



**Request for Proposal**  
**Accounting Services**  
**Green Bank for Rural America**  
**Christiansburg, Virginia**

**SUMMARY:** [Green Bank for Rural America \(“Green Bank”\)](#), a newly-formed subsidiary of [Appalachian Community Capital](#), is requesting proposals from a qualified accounting services firm to be a critical part of Green Bank’s operational infrastructure. Green Bank will provide capital and technical assistance to community lenders to finance new energy projects in rural communities across the United States. With initial funding provided in late 2024 of \$500 million from the Environmental Protection Agency (“EPA”), Green Bank has commenced operations with support from its parent organization. Green Bank is now undergoing a competitive procurement process to select an accounting services firm to support its ambitious growth objectives. A description of the organization, services needed, and other pertinent proposal information follows.

**RFP Contact:**

Aleks Whitchurch  
Finance and Operations Manager, Green Bank for Rural America  
[awhitchurch@acc1.org](mailto:awhitchurch@acc1.org)

**RFP SUBMISSION INSTRUCTIONS:**

Email the entire proposal as a single-document attachment (Word, PDF, and PowerPoint are all acceptable formats) by February 14, 2025, at 11:59 PM Eastern Time to [finance\\_ccia@acc1.org](mailto:finance_ccia@acc1.org) (finance‘underscore’ccia@acc1.org). The proposal must be written in English and submitted by email. For questions regarding this request for proposals, please send an email to Aleks Whitchurch at [awhitchurch@acc1.org](mailto:awhitchurch@acc1.org).

**REQUEST FOR PROPOSALS SCHEDULE:**

Release of Request for Proposals	01/08/2025
Submission of Proposals (date and time)	February 14, 2025, 11:59PM
Announcement of Selections	February 28, 2025
Anticipated Contract Start Date	March 31, 2025

**THE ORGANIZATIONS**

The [Green Bank for Rural America](#) (Green Bank) is a wholly-owned, national, non-profit subsidiary of [Appalachian Community Capital](#) (ACC), a Community Development Financial Institution (CDFI) serving member CDFIs across Appalachia founded in 2013. Both ACC and Green Bank are incorporated in the Commonwealth of Virginia and operate largely remotely. This RFP is to provide accounting services to Green Bank only, although we expect the provider will

also support the reporting, data, and informational needs of the parent with respect to Green Bank as its subsidiary.

Green Bank commenced operations in late 2024 with a \$500 million award from the EPA Greenhouse Gas Reduction Fund (“GGRF”) competition. Green Bank’s primary activities will be to provide capital and technical assistance to community lenders to finance new energy projects in rural communities across the United States. To date, Green Bank’s accounting services have been provided through its parent organization.

Green Bank has ambitious growth objectives and, as such, will increase staffing from two to seventeen full-time staff by the end of 2025, while also maintaining a diverse array of contractors, vendors, and consultants. Green Bank’s accounting operations must support this growth and compliance with federal government grant requirements. With this RFP, Green Bank is now undergoing a competitive procurement process to select an accounting services firm to support its ambitious growth objectives.

## SCOPE OF WORK / REQUESTED SERVICES

### *Key Notes:*

- This RFP is to provide services to Green Bank only, however, while Green Bank and ACC are separate entities, much of their financial support will be intertwined. It will, therefore, be critical for the selected organization to support Green Bank’s unique budgeting needs while also understanding their integration into the overall ACC budget.
- Due to the compliance requirements of the EPA’s award, as well as the expectation of additional investments and grants in the future, deep knowledge and understanding of government entity budgeting, tracking, and grant management requirements are a must.
- Both Green Bank and ACC have been declared Microsoft suite organizations. Therefore, while the selected accounting partner may choose to leverage and incorporate proprietary or other software – both the software and its outputs will be expected to integrate seamlessly with the Microsoft suite of products.

**The Accounting Services organization will be responsible for the following services and deliverables:**

### **Budgeting**

- Work with the Green Bank CFO, finance team and Green Bank department heads to support drafting detailed program budgets, initially funded by the EPA grant, but in future years across multiple grants and/or investment entities utilized by Green Bank.
- Develop systems and procedures to track and maintain overall adherence to the budget, including monitoring and flagging of large budget deviations as well as integration of new budgetary needs or requirements as necessary.

- Manage the integration of regular, daily bookkeeping activities with budgetary planning in partnership with GBRA finance and operations staff.
- Support integration of budgeting activities as they roll-up to ACC as the parent organization and help the CFOs and finance teams address budget topics that cross both organizations.
- **Deliverables must include, but are not limited to:**
  - **Detailed Budget-Actual Reports (Monthly, Quarterly, Yearly, and Ad-Hoc)**
  - **Budget Variance Summaries**
  - **Future Year Budget Scenarios and Projections (including Cash Flow), as needed**

### **Bookkeeping and Daily Financial Management**

#### *Key Notes:*

- Green Bank is hiring a remote-first workforce from across the United States; familiarity with state-specific financial reporting and requirements is required.
- Green Bank and ACC have engaged LBMC to provide PEO services for payroll and employee benefits; efficient, secure, and accurate data sharing and integration with the PEO is required.

### **Bookkeeping and Daily Financial Management Services:**

- Provide and maintain an easily implemented and up-to-date accounts receivable and accounts payable process for paying vendors and/or partners through the HR platform.
- Implement and reinforce systems to ensure compliance with Federal Contract Guidelines SFR 200.
- Integrate and partner with the organization's PEO/HR Services providers to ensure proper documentation of payroll, benefits, and state taxes.
- Verify and onboard new vendors, contractors, and partners for payment and tax purposes.
- Be able to complete a timely month-end, quarter-end, and year-end close process for the organization.
- Follow the Accrual Accounting method for maintaining the books while also being able to manage an accurate cash-on-hand view of the organization.
- **Deliverables must include, but are not limited to:**
  - **Accounts Receivable Reports: As Dictated by IRS Guidelines**
  - **Accounts Payable Reports**
  - **Deposit and Vendor Files by Fiscal Year**
  - **Monthly Balance Sheet and Bank Reconciliation Report**
  - **Monthly Payment Reconciliation**

- **Monthly Close Package (P&L, Balance Sheet, Cash Position / Bank Accounts)**
- **Quarterly Close Package (P&L, Balance Sheet, Cash Position / Bank Accounts)**
- **Yearly Close Package (P&L, Balance Sheet, Cash Position / Bank Accounts)**

### **Financial Reporting**

- Develop, manage, and regularly update a package of financial reporting documents for Green Bank leadership, Steering Committee, ACC parent organization, and key investor partners.
- Support the Green Bank and CFO with key metrics and financial wellbeing pulse points ahead of industry meetings and conferences, Steering Committee meetings, and other internal and external conversations.
- Partner with key team members to access grant earnings data from external investment managers and fiscal agents.
- Partner with key team members to provide timely and accurate financial reporting as the organization applies for and manages new grants.
- Partner with the IT services organization to develop a system for owning, managing, retaining, and sharing financial information across various organizational levels and roles.
- **Deliverables must include, but are not limited to:**
  - **Budget Variance Summary**
  - **Cash Position and Forecast**
  - **Investment Returns**

### **Audit and Tax Readiness Support**

*Key Note:* While Green Bank will have independent tax preparers and auditors to perform all required and best-practice submissions, the accounting services partner will be expected to manage documentation and financial readiness in support of this work. In addition, Green Bank expects to have regular transaction audits related to government grants and the accounting services provider will anticipate and help respond to those requests.

- Ensure all financial management tracking and processes are audit-ready.
- Establish protocols for managing government grant expenditures to respond accurately and efficiently to transaction testing and other audit requests.
- Partner with tax preparation organization as well as PEO partner to provide accurate monthly, quarterly, and yearly tax documentation submissions.
- Work with a PEO partner to complete and submit 1099 filings for all vendors and contractors.

**It is anticipated that all of these services will commence by March 31, 2025.**

## BUDGET

- We are open to different billing structures, including fixed prices, cost reimbursement (with profit margin negotiated), and time and materials.
- If cost reimbursement or time and materials methodology is chosen, please provide a detailed build-up of your proposed cost.
- Budget will be subject to terms and conditions negotiated with EPA.

## PROPOSAL MATERIALS

### Responses should include:

- **Executive Summary:** In no more than two pages, summarize your proposal and explain why your firm is best suited to assist Green Bank.
- **Firm Profile:** Briefly describe your firm's size, structure, and resources as applicable to the financial services, nonprofit, and government contracting/ Federal grant managing organizations. An affirmative statement should be included indicating that the firm and all assigned key professional staff can work across various state jurisdictions domestically.
- **Accounting Support Team:** The firm should:
  - ◆ Identify and provide detailed resumes for the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, and other staff who would be assigned to the engagement, and the percentage of time each will spend on the engagement.
  - ◆ Indicate any complaints against the staff that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these individuals.
  - ◆ Provide information on the nonprofit and government contracting / Federal grant accounting experience of key personnel.
  - ◆ Describe what commitments it will make to ensure staff continuity and provide statistics on staff turnover over the past three years.
- **Services Approach:**
  - ◆ Describe the services your firm proposes to provide and how those align or miss any of the requested services as outlined in this RFP.
  - ◆ For those services that you do not provide, please provide an explanation of your recommendation for and approach to interacting with outside organizations that do provide these services.
  - ◆ Provide information on whether you provide services to any similar type of organization or groups.
  - ◆ Describe your firm's philosophy in serving clients, including your commitment regarding the team's accessibility to management and support staff.
  - ◆ Describe how your firm's senior executives will be involved in the

- engagement and address escalation procedures.
- ◆ Describe your firm’s familiarity with and readiness for government, financial services, and independent audits.
- **Diversity commitment:** Briefly outline your firm’s commitment to diversity and inclusion, such as training, supplier diversity programs, pro-bono and/or charitable contribution commitments.
- **References:** Provide a list (minimum of two), including the names and contact information, of clients who may be contacted for reference. This list should include nonprofit and government contracting/Federal grant clients.
- **Fee Commitment:**
  - ◆ Provide a fee proposal for the services included.
  - ◆ Provide a detailed and transparent pricing model for any additional projects or services not included in the proposed scope of work.
  - ◆ Furnish billing rates and hours for each class of professional personnel as needed.
  - ◆ Indicate the locations of office(s) that will be providing services. Describe your approach to billing for expenses, as well as phone calls and routine matters. Please also provide a categorical summary of any out-of-pocket expenses, as well as any other indirect or administrative expenses you intend to charge in conjunction with the overall relationship.
  - ◆ Identify the extent to which your services shall rely on the work of other consultants, outlining these third-party deliverables and timelines necessary to support your proposal.
  - ◆ Green Bank will not be responsible for expenses incurred in preparing the proposal. Such costs should not be included in the proposal.
  - ◆ Identify the firm’s insurer for professional liability with the policy limits of such coverage and expiration date. The successful firm will be required to provide evidence of such insurance as part of its contract with Green Bank.
- **Disclosure and Certifications:**
  - Indicate whether you are presently engaged or plan to be engaged with any other recipient of Greenhouse Gas Reduction Fund dollars.
  - Conflicts of Interest Statement (see below section on Conflicts of Interest).
  - Lobbying Certification (see below section on Byrd Anti-Lobbying Amendment).
  - Partner Demographics

**SELECTION CRITERIA**

Criteria	Max Points
<p><b>MANDATORY CRITERIA:</b> Proposals will not be considered for evaluation without meeting all of the following mandatory criteria:</p> <ul style="list-style-type: none"> <li>A. Licensed Accounting Services organization.</li> <li>B. No record of substandard work.</li> </ul>	<b>10</b>
<p><b>TECHNICAL CRITERIA:</b> Those proposers who have met each of the criteria above will be evaluated on the following criteria:</p> <ul style="list-style-type: none"> <li>A. Responsiveness and timeliness of the proposal in clearly articulating an understanding of the work to be performed.               <ul style="list-style-type: none"> <li>1. The proposer’s understanding and comprehensiveness of response to the RFP regarding each element of work to be performed/scope of work.</li> <li>2. The proposal follows the specified format, and includes all certifications</li> <li>3. The work can be completed within the required project timeline with realistic estimates for each audit step.</li> </ul> </li> <li>B. Firm's technical experience.               <ul style="list-style-type: none"> <li>1. Satisfactory results of reference checks and related materials.</li> <li>2. The proposer has prior experience working with similar organizations.</li> </ul> </li> <li>C. Qualifications of proposed staff.               <ul style="list-style-type: none"> <li>1. Qualifications of engagement and supervisory personnel to be assigned to Green Bank</li> <li>2. Quality of interviews with senior engagement personnel to be assigned to Green Bank</li> <li>3. Experience with managing the security of programs funded by the Federal government.</li> </ul> </li> <li>D. Firm's quality control program.               <ul style="list-style-type: none"> <li>1. Internal quality control program for governmental audits and compliance with EPA program guidelines.</li> </ul> </li> <li>E. Firm’s commitment to diversity and inclusion               <ul style="list-style-type: none"> <li>1. Evidence of firm or individual commitment diversity and inclusion as evidenced by staffing, training, DBE/MBE status, pro bono and/or contributions.</li> </ul> </li> </ul>	<b>60</b>
<p><b>COST CRITERIA:</b> Reasonableness of proposed cost (considering hourly billing rates, number of hours, out-of-pocket expenses, and total proposed cost).</p> <ul style="list-style-type: none"> <li>A. The proposal includes a detailed budget for each type of service in the scope of work.</li> <li>B. The proposed costs are reasonable.</li> <li>C. Contract terms and conditions are acceptable.</li> </ul>	<b>30</b>
<b>Total Points (max)</b>	<b>100</b>

**ATTACHMENT A - REQUIRED TERMS AND CONDITIONS FOR CONTRACTS  
SUPPORTED BY FEDERAL FUNDS**

The following terms and conditions are required to be included in any contract(s) awarded as a result of this solicitation that are supported by federal funds, in whole or in part, during the life of the contract(s). As used herein, "Contractor" shall refer to the selected Proposer and "contracting entity" shall refer to Green Bank.

**BUY USA - DOMESTIC PREFERENCE FOR PROCUREMENTS**

1. Contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.
2. For purposes of this section:
  - a. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
  - b. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. § 1352 (AS AMENDED)**

Contractors that apply or bid for an award exceeding \$100,000 shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or firm for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier, up to the non-Federal award.

**CLEAN AIR ACT AND WATER POLLUTIONS CONTROL ACT PROVISIONS**

Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Clean Air Act, as amended (42 U.S.C. § 7401 et seq.), and the Federal Water Pollution Control Act, as amended (33 U.S.C. § 1251 et seq.) Contractor agrees to report each violation to the contracting entity and understands and agrees that the contracting entity will, in turn, report each violation as required to assure notification to the grantor federal agency and the appropriate Environmental Protection Agency Regional Office. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance.

**CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (FOR ANY CONTRACTS IN EXCESS OF \$100,000 WHEN LABORERS OR MECHANICS ARE USED)**



1. *Overtime requirements:* No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, in any workweek in which he or she is employed on that work, to work more than forty hours in such a workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such a workweek.
2. *Violation: liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (1) of this section, Contractor and any subcontractor responsible therefor shall be liable to the affected employee for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory) for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
3. *Withholding for unpaid wages and liquidated damages.* The contracting entity shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by Contractor or subcontractor under any such contract or any other federal contract with the same Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
4. *Subcontracts.* Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower-tier subcontracts. The prime Contractor shall be responsible for compliance by any subcontractor or lower-tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

**COPYRIGHT AND DATA RIGHTS (IF APPLICABLE)**

1. Data, as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works.
2. Contractor grants to the contracting entity, a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this contract to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data.
3. For data required by the contract but not first produced in the performance of this contract, Contractor will identify such data and grant to the contracting entity or acquires on its behalf a license of the same scope as for data first produced in the performance of this contract.
4. Upon or before the completion of this contract, Contractor will deliver to the contracting entity data first produced in the performance of this contract and data required by the

contract but not first produced in the performance of this contract in formats acceptable by the contracting entity.

**FEDERAL COMPLIANCE**

Contractor acknowledges that Federal funds will be used to fund all or a portion of the contract. Contractor will comply with all applicable Federal law, regulations, executive orders, policies, procedures, and directives. This specifically includes, *but is not limited to*, all 2 CFR 200 requirements, and any Inflation Reduction Act (IRA) requirements and guidance established by the United States Department of the Treasury and/or the EPA for IRA funding. It also includes any legal requirements applicable to the Bipartisan Infrastructure Law, Greenhouse Gas Reduction Fund, and Urban Area Security Initiative (UASI) funding.

**PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (HUAWEI AND ZTE) (IF APPLICABLE)**

Contractor and any sub-contractor are each prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(1) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(2) Telecommunications or video surveillance services provided by such entities or using such equipment.

(3) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

**PUBLICATIONS CLAUSE (FOR INFLATION REDUCTION ACT “IRA” FUNDS)**

Any publications produced with funds from this award must display the following language: “This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury.” This requirement is subject to change based on the requirements of EPA.

**RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT (IF APPLICABLE)**

Contracts or agreements for the substitution of parties, assignment, or performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any applicable implementing regulations.

**SUSPENSION OR DEBARMENT**

1. No contract will be awarded to a Contractor or any party that is debarred from working on federally funded projects, as listed on the government-wide exclusions list in the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov), in accordance with the OMB guidelines at 2 C.F.R. Part 180.
2. This contract is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such, Contractor is required to verify that none of Contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
3. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer.

**AUDITS**

The sub-recipient must submit the audit to the recipient within 9 months of the end of the recipient's fiscal year or 30 days after receiving the report from an independent auditor, whichever is earlier. As provided in 2 CFR 200.337(a) the recipient must provide EPA, the EPA Office of Inspector General, and the Comptroller General with access to the subrecipient's independent auditor reports.

**[Signature Page Follows]**

**ACKNOWLEDGMENT AND CERTIFICATION:**

On behalf of [ NAME OF FIRM], I hereby:

1. Acknowledge that the specific terms and conditions outlined in this Attachment A will be fully incorporated into any contract(s) awarded as a result of this solicitation that are supported by Federal funds, in whole or in part, during the life of the contract(s); and
2. Commit to adhere to all relevant regulations, guidelines, and requirements outlined in this RFP and all Attachments contained within this RFP. Compliance with these regulations is crucial for maintaining the integrity of the qualification process and ensuring fair evaluation.

Name of Firm:

Name of Individual:

Title:

Signature: \_\_\_\_\_

Date:

**SIGN AND RETURN THIS FORM WITH YOUR PROPOSAL SUBMISSION**

- a) Promptly notify Green Bank in writing of any legal proceedings resulting from any subcontract or other commitment related to the terminated portion of the contract;
- b) Settle outstanding liabilities and proposals arising out of the termination.

**END OF DOCUMENT**