revenue of $5M to $10M.

2.2. Important Information for Proposers

1. **Who May Respond:** Bookkeeping and accounting service firms may respond to this RFP. If a single firm is unable to provide all services, then the primary respondent would be responsible for coordinating the services performed by its subcontractors.

2. **Term of Contract:** US Ignite intends to enter into a contract with the winning proposer (Accounting Firm) for an initial 1-year term to commence January 1, 2027. This proposal includes the option to renew the contract for four additional one-year periods, should both parties elect to extend the contract.

3. Scope of Services

The service provider must provide end-to-end accounting operations, financial reporting, and compliance support, assuming all duties of an internal accounting department. Deliverables include, but are not limited to:

3.1. Monthly Accounting & General Ledger Management

- **Accounting System:** Host and maintain a web-based accounting system (Sage Intacct is preferred/currently in use).
- **Journal Entries:** Input all transactions and prepare all required journal entries, including cost allocations, indirect cost calculations, and fringe benefit allocations.
- **Reconciliations:** Reconcile bank accounts and other material accounts monthly.
- **Chart of Accounts:** Maintain, update, and review the chart of accounts, eliminating duplicate or unused accounts as necessary.

3.2. Accounts Payable & Receivable

- **Accounts Payable:** Prepare and process Accounts Payable utilizing web-based tools (Bill.com is preferred/currently in use).
- **Accounts Receivable:** Prepare invoices, track receivables, and process cash receipts.

3.3. Financial Reporting & Advisory (Monthly & Annually)

- **Monthly Close:** Perform monthly closing procedures after all adjustments are made. Provide monthly financial reports and consolidating financial statements (Statement of Activities, Statement of Financial Position, and statement of Functional Expenses).
- **Advisory:** Review and revise internal controls. Advice on compliance with accounting standards, financial policies, and procedures.

3.4. Human Resource Outsourcing & Payroll

- **Payroll Processing:** Collect and review time/attendance. Input payroll data, manage deductions, review preview reports, and process payroll monthly. Process necessary benefit remittances (e.g., retirement plan contributions).

- **State & Federal Taxes:** Process and pay all state payroll taxes and unemployment insurance on a monthly/quarterly basis as required.
- **Employee Lifecycle:** Perform new hire orientations to complete paperwork and explain handbook policies. Conduct exit interviews and process termination paperwork.
- **HR Compliance:** Maintain and update the employee handbook to ensure compliance with employment laws. Provide general guidance on HR-related matters.
- **Benefits Coordination:** Work with US Ignite's existing insurance broker/benefit administrator to evaluate plans, coordinate annual open enrollment, manage additions/terminations to the plans, and distribute benefit communications.

3.5. Tax Reporting, Audit & Compliance

- **Annual Audit:** Perform year-end close. Meet with independent auditors to plan the audit, prepare requested schedules/documents, make adjusting entries, and be available to respond to audit field staff requests.
- **Tax Returns:** Prepare federal and state returns required for nonprofits, including all schedules necessary for the Federal Form 990 (including Schedule B). Advise on any technical tax issues.
- **Tax Forms:** Ensure accuracy of employee data for year-end reporting and prepare annual IRS Forms 1099, 1096, and W-2s.
- **Indirect Cost Rate:** Prepare and submit the Federal Indirect Cost Rate Agreement Proposal.

3.6. Onboarding & System Transition (If Necessary)

If the bidding firm does not utilize or assume management of our existing system tenants, the following one-time transition services are required:

- **Data Migration:** Assist in collecting records from the incumbent firm and move data from incumbent's systems (Intacct, Bill.com, Nexonia, and Tallie) to the proposer's hosted systems.
- **Account Audit:** Complete a thorough audit of each account on the trial balance to ensure balance accuracy during the cutover.

4. Information for vendors

4.1. Solicitation Timeline

Please see below the information about the solicitation timeline:

Table 1 -Solicitation Timeline	
Deadline	**Date**
RFP Release	11/6/2026
Questions Due	11/13/2026
US Ignite Responses to Questions Due	11/17/2026
Proposals Due	11/30/2026
Contract Execution (Beginning of PoP)	1/1/2027

4.2. Questions and Answers

All clarification questions must be submitted by **November 13, 2026**, no later than **8:00 PM Eastern Daylight Time (EDT)**. Questions should be submitted in the following format:

- Section Number
- Paragraph Number
- Text of passage being questioned
- Question

US Ignite will endeavor to respond to all parties no later than **November 17th, 2026**, 8:00 PM EDT. All requests, questions, or other communications about this RFP shall be made in writing to sayed.elhamz@us-ignite.org. Communications made to other US Ignite personnel or attempts to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the proposer. Proposers should only rely on written statements issued by the RFP coordinator.

4.3. Offer Submission

Proposal must be submitted by **November 30, 2026**, no later than **8:00 PM EDT** via email to sayed.elhamz@us-ignite.org**.** Your offer must include:

1. **Proposer Information and References:**
   a. Provide primary contact information, including name, phone number, email, and main point of contact for the proposing firm.
   b. Provide a short description of your organization(s).
   c. Provide a list of three professional references for clients at organizations similar to US Ignite (501(c)(3) federal grantees), including: a summary of the work provided, the name of the organization, the main point of contact, phone number, and email address.
   d. Describe your firm's experience performing accounting, human resource, and tax preparation services for 501(c)(3) nonprofits.
   e. Provide a summary of the qualifications of the accounting, human resource, and tax preparation staff that would be assigned to our account, including their resumes.

2. **Qualifications and Response to Scope of Services:** How the Proposer will perform the services and meet the requirements outlined in "Section 3: Scope of Services" as follows:
   a. Bookkeeping and Accounting Services
   b. Human Resource Outsourcing Services
   c. Tax Reporting
   d. Accounting System Conversion (if applicable)

At a minimum, the selected vendor must possess the following knowledge, skills, and experience:

a. Thorough understanding of accounting principles, procedures, and practices including, but not limited to:

- Generally Accepted Accounting Principles (GAAP).

- 2 Code of Federal Regulations (CFR) Part 200 (Uniform Guidance).
- Non-profit financial accounting, including:
    - Government and foundation grants management.
    - Indirect cost rate proposals (NICRA), fringe, and cost allocations.
    - Match and reporting requirements.
    - Government procurement standards.
    - Recording program and deferred revenue.
    - Lobbying restrictions and 501(h) elections.
- Payroll processing functions and applicable Federal/State wage and hour laws.
- Demonstrated proficiency in utilizing modern, cloud-based accounting platforms, specifically Sage Intacct and Bill.com.

4.4. Cost Proposal

US Ignite shall issue a firm fixed-price contract to the service provider who demonstrates the capacity to deliver quality scope of services and is the most responsive to the requirements of the RFP. Please provide a table with costs to deliver the services outlined in "Section 3: Scope of Services" as follows:

Table 2 - Cost Proposal		
Service Category	**Description / Inclusions**	**Fee Structure**
Monthly Accounting & AP/AR	Routine monthly close, AP/AR processing, bank reconciliations, and financial reporting.	$ [Fixed Monthly]
Monthly HR & Payroll	Payroll processing, tax/UI payments, employee lifecycle management, and broker coordination.	$ [Fixed Monthly]
Software Subscriptions	Accounting and AP software licensing fees (if not passing through existing tenants).	$ [Monthly Pass-Through]
Annual Audit Support	Year-end close, schedule preparation, auditor liaison, and adjusting entries.	$ [Fixed Annual Fee]
Tax Preparation (990, W-2, 1099)	Form 990 preparation and annual W-2/1099-Misc processing.	$ [Fixed Annual Fee]
Federal Indirect Cost Rate Proposal	Preparation, submission, and negotiation of the NICRA.	$ [Fixed Annual Fee]
System Transition (If Necessary)	One-time fee for data migration, account auditing,	$ [One-Time Fee]

	and setup (if changing systems).	

Please provide cost proposals for the base year and the four (4) subsequent option years.

a. Describe any key assumptions used to develop proposed costs.
b. Provide an estimate for other costs, which may include printing, travel, postage, etc. The Auditor will be reimbursed for special costs incurred. This estimate is a separate estimate from the firm's fixed price estimate provided above.
c. US Ignite will pay fees supported by evidence of bona fide services rendered. US Ignite will not enter into a retainer agreement which pays fees in advance to an organization or individual to secure or keep services when required.

4.5. Other Terms and Conditions

1. Master Services Agreement and Task Order: If US Ignite elects to make an award(s) to a vendor(s), then US Ignite will prepare and send a Master Services Agreement (MSA) and Task Order(s) to the successful vendor(s). No award will be finalized without a fully executed MSA.

2. No Offer by US Ignite: This RFP does not constitute an offer by US Ignite to enter into an agreement. This RFP is simply an invitation for offers from interested vendors. No offer shall bind US Ignite. No contractual obligation on behalf of US Ignite whatsoever shall arise from the RFP process. Additionally, this RFP does not commit the US Ignite to pay any cost incurred in the preparation or submission of any response to the RFP.

3. Accept and Rejection of Proposals: US Ignite may reject any or all proposals in whole or in part, waive a technicality, make awards in a manner deemed in the best interest of US Ignite and unless otherwise specified by the organization, accept any item in the proposal.

4. Multiple Awards: US Ignite reserves, at its sole discretion, the option to make awards to multiple vendors. Multiple awards may be made on the total Scope of Services or components of the Scope of Services.

5. Ownership of Proposals: Each Proposal submitted to US Ignite will become the property of US Ignite, without compensation to a vendor, for US Ignite use. US Ignite will not share proposals with any individuals or entities outside of the US Ignite review team. Vendors should mark any proprietary information within the proposal.