

Greater Wasilla Chamber of Commerce
Request For Proposal RFP 24-01

MAIL OR DELIVER PROPOSALS TO:

Greater Wasilla Chamber of Commerce
1155 E Depot Rd
Wasilla, AK 99654
jessica@wasillachamber.org

PROPOSALS MUST BE RECEIVED NO LATER THAN:
December 17th 2024, 5:00 p.m.

SINGLE POINT CONTACT FOR RFP INQUIRIES:

Jessica Viera, CEO
E-mail: jessica@wasillachamber.org

All questions or comments should be in writing and may be submitted via mail, or e-mail. The person designated above shall be the only contact for any inquiries regarding any aspect of this RFP or its requirements.

The Greater Wasilla Chamber of Commerce (the “Chamber”), a 501(c)(6) organization, invites proposals from qualified firms or individuals for tax preparation and filing services for a three-year period, beginning with the fiscal year ending December 31, 2024, and continuing through the fiscal year ending December 31, 2026. The selected service provider will ensure compliance with all applicable federal and state tax regulations while maintaining the highest standards of confidentiality and professionalism.

BACKGROUND

The Greater Wasilla Chamber of Commerce is a dynamic and influential organization that represents the interests of businesses in the greater Wasilla area. We are committed to promoting economic growth, advocating for our members, and enhancing the overall business environment in our community.

As a 501(c)(6) organization, the Chamber is required to file annual tax returns, including but not limited to Form 990 and any applicable state filings.

SCOPE OF WORK

The selected service provider will be responsible for:

Preparation and Filing of Federal and State Tax Returns:

- Prepare & file Form 990 for the fiscal year ending December 31, 2024.
- Prepare & file Form 990 for the fiscal year ending December 31, 2025.
- Prepare & file Form 990 for the fiscal year ending December 31, 2026.
- Ensure compliance with all applicable state tax filing requirements.

Tax Planning and Advisory Services:

- Provide guidance on tax-related issues and opportunities for the Chamber to optimize its financial operations within the bounds of the law.

Compliance Assurance:

- Identify and address any potential issues with tax compliance.
- Advise on best practices to maintain compliance with 501(c)(6) requirements.

Recordkeeping and Support:

- Retain necessary tax records for a defined period (provide to Chamber for retention) and assist in responding to any audits or inquiries.

SUBMISSION GUIDELINES

Interested individuals or firms are invited to submit their proposals, including the following information:

Proposal Transmittal & Submission Form.

Cover Letter: A brief introduction and overview of your qualifications and experience, specifically with non-profit organizations.

Proposal Narrative: Describe your approach to the tax preparation and filing process, including steps to ensure accuracy and compliance.

Cost Proposal: Outline the fee structure, including a breakdown of costs for tax preparation, filing, and any additional services.

Timeline: A proposed timeline for completing the tax preparation and filing process.

References: References from previous clients (suggested, not required)

Contact Information: Your contact details, including email address and phone number.

TIMELINE

RFP Issued: December 9th, 2024

Proposal Submission Deadline: December 17th, 2024, 5 PM AK

Proposal Evaluation: December 2024

Vendor Selection: No later than December 31st, 2024

Notification of Award: No later than January 15th, 2024

PROPOSAL TRANSMITTAL & SUBMISSION

All proposals should be submitted to the Greater Wasilla Chamber of Commerce at 1155 E Depot Rd, Wasilla AK 99654, or electronically in PDF format to jessica@wasillachamber.org no later than 5 PM on December 17th, 2024. Please direct any questions or inquiries to Jessica Viera, CEO at jessica@wasillachamber.org or 907-376-1299.

The Greater Wasilla Chamber of Commerce reserves the right to accept or reject any proposal and to make the final selection based on our organization's best interests. We appreciate your interest in working with us and look forward to receiving your proposal.

**GREATER WASILLA CHAMBER OF COMMERCE
PROPOSAL TRANSMITTAL & SUBMISSION FORM
Request For Proposal RFP 24-01**

Proposal Checklist:

- Cover Letter
- Proposal Narrative
- Cost Proposal
- Timeline
- References
- Contact Information

Submission Date: _____

Submission Method: Email Mail In Person Other (Specify) _____

By signing below, the Offeror has made true and accurate representations, certifications, and statements regarding its status and its proposal.

Vendor Name: _____

I certify that I am a duly authorized representative of the firm listed above, that the information and materials enclosed with this proposal accurately represent the capabilities of the firm to provide the services indicated in compliance with the requirements of the solicitation. The Greater Wasilla Chamber of Commerce is hereby authorized to request from any individual any pertinent information deemed necessary to verify information regarding the capacity of the firm, for purposes of determining responsiveness of the proposal, or responsibility of the firm as a prospective Contractor.

Signature: _____

Printed Name: _____

Address: _____

Title: _____

Email: _____

Phone No: _____

Date: _____