



Wisconsin Balance of State Request For Proposal For Bookkeeping and Accounting Services

Date Issued: Wednesday, April 15, 2026

Proposal Due Date: Monday, May 18th, 2026

Organization Name: Wisconsin Balance of State Continuum of Care

For the period: July 1, 2026, to December 31, 2027

Inquiries should be directed to:

Name: Kathleen Fisher, Board Treasurer

Entity: WI Balance of State Continuum of Care

Phone: (262) 522-1400

Email: kfisher@hebronhouse.org

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Key Personnel

Carrie Poser	Executive Director	715-225-4339	carrie.poser@wibos.org
Kathleen Fisher	Board Treasurer	262-522-1400	KFisher@hebronhouse.org
Tammy Jung	Finance Director	262-627-0639	tjung@hebronhouse.org

General Information

A. Purpose

This Request for Proposal (RFP) is to contract qualified firms to provide bookkeeping and accounting services beginning July 1, 2026 and ending December 31, 2027, with the option of continuing services for the subsequent three calendar years.

B. Who May Respond

Only licensed Certified Public Accountants who have relevant accounting experience with federally funded non-profit organizations may respond to this RFP.

C. Instructions on Proposal Submission

1. Closing Submission Date: Proposals must be submitted by 4:30 p.m. on Monday, May 18, 2026
2. Inquiries: Inquiries concerning this RFP should be directed to Kathleen Fisher at (262) 522-1400.
3. Conditions of Proposal: All costs incurred in preparing a proposal responding to this RFP will be the Offeror's responsibility and will not be reimbursed by WI Balance of State, Inc.
4. Right to Reject: WI Balance of State, Inc. reserves the right to reject all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.
5. Notification of Award:
 - a. It is expected that a decision to select the successful accounting firm will be made within four weeks of the closing date for the receipt of proposals.
 - b. It is expected that the contract shall be a fixed-price contract with the option of renewing for each of the following three years.
6. Submit an electronic proposal to
 - a. Kathleen Christenson Fisher: kfisher@hebronhouse.org
and
 - b. Carrie Poser: carrie.poser@wibos.org

D. Entity Description

WI Balance of State, Inc. is a nonprofit organization determined to be exempt from the Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code. It is governed by a Board of Directors.

The mission of the organization is to end homelessness by supporting local coalitions in all Wisconsin counties except Dane, Milwaukee, and Racine, as well as the Ho-Chunk Tribal Nation.

The organization has a 12.1-million-dollar budget for 2026. There are 46 unique organizations with subrecipient agreements with the WIBOS. The organization has 2 State of Wisconsin grants with 25 subrecipient agreements, 6 Federal Continuum of Care grants with 97 subrecipient agreements, and one private grant with one subrecipient. The number of subrecipients is subject to change.

Scope of Work

A. Bookkeeping and Accounting Services

The organization utilizes QuickBooks Online as its Accounting Software. Attachment A includes a detailed schedule of accounting services. Bookkeeping and Accounting Services include the following:

- Accounts Receivable Customer Set up
- Accounts Receivable Invoice Entry
- Accounts Receivable Payment Receipt Entry
- Accounts Receivable Payment Receipt Entry for Third-party Processor (ICA)
- Accounts Payable Vendor Setup
- Accounts Payable 1099 Requirement Determination and Entry
- Accounts Payable Bill Entry
- Accounts Payable Bill Payments
- Accounts Payable Payment Entry for Third-party Processor (ICA)
- Accounts Payable Venmo Payment Processing
- Record PayPal Payments Received
- Record WHOVA (Conference) Payments Received
- Record Bank Deposits
- Record Journal Entries if/as Needed
- Monthly Balance Sheet and P&L Reconciliations
- Month End Close
- Prepare and assist with audit and PBC requirements.
- Annual Budget Preparation Assistance
- Annual Business Insurance Renewal Assistance

B. Financial Reporting

Monthly Financial Reporting includes the following.

- Financial Statement Review
- Financial Statement Report Preparation
- Attend Finance Committee Meetings as needed

C. Reporting Requirements

Reporting Requirements include the following.

- Form 1099 Preparation and Filing

D. Audit Support

Audit Support includes the following.

- Financial, Compliance, and Form 990 Schedule Preparation
- Fieldwork Assistance
- Draft Report Review

E. Payment

Submit a monthly invoice for completed work as outlined in the contract.

F. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to WI Balance of State, Inc., the Offeror agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information. At the same time, in the Offeror's possession, these employees on the Offeror's staff must have the information on a "need-to-know" basis.

Format of RFP Response

A. Firm Background

Provide a profile of the firm, including:

1. The organization's size, whether it is local, regional, national, or international in operations,
2. The location of the office from which work is to be performed,
3. Experience with nonprofit clients and government funding,
4. A positive statement that the following mandatory criteria are satisfied – An affirmation that the proposer is properly licensed for practice as a certified public accountant, and
5. Enclose a copy of your most recent peer or quality control review.

B. Team Experience

Identify the proposed accounting team. Please include company leadership bios and resumes of key personnel who would be assigned to the WIBOS.

C. Approach and Methodology

Describe how you propose to meet the Scope of Services. Discuss strategies for communication with WIBOS staff regarding grant management and other related issues. Also, discuss the firm's communication process for raising issues with the board, management, and audit committees.

D. Technology Tools

Describe platforms you use and how you accommodate different systems. WIBOS currently uses QuickBooks Online and Microsoft 365.

E. References

Provide at least two nonprofit clients (name, contact info, nature of services, etc.)

F. Fee Structure

Use hourly rates or fixed monthly retainers, with breakdown by service. The fee structure should reflect a per-service cost in Phases one and two, with an hourly rate for approved additional services, if needed. You may assume a three-year engagement. WIBOS anticipates a two-phase transition. Attachment A is a schedule of fiscal duties performed by all parties, including the WIBOS staff, Treasurer, and accountant. Reference to the services listed under the accountant when you prepare your fee structure. Phase two services are highlighted in Green.

The phase one services approved by the WIBOS, transition from Hebron Financial Services, would begin upon execution of the Agreement on or around July 13, 2026. **Phase 2 services, if approved by the Wisconsin Balance of State, in cooperation with WIBOS and ICA, would begin on a mutually agreed-upon date to be determined.**

Note: This agreement will not require support for the 2025 audit that is scheduled to be completed on June 30, 2026.

G. Insurance and Licensure

Proof of appropriate licensure and liability coverage.

H. Certifications

Signed Certifications Document

Proposal Evaluation

A. Submission of Proposals

Submit an electronic proposal to:

Kathleen Christenson Fisher: kfisher@hebronhouse.org, and

Carrie Poser: carrie.poser@wibos.org

Proposal Due Date: Monday, May 18th, 2026, 5:00 pm

B. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal was not received in a timely manner in accordance with the terms of this RFP.
2. The proposal does not include the Certifications.
3. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the Government Standards of the U.S. Comptroller General.

C. Evaluation

The Wisconsin Balance of State will evaluate proposals on a qualitative basis based on:

1. Demonstrate relevant company experience.
2. Qualifications and availability of assigned personnel.
3. Experience with Government Funding.
4. Demonstrated financial stability.
5. Demonstrated commitment to the nonprofit sector.
6. Compliance with the administrative requirements of the request for proposal (Format, due date, etc.)
7. Record of past performances.
8. Ability and commitment to meeting deadlines and service needs.
9. Cost-Reasonableness.
10. Reference and prior client satisfaction.

D. Review Process

WI Balance of State, Inc. may, at its discretion, request presentations or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors' proposals. However, WI Balance of State, Inc. reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose. The WIBOSCOC reserves the right to request additional information, negotiate scope and pricing, and reject any and all proposals.

**WISCONSIN BALANCE OF STATE
REQUEST FOR PROPOSALS FOR ACCOUNTING SERVICES
ATTACHMENT A**

Wisconsin Balance of State COC Fiscal Responsibilities

	WI BOS COC Staff		Accountant	Treasurer	Other Information
	ED	GS			
Finance and Accounting Responsibilities					
Grant Management Responsibilities					
For WI BoS sub-recipient grants					
Create, review, issue, and receive contracts	x	x			
Issue and track budget on agency request forms		x			
Issue and track Assurances	x	x			
Create the agency's payment request forms.		x			
Review and approve reimbursement requests.		x			
Track grant balances		x			
Monitor Subrecipients		x			
Create master invoice		x			
Submit the approved request for payment		x			
Enter payment requests into the master invoice		x			
Track grant balances		x			
Budget amendments		x			
Grant Applications / Renewals		x			
HAP Grant Quarterly Financial Reports		x			
Grant APRs		x			
New Grant Setup (QBO/MIPS/SharePoint)		x			
Grant Close outs	x	x			
Accounting Responsibilities					
Daily/Weekly					
Accounts Receivable Customer Set up			x		
Accounts Receivable Invoice Entry			x		Entering ICA expenses and searching the Magic Folder for reports
AR Customer Calls regarding late payments			x		
AR E-Loccs Invoice Receipts			x		
Accounts Payable Check Requests and Approvals	x	x		x	
Accounts Payable Bill Entry - HAP, Bezos, HOME, Other			x		
Accounts Payable Bill Entry - YAB					YAB void/reissue takes about 30 mins each

AP Vendor Set up, including W-9 and 1099 checkbox			x		Vendor setup (AP) @ 2/hours/month
Process AP Checks			x		Printing supporting documents, filing, obtaining signatures, mailing,
Record ICA AP Payments			x		Searching the Magic Folder, resolving reconciliation matters
Process / Record Venmo Payments			x		
Process PayPal Payments			x		
Record WHOVA (Conference) Payments			x		
Deposits travel to the bank	x	x			
Deposit Recording in System					
Journal Entries			x		Includes identifying and resolving issues
Monthly					
Cash Account Reconciliation			x		
Other Asset & Liability Account Reconciliations			x		
P&L Grant Reconciliations			x		
Close the Month			x		
Financial Statement Review (System)	x		x	x	
Financial Statement Report Preparation			x		
Finance Committee Agenda Preparation	x			x	
Finance/Board Reports & Meetings	x		x	x	
eLOCCS draws*	x	x			Record Draws for COC Grants
Annual / Ad Hoc					
Annual Budget	x		x	x	
Membership Dues Calcs and Invoices	x	x	x	x	
Business Insurance Renewals	x				
Audit (Hawkins Ash)	x	x	x	x	
Planning	x		x	x	
Prepare & Submit PBCs	x	x	x	x	
Field Work (Audit & Tax)	x	x	x	x	
Review and Update Form 990	x		x	x	
Esnaps	x	x			
DFI Annual Renewal	x				
SAM Annual Renewal	x				
1099 Preparation, Forms, Filings, Corrections			x		
Review Contract for Services	x				
Phase Two					
AP Process payments – COC grants			x		ICA Payments to Subrecipients

REQUEST FOR PROPOSALS FOR ACCOUNTING SERVICES
ATTACHMENT B

Certifications

On behalf of the Offeror:

1. The individual signing certifies that they are authorized to contract on behalf of the Offeror.
2. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement other than to an employee of the Offeror.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, to restrict competition.
4. The individual signing certifies that the Offeror has not knowingly disclosed the prices quoted in this proposal before receiving an award to any other Offeror or potential Offeror.
5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
6. The individual signing certifies that the Offeror is an adequately licensed certified public accountant or a public accountant licensed on or before (date of licensing).
7. The individual signing certifies that the Offeror meets the independence standards of the Government Auditing Standards.
8. The individual signing certifies that they are aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing education every two years; and that 24 hours of the 80 hours of education will be in subjects directly related to the government environment and government auditing for individuals.
9. The individual signing certifies that they are aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
10. The individual signing certifies that they have read and understand the following publications and principles relative to the proposed accounting services:
 - Generally Accepted Accounting Principles, a standardized framework of accounting rules and guidelines that ensures consistency, transparency, and accuracy in financial reporting in the United States.
 - Federal reporting requirements under 2 CFR 200
 - Government Auditing Standards (Single Audit)
 - Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Awards.
 - A Guide for Nonprofit Organizations: Cost Principles and Procedures for Establishing Indirect Cost and Other Rates for Grants and Contracts with the Department of Health and Human Services
11. The individual signing certifies that they have read and understand all the Request for Proposal information, including the information on the programs/grants/contracts to be audited.
12. The individual signing certifies that the Offeror, and any individual assigned to the audits, do not have a record of substandard audit work and have not been debarred or suspended from doing work with any federal, state, or local government. (If the Offeror or any individual assigned to the audits has been found to violate any state or AICPA professional standards, this information must be disclosed.)

Date

Offeror's Firm Name

Signature of Offeror's Representative

Printed Name and Title of Individual Signing