

MONTGOMERY COUNTY GREEN BANK
Request for Proposals: CFO Services
Issue Date: July 1, 2025

Response Due: July 31, 2025 by 5:00 PM ET
Submission Email: rfp@mcgreenbank.org

1. PURPOSE

The Montgomery County Green Bank (the “Green Bank”), a publicly chartered 501(c)(3) established to accelerate clean energy and energy-efficiency investment in Montgomery County, MD, invites proposals from qualified finance firms or individuals (“Respondents”) to provide CFO-level services under a time-and-materials or capped-price arrangement. A fixed-price option may also be proposed.

This engagement supports the Green Bank's mission and compliance needs as a financial steward of capital in Montgomery County, MD.

2. BACKGROUND

The Green Bank is a nonprofit organization created by Montgomery County under County Code Chapter 18A and incorporated as a 501(c)(3) to advance clean energy, energy efficiency, and climate resilience across the County. The Green Bank is a catalyst for scaling private investment into clean energy and climate resilient projects that support a more equitable and sustainable Montgomery County, MD. The Green Bank partners with local lenders, contractors, building owners, and residents to develop and deploy innovative financing tools and technical support. These solutions expand access to clean energy upgrades for multifamily housing, commercial buildings, small businesses, and homeowners.

By the end of FY2024, the Green Bank supported over \$150 million in clean energy investments, leveraging both public and private capital and expanding a focus on equity and access. The Green Bank's products align with the County's Climate Action Plan and continue to scale to meet the need. As its portfolio and operations grow, the Green Bank seeks enhanced financial leadership to support its stewardship and impact.

3. SCOPE OF SERVICES

The contracted scope will be finalized with the selected Respondent and includes, at minimum:

- **Treasury and Fund Balance Management:** Funding and liquidity projections, treasury management policy review and implementation, coordination with CEO on borrowing/funding strategies.

- **Budget and Compliance:** Development of fiscal year budgets, budget-to-actual, funding and budget compliance reporting.
- **Audit and IRS Form 990 Support:** Support Green Bank staff and contract accountants with financial audit; propose policies and procedures to enhance future audit or bookkeeping processes.
- **Internal Controls and Financial Policies:** Assess and recommend improvements to internal controls, segregation of duties, and compliance processes at a corporate level and for individual products.
- **Other Projects:** As agreed with the CEO, other projects related to financial management.

4. RFP PROCESS

Respondents are welcome to submit questions and proposals via email to rfp@mcgreenbank.org. Anticipated deadlines are as follows. The Green Bank reserves the right to update deadlines and requirements as appropriate.

- **Questions due:** July 11, 2025; answers to be returned and posted by July 18. All questions will be posted on the Green Bank website anonymously unless specific business confidential information is identified so that it may be redacted.
- **Proposal deadline:** July 31, 2025, 5 PM ET.
- **Interviews (if conducted):** Early August.
- **Award and execution of agreement:** End of August.
- **Contract Duration:** An initial three-month period followed by continual one-year options as agreed by both parties.

5. PROPOSAL REQUIREMENTS

Respondents must include: (i) a cover letter and firm (individual) profile; (ii) qualifications and references (green bank, nonprofit, public-sector CFO clients); (iii) technical approach, including strategies in similar engagements for delivering each scope component; (iv) CVs of engagement team members; (v) time-and-materials rate schedule, and/or fixed-price or not-to-exceed caps, including basis for fee structure and estimated hours. Optional: include sample deliverables as appropriate.

Proposals should be attached (Word or PDF) to the email submissions.

6. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Experience & Expertise (30%) – Green bank/CDFI/nonprofit CFO experience.
- Approach & Work Plan (25%) – Comprehensiveness, realism, and alignment with strategic priorities.
- Team & Availability (15%) – Strength, qualifications, and time commitment.
- Fees & Value (20%) – Transparency, competitiveness, and value.
- References & Past Performance (10%)

Shortlisted respondents may be interviewed; references will be checked.

7. CONTRACT TERMS

See Standard Contract for terms which, among others, include:

- Agreement Type: Master services agreement.
- Billing: Monthly invoices with time-tracking detail.
- Insurance & Indemnity: Professional liability, errors and omissions.
- Termination: 30-day termination by either party.