



July 2025

Request for Proposals – Accounting and Bookkeeping Services

Request for Proposals – Accounting and Bookkeeping Services

Book Trust invites individual financial professionals and firms with experience supporting small and mid-size nonprofit organizations to submit a proposal for contracted full-service accounting and bookkeeping services.

Send proposals to:

Sherryl Mesteanot, Operations Manager

S.Mesteanot@booktrust.org

Subject Line: Accounting and Bookkeeping Services RFP Response

Due Date and Time: August 8, 2025 at 4:30pm (Eastern Time Zone)

Selected individual financial professionals and firms will be scheduled for interviews in mid to late August.

Organizational Overview

Book Trust believes in the transformative power of joyful reading experiences. When students choose books that spark their curiosity and have meaningful moments to revisit these stories again and again, they are more likely to develop a love of reading and become more attentive, enthusiastic readers.

After 25 years of spreading the joy and power of reading to more than 530,000 students, we are on a mission to deepen impact for young readers. The future of our work takes the experience of reading to the next level, pairing book access and choice with joyful reading experiences in service of cultivating reading engagement. Our bold vision is fueled by a belief that children are more likely to sustain their engagement with books when reading becomes a shared, joyful experience.

Book Trust currently has an approximate \$3.5M budget and operates with 9 fully remote staff working across 9 states. In addition to the accounting/bookkeeping services, our current finance team includes an outsourced fractional CFO, and a CPA firm which files our annual tax return and completes our annual audit.

Request for Proposals – Accounting and Bookkeeping Services

Scope of Work/Deliverables

Monthly/ongoing deliverables:

- General AR/AP services (for donors, vendors, contractors, credit card, etc.).
- Monthly financial reconciliation of banks, credit card accounts, and all balance sheet accounts.
- Grant financial reporting/support for proposals that need financial information.
- Other general and customized reporting, including cash flow projections and preparation for quarterly board meetings.
- Basic HR support for a fully remote workforce – all within the United States (payroll tax, processing payroll, state registrations based on hiring/terminations).
- Twice monthly management/financial review meetings to discuss month-end results and any outstanding issues, changes, reporting needs, etc.
- Other ad hoc support as needed (sometimes on a time-sensitive basis).

Annual deliverables:

- Audit support, including preparation of the vast majority of PBC items.
- Budget file preparation.

Qualifications

- Thorough understanding of GAAP and accrual basis accounting.
- Demonstrated experience with, and knowledge of best practices and procedures for running a finance department of a nonprofit with a \$3-\$5M annual budget.
- Familiarity with QuickBooks, vendor payment software (like Bill.com), and payroll systems (like Gusto).

Proposal Requirements

Please include a cover sheet with the following information:

- Name of financial professional/firm
- Telephone number
- Contact person/title
- Email address
- Mailing address
- Website, if applicable

Request for Proposals – Accounting and Bookkeeping Services

Please provide a narrative, in no more than 5 pages, that outlines the following:

Overview and Qualifications

- Professional history and scope of practice of the proposed team.
 - Brief overview of each individual's professional experience, qualifications, and location.
 - Supervisory structure of the proposed team.
- Information on staff turnover in the past three years, and commitment to continuity.
- Any connection to Book Trust's mission.
- Experience with other non-profit clients of a similar size and scope.

Statement of Work

- Proposal to fulfill the Scope of Work/Deliverables.

Cost of Services

- Proposed fee for the required monthly/ongoing work (as described in the Scope of Work/Deliverables). Please provide a breakdown of the fee, as applicable, and whether it is a fixed monthly fee or variable based on hours worked.
- Additional fee structure for annual deliverables.
- Current standard billing rate for each proposed team member.
- Information on whatever guarantees can be given regarding price increases in future years.

References

- Contact information (name and email) for 3 references, including at least 2 non-profit clients, for whom you have provided similar services.

Questions

Please contact Sherryl Mestejanot at S.Mestejanot@booktrust.org with any questions.