

ECONOMIC DEVELOPMENT COLLABORATIVE REQUEST FOR PROPOSALS ACCOUNTING/FRACTIONAL CFO SERVICES

PURPOSE AND EDC BACKGROUND

A. Purpose

EDC has experienced substantial growth over the past several years, expanding from 5 to 12 staff members, broadening its program scope, and increasing from some \$5 million in annual program service revenue to \$12 million, plus managing \$9 million in loan capital. This rapid expansion has increased demands on our administrative infrastructure.

While we are seeking to enhance our administrative capacities, we are also seeking to do so at the same time as we project program and revenue uncertainty going forward. Given such volatility, it is important that we maintain our flexibility, such that allows us to adjust to scale, to growth and decline in revenue.

By this RFP we are seeking proposals to on-board capacities for full service outsourced Accounting services, including a Fractional CFO.

General Submittal Information: Interested parties must submit proposals for receipt by EDC no later than **10:00 a.m. on Monday, November 10, 2025.** Late responses will not be considered.

See detailed submittal instructions below.

B. Background Information, EDC

Established in 1996, EDC-VC is a California not-for-profit, 501 (c) (3) entity, organized as a public/private partnership, dedicated to growing the region's economy.

The EDC currently employs 12 FTEs and maintains a base of more than 50 contract consultants and business advisors. We are service-driven and outcome-oriented, funded primarily by performance-based grants and contracts from federal, state, and local public agencies, providing business advising, alternative lending, professional training, and economic development services.

For major programming, we administer the Ventura and Santa Barbara Counties [Small Business Development Center](#), providing through a team of more than 50 professional advisors technical assistance to some 2,000 firms annually. We assist businesses to access capital both through connections to other lenders and through our own [direct lending](#). We maintain special capacity for the larger Los Angeles region for targeted assistance in [international trade](#), business start-up and innovation, manufacturing, and business process improvement. EDC also serves as the [Ventura County Film Commission](#), the lead for the Pacific Coast Broadband Consortium under contract with the CA Public Utilities Commission, is designated by the Governor's Office of Business & Economic Development as an [Inclusive Innovation Hub](#) grantee, and serves as fiscal agent and co-convener for [Uplift Central Coast](#), a six-county multi-million and multi-stage initiative for planning and implementing a resilient and inclusive regional economic ecosystem.

The EDC's mission is to create empowered business owners, connected community partners, and informed civic leaders in the greater Ventura and Santa Barbara County and Central Coast region.

Our vision is for a strong and healthy Ventura and Santa Barbara regional economy with a high quality of life and broadly shared opportunities.

For more on EDC, go to <https://edcollaborative.com/>; for more on staffing, advisors, and the board, go to the "About" tab; for a profile of recent service activities, see our [2024 Community Impact Report](#).

NATURE OF SERVICES

We are seeking proposals for full service, outsourced Accounting and Bookkeeping services, including a Fractional CFO functionality.

(Please note that we are also, by a separate Request for Qualifications, seeking contract partner capacity for facilitating the process for managing our systems change for onboarding this outsourced Accounting/CFO service and for improving the integration of program and financial management systems. For that separate RFQ, go to www.edcollaborative.com.)

I. Scope of Services Requested

- Accounting & Bookkeeping
- Monthly reconciliations
- Accounts payable/receivable management
- Payroll support or coordination
- Monthly close process
- Grant & Fund Accounting
- Restricted fund tracking
- Grant-level reporting (monthly/quarterly)
- Support for compliance with funder requirements
- Controller / Financial Oversight
- Preparation of accurate, timely financial statements
- Budget vs. actual tracking
- Support with audit preparation
- Form 990 support, coordination with auditors
- Fractional CFO / Strategic Services
- Budget development & forecasting
- Scenario planning and dashboards
- Board reporting and presentations

- Advisory for financial strategy and sustainability
- Cleanup & Transition
- One-time cleanup of existing books
- Migration or optimization of financial systems

II. Evaluation Criteria

- Nonprofit and grant accounting expertise
 - Describe your experience with nonprofits of similar size and complexity.
- Team qualifications and communication approach
 - Titles/experience of who would be assigned to our account
 - How do you structure communication with clients (calls, dashboards, reports)?
- Grant Reporting
 - How do you handle grant-by-grant financial reporting?
 - Can you support customized reporting formats required by funders?
- Scalability and ability to grow (or decline given revenue volatility) with our organization
 - What are the cost implications of scaling?
- Cost structure and transparency/Pricing
 - Estimated one-time fee for cleanup and transition.
 - Ongoing monthly or annual fees by service tier (bookkeeping, controller, CFO).
 - What is included in base pricing vs. billed separately?
- Which accounting software do you use/recommend?
- Do you provide dashboard or KPI reporting tools?
- Audit & Compliance
 - Describe how you prepare organizations for annual audits?
 - Do you provide support with Form 990?

III. SUBMITTAL OF QUALIFICATIONS

To obtain the maximum degree of comparability for a uniform review process, proposals must be organized as follows, all in a single pdf document:

A. Title Page, Organization Profile, Name and Location of the Primary Contact for this Engagement

1. Include Firm/Consultant name, local address, and telephone number; state the name of the contact person for the proposal.
2. State whether the consultant/proposing organization is local, national, or international.
3. Provide the location of the primary office from which services to EDC are to be provided.

B. Summary of Proposer's/Consultant's Qualifications

1. **Provide your standard product summary/pitch deck for our consideration.**
2. **Scope of Work:** In a separate narrative summary *not to exceed four pages* provide a succinct response to each of the Scope of Work elements identified in Section II above.

Please provide the responses in the same order as outlined in Section II above.

3. **Relevant Experience, References:** On one page separate from the narrative requested above, briefly list and describe other engagements that have some similarity or other relevance for demonstrating capacity for providing the services identified in the Scope of Work above.

Provide three references, contact information to include name, title, phone number, and organizational affiliation.

4. **Resumés, other demonstrations of expertise and experience.** Please provide resumés for the lead and any additional primary providers of services as proposed. Proposers are also encouraged to attach or link any work product or other material that demonstrates expertise and experience.

C. Submittal Instructions:

1. The submittal must be received by 10:00 a.m., Monday, November 10, 2025.
2. Late proposals will not be accepted.
3. Submittals are to be presented in a single PDF document, with "Accounting/Fractional CFO" in the subject line.
4. Submittals will **only be accepted via email** to Bruce Stenslie, EDC President/CEO, bruce@edcollaborative.com.
5. All submittals received will be provided a receipt for their submission by email. If you do not receive an emailed confirmation, or you wish to call and verify receipt, you may contact Bruce Stenslie at 805-794-0455.

6. All other questions or correspondence concerning this request for qualifications should be directed to: Bruce Stenslie, President/CEO, (805) 794-0455, bruce@edcollaborative.com.

IV. SUMMARY, NEGOTIATION, ENGAGEMENT LETTER

EDC reserves the right to reject any and all proposals submitted and to request additional information from those making proposals.

The award will be made to the proposer, which, in the opinion of EDC, is best qualified.

After selection of the contractor, EDC reserves the right to enter into negotiations with the contractor for this scope of work as presented, and/or for additional work, and/or to further define work requirements for the engagement period.

While the initial engagement is intended for 13 months (December 1, 2025 – December 31, 2026, with EDC's discretion for extension, EDC may elect to negotiate an engagement for a shorter or longer term.

No services may be authorized or invoiced without a jointly agreed-upon and approved agreement.

For Additional Information, Contact

Bruce Stenslie, President/CEO
bruce@edcollaborative.com
805-794-0455