July 16, 2021

Form 990 Preparation Request for Proposal

Purpose: Wake County Smart Start, Inc. is currently seeking a CPA firm to prepare the IRS Form 990 and related schedules for Wake County Smart Start Inc. and six of its MAC sites:

- Alamance Partnership for Children: 2322 River Road, Burlington, NC 27217
- Cabarrus County Partnership for Children: 1307 S. Cannon Blvd., Kannapolis, NC 28083
- Caswell County Partnership for Children: 1084 NC Hwy 86 N., Yanceyville, NC 27379
- Franklin Granville Vance Smart Start: 125 Charles D. Rollins Rd., Henderson, NC 27536
- Person County Partnership for Children: 111 S. Main St., Roxboro, NC 27573
- Rockingham County Partnership for Children: 7572 NC-87, Reidsville, NC 27320

Scope of Work: Preparation and electronic submission of Form 990 and related schedules for Fiscal Years Ending 6/30/2021, 6/30/2022, and 6/30/2023. All organizations use the cash basis of accounting.

Time period: Drafts of the 990 should be completed by October 1st of each filing period and file electronically by the November 15th due date.

Project Costs: Respondents must propose an hourly rate that would be charged for services along with an estimate of the time required.

Proposal Requirements: Proposal should include the following information: a description of professional background and experience preparing tax returns for nonprofit organizations, experience with Smart Start Partnerships, the size and organizational structure of the firm, a description of the tax team, including their position in the firm, total years, and types of experience; a statement of understanding of the work to be performed, including time estimates; references.

Due Date: Proposals may be submitted no later than **5:00 p.m. August 9, 2021,** to the attention of: Gary Carr, Director of Finance, Wake County Smart Start, Inc., 4901 Waters Edge Drive, Suite 101 Raleigh, NC 27606 or via email to gcarr@wakesmartstart.org .