

REQUEST FOR PROPOSALS

OUTSOURCED ACCOUNTING AND FINANCIAL SUPPORT SERVICES

RFP issued	August 31, 2026
Proposal deadline	September 21, 2026
Submission email	info@communitycouncilstc.org

1. Purpose

Community Council of St. Charles County invites qualified firms or professionals with demonstrated nonprofit accounting experience to submit proposals for ongoing outsourced accounting and financial support. Community Council seeks a collaborative partner that can strengthen day-to-day accounting operations, provide accurate and timely financial reporting, support compliance, and offer strategic financial guidance to organizational leadership and the Board of Directors.

2. Organization Overview

Community Council of St. Charles County is a nonprofit organization that connects people to resources and resources to people across the Tri-County region. The organization operates with an annual budget of less than \$1 million and manages multiple programs, funding sources, contracts, and restricted funds. Additional financial information may be made available to selected respondents as part of the review process.

3. Desired Service Model

Community Council is open to a team-based or comparable outsourced model that provides access to both routine accounting support and higher-level financial expertise. Respondents should identify the personnel who would serve the organization, explain each person's role, and describe how work will be supervised, reviewed, and communicated.

4. Scope of Services

The selected provider is expected to propose a service plan that may include the following:

- Maintain the general ledger and appropriate chart of accounts, including accurate coding by program, funding source, class, grant, contract, and restriction, as applicable.
- Record and review routine financial activity, including accounts payable, accounts receivable, deposits after they are made by Community Council, bank activity, credit card activity, journal entries, and reconciliations.
- Complete timely monthly and year-end close processes, including bank, credit card, balance sheet, and other necessary account reconciliations.
- Prepare clear, accurate, and timely monthly financial statements and management reports, including budget-to-actual reporting, cash position, and other reports requested by leadership or the Board.
- Meet regularly with organizational leadership to review financial results, cash flow, risks, trends, and recommended actions.

- Provide financial guidance to the Executive Director, Finance Committee, and Board of Directors, including participation in meetings as requested.
- Support annual budgeting, forecasting, scenario planning, and cash-flow management.
- Monitor financial compliance related to nonprofit accounting, grants, contracts, restricted funds, internal controls, and applicable reporting requirements.
- Coordinate with Community Council's auditor and tax preparer and support annual audit, Form 990, and other year-end reporting by preparing schedules and responding to requests.
- Review current financial processes, controls, systems, and reporting structure and recommend opportunities to improve accuracy, efficiency, segregation of duties, and sustainability.
- Support migration to an online/cloud-based accounting environment, if needed, and optimize related workflows and integrations.
- Provide onboarding, implementation, transition support, written procedures, and knowledge transfer.
- Identify and communicate significant accounting issues, compliance concerns, control weaknesses, or unusual transactions promptly.

5. Services Outside the Requested Scope

Unless separately proposed as an optional service, the selected provider will not be responsible for:

- Making physical bank deposits or handling organizational mail.
- Processing payroll. The provider may, however, be expected to record payroll entries, reconcile payroll-related accounts, and coordinate with Community Council's payroll provider.

6. Provider Qualifications

- Demonstrated experience providing outsourced accounting or financial management services to nonprofit organizations of similar size and complexity.
- Strong knowledge of nonprofit accounting standards, restricted funds, grant and contract accounting, internal controls, and board-level reporting.
- Experience with cloud-based accounting systems and financial process implementation or migration.
- Capacity to provide consistent service coverage, responsive communication, and appropriate review and oversight.
- Professional credentials and licenses appropriate to the proposed services.

7. Proposal Requirements

Proposals should be concise and include:

1. **Firm overview:** Background, ownership, location, years in business, and experience serving nonprofit organizations.
2. **Understanding and approach:** Your understanding of Community Council's needs and the recommended approach to delivering the services.
3. **Scope and deliverables:** Services included, anticipated deliverables, reporting cadence, meeting cadence, and any proposed service limitations.
4. **Assigned team:** Names, roles, relevant experience, credentials, availability, and primary point of contact for all proposed team members.
5. **Implementation plan:** Proposed onboarding, transition, systems review, online accounting migration if applicable, timeline, and information needed from Community Council.
6. **Technology and security:** Accounting platforms and tools used; approach to data security, confidentiality, access controls, backup, and business continuity.

7. **Pricing:** Monthly or fixed fees, hourly rates, one-time onboarding or implementation fees, optional services, assumptions, anticipated annual cost, and circumstances that may change pricing.
8. **References:** Contact information for at least three current or recent nonprofit clients, preferably organizations of similar size or complexity.
9. **Disclosures:** Any actual or potential conflicts of interest, pending legal or regulatory matters relevant to the engagement, and any subcontractors who would perform work.

8. Submission Instructions

Submit the complete proposal electronically in PDF format to info@communitycouncilstc.org no later than September 21, 2026. The email subject line should read: Accounting Support RFP Response - [Firm Name]. Questions may be submitted to the same email address. Community Council may request clarification, supplemental information, an interview, or a strategy session with one or more respondents before making a selection.

9. Anticipated Selection Process

Milestone	Date
RFP issued	August 31, 2026
Proposals due	September 21, 2026
Proposal review, follow-up discussions, and selection	Late September / October 2026
Anticipated engagement start	To be determined with selected provider

10. Evaluation Criteria

- Relevant nonprofit accounting experience and qualifications.
- Understanding of Community Council's needs and strength of the proposed service approach.
- Experience and availability of the assigned team.
- Quality, usefulness, and timeliness of proposed reporting and strategic support.
- Implementation and transition approach.
- Technology, security, confidentiality, and continuity practices.
- Overall value, transparency, and reasonableness of pricing.
- References and demonstrated record of client service.

11. General Conditions

Community Council reserves the right to reject any or all proposals; waive informalities; request additional information; negotiate scope, terms, and pricing; and cancel or revise this RFP at any time. Community Council is not obligated to select the lowest-cost proposal and will make an award based on the proposal determined to provide the best overall value. All costs associated with preparing a proposal are the respondent's responsibility. Submission of a proposal does not create a contract or obligation. Any engagement will be subject to execution of a mutually acceptable written agreement, including appropriate confidentiality and data-protection provisions.

Thank you for your interest in supporting Community Council of St. Charles County.