

Request for Proposals (RFP) for Bookkeeping Services

Section 1: Introduction and Organizational Background

1.1. Purpose of the Request

The North Dakota Association of Nonprofit Organizations (NDANO) is seeking proposals from qualified individuals or firms to provide comprehensive outsourced bookkeeping and financial reporting services. The goal of this engagement is to ensure accurate and timely financial records, maintain compliance with nonprofit accounting principles, and provide reliable financial intelligence to management and the Board of Directors.

1.2. Organization Overview

- Mission: Educate, advocate and connect to strengthen nonprofits.
- Legal Status: 501(c)(3) Nonprofit Organization
- Fiscal Year End: December 31
- Annual Operating Budget/Revenue: Approximately \$150,000
- Key Financial Metrics:
 - Number of employees: 0 – NDANO operates through volunteers and contractors
 - Approximate number of monthly transactions: 5 (more during the conference)
 - Number of bank/investment accounts: 3
- Current Accounting Software: QuickBooks

1.3. Term of Engagement

We are seeking an initial contract for a period of 24 months, beginning on or about June 1, 2026 with the mutual option to renew annually thereafter.

Section 2: Scope of Work and Deliverables

The selected bookkeeper will be responsible for the following core services on an ongoing basis. Proposers are required to address each item below and confirm their capacity and methodology for execution.

2.1. Routine Transaction Processing & Management (Monthly/Bi-Weekly)

Task	Details
Accounts Payable (A/P)	Process vendor invoices, expense reimbursements, and manage the bill payment cycle (electronic and check payments). Note: Final payment authorization remains with Board Treasurer.
Accounts Receivable (A/R) & Revenue	Accurately record all revenue, donations, and grant income. Ensure proper designation of restricted versus unrestricted funds.
Bank & Credit Card Reconciliation	Perform monthly reconciliation of all operating, savings, investment, and other accounts.
Journal Entries	Prepare and post required monthly entries, including adjusting, accrual, deferral, and depreciation entries.
Contractor Allocation	Coordinate contractor payments and properly record and allocate across designated function/programs/projects.
Chart of Accounts Maintenance	Maintain and optimize the general ledger and chart of accounts structure.

2.2. Financial Reporting and Analysis (Monthly/Quarterly)

Report/Service	Frequency	Recipient
Standard Financial Statements	Monthly	Finance Committee
Board Package Reports	Quarterly (for Board Meetings)	Board of Directors
Budget-to-Actual Analysis	Monthly	Finance Committee
Cash Flow Projections/Analysis	Monthly	Executive Director
Reporting Software Access	Provide read-only access to key management staff	Executive Director

2.3. Compliance and Year-End Support

- Year-End close: Prepare all necessary year-end journal entries and provide a final, reconciled trial balance.

- Federal and state reporting support: Provide all required financial data and documentation to the external CPA firm for the timely preparation of Form 990, 1099s, and any relevant state tax filings.
- Grant compliance: Assist in tracking grant expenditures and prepare financial documentation necessary for final grant reports to funders.
- Internal controls: Advise and recommend best practices for enhancing financial policies and internal control procedures.

Section 3: Proposal Requirements

Proposals should be no more than three (3) pages and should include the following:

3.1. Firm Profile and Qualifications

1. **Organizational History:** Overview of your firm/individual, including size, location, and years in business. You must live and work in North Dakota through the entirety of the contract period.
2. **Nonprofit Experience:** Detailed description of experience serving nonprofit organizations, including the number of nonprofit clients currently served and the average size (budget) of those clients.
3. **Key Personnel:** Provide resumes or biographies for the specific staff member(s) who will be assigned to our account, detailing their experience with fund accounting, grant reporting, nonprofit best practices, any professional certifications or memberships and any additional relevant information.

3.2. Proposed Approach and Methodology

1. **Service Delivery:** Describe your proposed process for managing the Scope of Work including the typical weekly/monthly time commitment and communication cadence.
2. **Technology:** Confirm familiarity with our current accounting software, describe any supporting technology or portals you would use to streamline workflow (e.g., receipt management tools, secure file sharing).
3. **Transition Plan:** Briefly outline the steps you would take to seamlessly transition the bookkeeping function from our current method/provider to your firm, including how much time (weeks, months) you believe is necessary.

3.3. Client References: Provide contact information (Name, Title, Organization, Phone, Email) for three (3) current or recent nonprofit clients for whom you have provided similar services.

3.4. Fee Proposal

1. Fixed Monthly Fee: Provide a proposed fixed monthly fee for the recurring services outlined in the Scope of Work. Please clearly state what is included and what is excluded from this fee.
2. Out-of-Scope Rates: Provide an hourly rate for any project-based work or services requested that fall outside the monthly fixed fee (e.g., setting up a new grant tracking system, extensive audit-related research).
3. Pricing Guarantee: State any guarantee regarding fee increases for the initial contract term.

Section 4: Evaluation and Submission

4.1. Submission Instructions

- Submission Deadline: **March 6, 2026 at noon Central Time**
- Submission Method: Proposals must be submitted electronically as a single PDF document to using this link: <https://forms.gle/aSFQ3H8QQB6nVnaG8>.

4.2. RFP Contact - All questions regarding this RFP may be submitted via email to: Anne Stoll, NDANO Treasurer, astoll@eidebailly.com by February 27, 2026 at noon Central Time.

4.3. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Nonprofit experience and expertise
- Proposed approach and methodology
- Fee proposal and cost-effectiveness
- References and client feedback
- Location: organizations and individuals must live and work in North Dakota to be considered
- Membership: NDANO members will score more favorably