

April 20, 2026



## **Request for Proposals (RFP)**

Financial Management Consulting Services

Seven Hills Neighborhood Houses, Inc.

Issued: April 20, 2026

Responses Due: May 8, 2026

### **1. Introduction**

Seven Hills Neighborhood Houses (SHNH) invites proposals from qualified consultants or firms to provide financial management consulting services to strengthen organizational financial systems, stabilize cash flow, and enhance long-term fiscal sustainability.

This engagement is supported by funding from the LISC Section 4 Innovation Funding (FY22–23) program. The consultant will work closely with leadership and staff to implement improved tools, systems, and practices that enhance financial health and build internal capacity for sustainable growth.

### **2. Background and Strategic Importance**

Seven Hills is a community-based organization working to build resilient, equitable neighborhoods through housing, workforce, and community development initiatives. Limited cash reserves and inconsistent cash flow have constrained its ability to plan strategically and scale impact.

To address this, Seven Hills seeks a consultant with demonstrated expertise in nonprofit financial management, cash flow forecasting, and organizational capacity building. The engagement will ensure Seven Hills not only stabilizes its financial operations but also develops internal expertise to sustain and grow its mission over time.

### **3. Scope of Work**

The consultant will:

1. Conduct a Comprehensive Financial Assessment
  - Review current financial systems, policies, and practices.
  - Identify gaps and assess risks affecting liquidity and long-term sustainability.
2. Develop and Implement a Cash Flow Stabilization Plan
  - Design short-term strategies to improve cash flow management.
  - Introduce tools for cash flow forecasting and liquidity tracking.
3. Create a Long-Term Financial Strategy
  - Develop multi-year financial plans aligned with strategic organizational goals.
  - Recommend revenue diversification and reserve-building strategies.
4. Enhance Budgeting and Internal Controls
  - Establish or refine budgeting processes and internal controls to safeguard assets.
  - Implement monitoring tools or dashboards to support financial decision-making.
5. Train Staff and Coach Leadership

- Provide hands-on training for staff and leadership in financial management.
  - Facilitate leadership coaching focused on fiscal accountability and decision-making.
6. Deliver a Sustainability Roadmap and Final Report
- Outline a roadmap for ongoing financial health post-project.
  - Provide all related tools, templates, and supporting documentation.

#### 4. Project Deliverables & Timeline

<b>Milestone</b>	<b>Target Timeline</b>
Secure Consultant	May 2026
Project Launch & Assessment	June 2026
Financial Planning & Short-Term Stabilization	July–August 2026
Cash Flow Implementation	August–September 2026
Budgeting & Controls	September 2026
Capacity Building & Coaching	October 2026
Final Sustainability Roadmap & Wrap-Up	November 2026

#### 5. Expected Outcomes and Impacts

The consultant’s work is expected to achieve the following:

- Improved cash flow stability and liquidity.
- Enhanced financial systems, budgeting, and internal controls.
- Increased organizational capacity to manage growth and deliver programs.
- A clear roadmap for long-term sustainability and resilience.
- Staff equipped with the skills and tools necessary to access future LISC and other funding resources.

#### 6. Performance Measures

Performance outcomes will be tracked in alignment with Section 4 indicators:

	<b>Target</b>
Actions benefiting individuals, groups, or organizations with community/economic impact	1
Web-based platforms enhanced or deployed	1
Attendance records (training/engagement)	5
Peer-to-peer learning (exchange) events	1
Individuals earning a certificate or credential from training	2

#### 7. Consultant Qualifications

Qualified consultants or firms must demonstrate:

- At least 5 years of experience in nonprofit financial management, accounting systems design, or fiscal capacity-building.

- Expertise in cash flow forecasting, internal control design, and budgeting for mission-driven organizations.
- Proven success coaching nonprofit boards or executive teams on fiscal leadership.
- Strong knowledge of federal grant compliance and Uniform Guidance (2 CFR 200).

Experience with community development corporations (CDCs) or LISC-funded organizations is preferred.

## 8. Proposal Requirements

Submissions must include the following:

1. Cover Letter summarizing understanding of the scope, relevant experience, and proposed approach.
2. Proposed Work Plan & Timeline describing methods, deliverables, and schedule.
3. Qualifications of consultant(s), including bios or resumes.
4. Budget & Cost Proposal including estimated hours, rates, and total cost.
5. References from at least two prior nonprofit or government clients.
6. Documentation of SAM Registration (required for federal-funded work).

### Cost Proposal Format Example:

Consultant/Firm	Estimated Hours/Days	Rate per Hour/Day	Expenses	Total Proposed Contract
[Name]	[e.g., 80 hours]	[e.g., \$125/hr]	[Itemized]	[Total]

Please ensure pricing is fair and reasonable in light of the work to be performed.

## 9. Procurement Process

Seven Hills will conduct a competitive selection process consistent with federal procurement standards to ensure free and open competition. Proposals will be reviewed based on the following evaluation criteria:

Evaluation Criteria	Weight
Demonstrated relevant experience	30%
Quality and clarity of work plan	25%
Cost reasonableness	20%
Staff qualifications	15%
References/reputation	10%

If the selected consultant does not propose the lowest cost, justification will be documented based on qualifications and value.

## 10. Submission Instructions

Deadline: May 8, 2026

Submit electronically to:

Ashley Gibbs, Real Estate Project Manager

Seven Hills Neighborhood Houses

Email: [ashley.gibbs@7hillsnh.com](mailto:ashley.gibbs@7hillsnh.com)

Phone: 513-549-4872

Questions may be submitted via email no later than April 27, 2026. Late or incomplete proposals may not be considered.

## 11. Terms and Conditions

- The term of the contract is expected from May 2026 through November 2026, with allowable invoicing through December 2026.
- All costs must comply with OMB Uniform Guidance and LISC documentation standards.
- Consultant payments will require submission of detailed invoices and proof of payment for grant expense backup.
- Seven Hills reserves the right to reject any or all proposals and to negotiate terms as necessary to fulfill project objectives.

Sincerely,



Alexis Kidd  
Executive Director  
Seven Hills Neighborhood Houses

*As partners in the communities we serve, we are dedicated to improving the quality of life of our neighbors.*

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