



# PROPOSAL KIT SAMPLE

## Accounting Request for Proposal (RFP) Sample

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August 1, 20xx

Macey Zylstra  
Owner  
Zylstra Accounting Service  
1934 Main Street  
Suite 103  
Seaside, OR 97138

Dear Ms. Zylstra,

Breezy Beach Motel invites your company to submit a proposal to provide accounting and associated services from Zylstra Accounting Service.

Your company is a well-respected member of our community with known experience in the fields required for this proposal. You will find all the information you need included in this packet.

We look forward to receiving your proposal and bid.

Sincerely,

Grace Hallston  
Owner  
Breezy Beach Motel  
503-555-9810  
g.hallston@BreezyBeachMotel.com  
www.BreezyBeachMotel.com



# RFP

## Invitation to Submit Proposal to Provide Accounting and Associated Services for Breezy Beach Motel

Prepared for: Macey Zylstra  
Owner, Zylstra Accounting Service

Prepared by: Grace Hallston  
Owner, Breezy Beach Motel









# REQUIREMENTS

Requirements for submitting a proposal and estimate for our contract include:

- **Bidders must have a minimum of three years of experience in the accounting industry**

Describe the experience and training of the accounting staff that will provide services.

- **Bidders must provide payroll services**

Paychecks must be issued to all employees every two weeks, and payroll taxes must be automatically deducted from salaries as required by law.

- **Bidders must provide bookkeeping and record-keeping services**

Reservations and payments for motel rooms will be taken by our reservation service, which will provide this information to the accounting service for input into standard bookkeeping format. Maintenance and replacement records and costs must be entered as well, with all records preserved in an easily accessed format.

- **Bidders must provide actuarial services**

These services include providing statistical information when needed, advising management, and contracting with appropriate agencies.

- **All accounting staff must be experienced and vetted**

Provide work histories and background check information for all your staff.

- **Bidders must provide five references from long-term clients**

List references from five clients for whom you have provided continuous accounting services for a minimum of one year. See the References page for format and details of information to be provided.

- **Bidders must be located within 30 miles of our location**

Breezy Beach Motel is dedicated to hiring locally, and we desire for our accounting partner to be able to easily meet in person with our managers.





# REFERENCES

List references from five clients for whom you have provided continuous accounting services for a minimum of one year. Use the following format for each reference listed.

- **Reference Name**

Reference company  
Reference title  
Phone: Reference phone  
E-mail: Reference e-mail

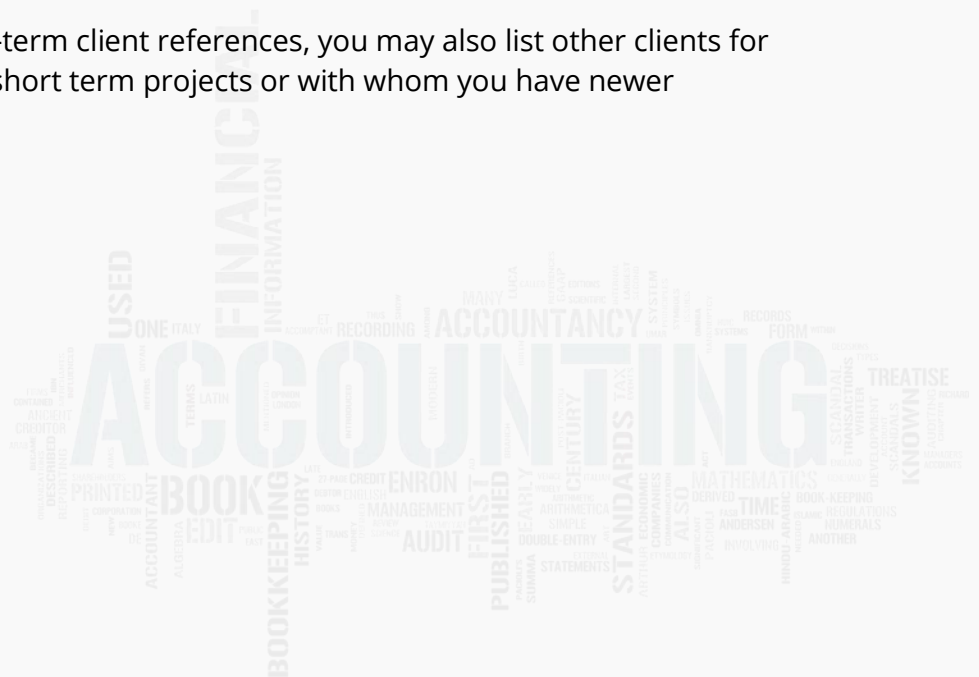
Length of contract: Start and end dates of contract  
Services provided by: List personnel providing service

URL to client's site or portfolio page

Description of services provided to this reference.

## Notes

In addition to five long-term client references, you may also list other clients for whom you have done short term projects or with whom you have newer relationships.







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