MOJAVE DESERT HERITAGE AND CULTURAL ASSOCIATION

Goffs, California

Request for Proposals

Annual Tax Filing Services

Annual tax filings and IRS Form 990 preparation for a nonprofit

Issued by	Mojave Desert Heritage and Cultural Association (MDHCA)
Services sought	Annual tax filing services for a nonprofit organization, including IRS Form 990 preparation and filing and related California filings
Submit to — mail	MDHCA, 37198 Lanfair Road, Essex, CA 92332-9786
Submit to — email	lhmisajet@themojaveroad.org
Proposal deadline	February 1, 2027
Questions	Direct questions to the email address above

Please read this request in full and include every item listed under "What to include in your proposal" so MDHCA can compare proposals fairly.

1. Introduction

The Mojave Desert Heritage and Cultural Association (MDHCA) is seeking proposals from qualified accountants and accounting firms to provide annual tax filing services for the Association.

MDHCA is a nonprofit organization. Experience with nonprofit organizations and with preparing and filing IRS Form 990 and related annual tax filings is essential for this engagement. Interested accountants and firms are invited to submit a proposal and resume as described in this request.

2. About MDHCA

MDHCA is based at Goffs, California, at 37198 Lanfair Road, Essex, CA 92332-9786. The Association preserves and shares the history and cultural heritage of the East Mojave Desert, operates the Goffs Cultural Center and museum grounds, maintains archives and collections, and presents public programs, field trips, and publications, including the Mojave Road Report.

As a nonprofit, MDHCA relies on memberships, donations, grants, program and event income, and sales. Accurate, timely annual tax filings are essential to meeting MDHCA's state and federal filing obligations and to maintaining its nonprofit status.

3. Scope of services

MDHCA primarily needs a nonprofit-experienced accountant to prepare and file its annual tax filings, including the IRS Form 990. The selected accountant will provide the services below.

- **Form 990 and annual tax filings —** preparation and filing of the annual IRS Form 990 (or Form 990-EZ / 990-N, as applicable), together with any related California annual filings, and advice well in advance of filing deadlines.

- **Coordination for the filings —** working with MDHCA's Treasurer and Board to identify and gather the financial information needed to complete the annual filings accurately, and responding to questions from the Treasurer and Board about those filings.
- **Advisory services related to the filings —** advice, in connection with the annual filings, on changes in nonprofit tax or reporting requirements that affect MDHCA.

MDHCA will confirm the final scope, filing schedule, and division of responsibilities with the selected accountant before work begins.

4. Minimum qualifications

To be considered, a respondent must demonstrate all of the following:

- Experience providing annual tax filing services to nonprofit organizations.
- Demonstrated experience preparing and filing IRS Form 990 returns.
- A current CPA license or other appropriate professional credential, or, for a firm, appropriately licensed staff assigned to this engagement — please state the credential and license information.
- Knowledge of nonprofit fund accounting, including restricted donations and grants.
- Ability to meet annual filing deadlines and to communicate clearly with a volunteer Board and Treasurer.
- Professional references from nonprofit clients.

Please disclose any conflict of interest, disciplinary action, or limitation that could affect your ability to serve MDHCA.

5. What to include in your proposal

Please submit a concise proposal that includes the following. A resume is required.

1. **Cover information** — name of the individual or firm, address, phone, and email, and the name of the person who would serve as MDHCA's primary contact.
2. **Resume** for the individual(s) who would perform the work.
3. **Nonprofit experience** — a summary of your experience with nonprofit organizations, including the number of years and the types and sizes of nonprofits served.
4. **Form 990 experience** — the number and type of Form 990 returns you prepare each year and your familiarity with related California filings.
5. **Approach** — how you would handle the annual tax filings described above, your typical timeline for completing them, what information you would need from MDHCA, and how you would work with MDHCA's Treasurer and Board.
6. **References** — at least two references from nonprofit clients, with contact information.
7. **Fees** — your proposed fees, stated clearly, for annual Form 990 preparation and filing and for the related California annual filings, and a list of any additional or out-of-scope charges.
8. **Availability** — when you could begin, and your availability during Form 990 and annual filing preparation.
9. **Credentials** — proof of licensure and, if applicable, professional liability insurance.

6. How to submit

Send your proposal and resume by mail or by email to:

MDHCA • 37198 Lanfair Road, Essex, CA 92332-9786
Email: lhmisajet@themojaveroad.org

If submitting by email, please use the subject line "Proposal — Annual Tax Filing Services" and attach your proposal and resume as PDF files where possible.

Deadline:

Proposals are due February 1, 2027. Proposals received after the deadline may not be considered. MDHCA will acknowledge receipt of emailed proposals; if you do not receive an acknowledgment, please follow up by email.

7. Evaluation and selection

MDHCA will evaluate proposals on the following criteria:

- Nonprofit annual tax filing experience
- Form 990 preparation and filing experience
- Qualifications and credentials of the individual(s) assigned
- Approach, responsiveness, and fit with a small, volunteer-led nonprofit
- References
- Fees and overall value

MDHCA may contact references, request additional information, or invite finalists to speak with the Board or a selection committee before making a decision. Selection is not based on fees alone.

8. Terms

- This request does not commit MDHCA to award a contract, to pay any cost incurred in preparing a proposal, or to procure any service.
- MDHCA reserves the right to accept or reject any proposal, to waive informalities, and to negotiate terms with the selected respondent.
- The anticipated term of the engagement is one year with renewal by mutual agreement. The final agreement, scope, and fees will be confirmed in writing.
- All financial information provided to the selected accountant in the course of the engagement is to be treated as confidential.
- The selected accountant must act as an independent contractor and maintain any licensure and insurance required for the work.

Thank you for your interest in serving the Mojave Desert Heritage and Cultural Association.

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