



REQUEST FOR QUOTE (RFQ) (vs. 2)
Bookkeeping Services for Charter Oak State College Foundation

Issue Date: March 6, 2026

Responses Due By: March 26, 2026

Contact: Carol Hall, Executive Director
Foundation@charteroak.edu

1. Introduction

The Charter Oak State College Foundation (“The Foundation”) supports Charter Oak State College students with scholarships, grants, degree completion funding, and more. As a 501(c)(3) organization (Tax ID #06-0969831), the Foundation secures private gifts, donations, and bequests for student awards and programs not fully supported by the State of Connecticut.

Each year, the Foundation provides more than 150 students with over \$200,000 in scholarships and financial assistance, made possible through donor generosity and endowment earnings.

Mission: The Charter Oak State College Foundation Mission is to make higher education a possibility for all, to help eliminate gender and racial inequities, reduce wage and poverty gaps and to ultimately enrich the lives of students, graduates, children, the workforce, and our communities.

Request: To continue our strong financial stewardship and accurate, compliant reporting, the Foundation is soliciting proposals from qualified bookkeepers for contracted services.

2. Scope of Work

Non-Profit, 501C3 Bookkeeping Services, in-person (estimated 10-12 hours per week) at 185 Main Street, New Britain, CT. Bookkeeping services include coordination with Accountant and Executive Director.

Weekly

- Input expenses and revenue into online QuickBooks
- Process Accounts Payable
- Ensure file retention and back-up documentation
- Process Accounts Receivables (bank deposits, online gifts)

Monthly

- Review and Reconcile Activities including:
 - bank statements (3 accounts)
 - payables/receivables including online database entries
 - grants and events
- Reconcile investment account activity

Quarterly

- Coordinate Quarterly Financial Review (Accountant oversight) including
 - Reconciliation of Bank Statements (3 accounts) (Accountant approval)
 - Dashboard and financial statements for Treasurer review and signature
 - Reconcile grant income and expenditures (Executive Director/Program Director)

- Reconcile event/campaign income and expenditures (Executive Director)
- Attend Finance Committee Meeting and Board Meeting (as requested)

Annually

- Prepare end-of-fiscal-year reports (July 1 – June 30) (Accountant oversight)
- Prepare Financials for Annual State Audit (Accountant oversight)
- Participating in Audit process
 - Ensure records are accurate and accessible
 - Provide accountant assistance in preparation for audit
 - Provide auditor assistance with documentation during audit process
- Enter/Track Budget in Online QuickBooks
- Assist with Reporting for Benefactor Funds (with accountant and executive director)

3. Qualifications

- Experience working with nonprofit 501C3 accounting
- Familiarity with Fund Accounting (restricted and unrestricted gifts and allocated interest earnings)
- Familiarity with GAAP
- Familiarity with audits
- Proficiency in QuickBooks Online
- Familiarity with Blackbaud E-Tapestry (or equivalent)
- Effective communication skills and timely responsiveness
- Commitment to confidentiality of financial information

4. Proposal Requirements

A. Organizational / Individual Profile

- Name, address, and contact information
- Overview of your business or professional background
- Nonprofit bookkeeping experience (number of years, types of nonprofits served)

B. Proposed Services

- Description of services included in your quote
- Approach and workflow (if remote/on-site/hybrid, communication frequency)

C. Pricing

- Monthly bookkeeping services
- Additional fees (e.g., setup, cleanup, special projects)
- Hourly rates for extra services

D. References

- At least two nonprofit clients (current or past) with contact details

5. Contract Term

The initial contract term will be up to 18 months, with the option to renew upon mutual agreement.

6. Evaluation Criteria

- Relevant nonprofit bookkeeping experience
- Cost-effectiveness
- Quality and completeness of proposal
- References
- Availability and communication style
- Initial Interview with hiring committee

7. Submission Instructions

Submit your quote electronically to:

Foundation Hiring Committee

Foundation@charteroak.edu

Subject Line: "RFQ – Bookkeeping Services – [Your Organization Name]"

Deadline: March 26, 2026

Thank you for taking the time to apply!

Questions may be submitted in writing to Foundation@charteroak.edu by March 20, 2026. Responses will be shared with the Charter Oak State College Foundation Hiring Committee.