Request for Proposal

Center for Technology & Business (CTB)

Project Name: Nonprofit Accounting and Financial Management Services
Issued By: Center for Technology & Business (CTB)
Issue Date: August 10, 2026
Proposal Due Date: August 21, 2026
Contract Period: October 1, 2026 – September 30, 2027, with option for renewal
Primary Contact: Paige Shockman, Community Engagement & Operations Manager

Organization Overview

Center for Technology & Business (CTB) is a North Dakota-based 501(c)(3) nonprofit organization that strengthens communities, businesses, and the workforce through entrepreneurship, technology, innovation, and economic development initiatives. CTB manages multiple funding streams, including government (both state and federal) grants, private foundation support, corporate partnerships, sponsorships, earned revenue, and charitable contributions.

As a mission-driven nonprofit organization with diverse funding sources and program activities, CTB requires strong financial management, grant compliance, accurate reporting, and sound internal controls.

More information about CTB can be found at www.ctbnd.com.

Project Overview & RFP Purpose

CTB is seeking proposals from qualified firms or independent accounting professionals to provide outsourced nonprofit accounting and financial management services. The selected partner will support bookkeeping, grant accounting, financial reporting, budget preparation, audit preparation, tax filing support, and financial compliance across CTB operations and programs.

CTB is seeking a partner with demonstrated experience in nonprofit accounting, grant-funded bookkeeping, financial reporting, budget preparation, and audit assistance. The selected partner should understand nonprofit fiduciary responsibilities, Generally Accepted Accounting Principles, restricted and unrestricted funds, grant compliance, internal controls, and the importance of timely and accurate reporting for management and board decision-making.

The purpose of this RFP is to identify an accounting partner that can provide accurate, responsive, and strategic financial support while helping CTB maintain strong financial systems, reporting practices, and compliance requirements.

Scope of Work / Services

Core Responsibilities

The selected accounting partner will be responsible for providing nonprofit accounting and financial management support, including but not limited to the following:

- Maintain accounting records using QuickBooks Online or another approved accounting system.
- Review and support any necessary transition, cleanup, migration, or setup work.
- Verify existing accounting data for accuracy and completeness.
- Provide staff training related to accounting workflows or software use, if necessary.
- Input all necessary transactions, including general ledger, accounts receivable, accounts payable, cash, bank, credit card, and other transactions.
- Maintain accounting records on an accrual basis.
- Record revenue, expenses, receivables, payables, and other required entries based on information provided by CTB staff.
- Amortize prepaid expenses monthly.
- Prepare monthly reconciliations for all bank accounts, credit cards, and balance sheet accounts.
- Reconcile financial discrepancies by collecting and analyzing account information.

- Monitor the release and use of restricted funds, if applicable.
- Track income and expenses by program, grant, funding source, and cost center as needed.
- Assist with annual organizational budget preparation and grant-specific budget development.
- Assist with periodic budget amendments and enter approved amendments into QuickBooks Online.
- Prepare periodic financial reports as required by the Executive Director, Finance Committee, and/or Board of Directors.
- Maintain fixed asset inventory and depreciation schedules.
- Support annual audit preparation and respond to auditor requests.
- Prepare or support required tax filings, including 1099 and 1096 filings, as needed.
- Prepare or support other federal, state, or local tax filings as required.

Expected Deliverables

The selected partner is expected to provide the following deliverables:

- Monthly reconciliations for bank accounts, credit cards, and balance sheet accounts.
- Monthly financial statements.
- Budget-to-actual reports.
- Grant expenditure and reimbursement support reports.
- Restricted funds reporting, if applicable.
- Fixed asset and depreciation schedules.
- Audit preparation schedules and supporting documentation.
- Trial balance, profit and loss statements, general ledger reports, aging accounts receivable reports, and other audit-related materials as requested.
- Annual 1099 and 1096 filings, as needed.
- Tax filing support, including support for Form 990 preparation, if applicable.
- Recommendations for process improvements, internal controls, and financial reporting efficiencies.

Timeline Expectations

The selected partner should be prepared to begin the engagement on or around September 1, 2026, with a transition target of October 1, 2026.

Ongoing timeline expectations include:

- Monthly accounting close and reporting completed on a mutually agreed-upon schedule.
- Regular communication with CTB staff regarding documentation, coding, reconciliations, and reporting.
- Annual audit preparation support according to the audit timeline.
- Budget preparation support according to CTB's annual planning cycle.
- Timely support for grant reporting and reimbursement deadlines.

Collaboration Requirements

The selected partner must be able to work collaboratively with CTB leadership, staff, auditors, program managers, and board representatives as needed. Collaboration expectations include:

- Clear and timely communication with CTB team members.
- Regular check-ins with the Executive Director or designated staff.
- Availability for Finance Committee or Board meetings as requested.
- Coordination with auditors during annual audit or review processes.
- Secure sharing of financial documents and supporting materials.
- Proactive identification of accounting issues, compliance concerns, or reporting needs.

RFP Timeline

The following timetable is subject to change by CTB.

Activity	Date
RFP Released	August 10, 2026
Q&A Period	August 10–21, 2026
Proposals Due	August 21, 2026
Interviews, if applicable	August 24–28, 2026
Notice of Intent to Award	August 31, 2026
Contract Finalization	September 2026
Contract Start	September 1, 2026
Project Start / Transition Target	October 1, 2026

Letter of Intent Requirements

Interested respondents are encouraged to submit a Letter of Intent by August 14, 2026. The Letter of Intent should be no more than one page and should include the following:

A. Basic Company Information

Include company name, primary contact name and information, location, and website, if applicable.

B. Statement of Intent

Briefly describe the services offered and the respondent's relevant experience with nonprofit accounting, grant-funded organizations, financial reporting, audit preparation, or similar engagements.

C. Brief Summary of Interest or Fit

Describe why the respondent is interested in this project and how the respondent's services align with CTB's accounting and financial management needs.

Submission of a Letter of Intent is preferred but not required unless otherwise communicated by CTB.

Proposal Requirements & Deliverables

Proposals should include the following sections:

A. Cover Letter

Include a brief summary of the respondent's interest, qualifications, primary contact information, and confirmation of availability to begin services within the stated timeline.

B. Experience and Background

Provide a brief history of the company, including:

- Legal name and business address.
- Year established.
- Ownership structure.
- Primary office location serving this engagement.
- Number of professional staff.
- Relevant nonprofit accounting experience.
- Experience with grant-funded organizations.
- Experience with QuickBooks Online.
- Experience with audit preparation, tax filing support, and nonprofit financial reporting.

C. Proposed Approach

Describe the proposed method for delivering the services included in this RFP. This section should include:

- Proposed transition and onboarding process.
- Monthly accounting and reconciliation process.
- Month-end close process.
- Approach to grant and fund accounting.
- Financial reporting methodology.
- Internal quality-control procedures.
- Technology and file-sharing tools.
- Approach to audit and tax support.
- Timeline for implementation and ongoing service delivery.

D. Pricing Proposal

CTB prefers a monthly fixed-cost structure for ongoing accounting services. The pricing proposal should include:

- Monthly fixed cost for ongoing accounting services.
- One-time transition, setup, cleanup, or onboarding fees, if applicable.
- Annual cost estimate for audit preparation and tax return support.
- Hourly rates for work outside the proposed scope.
- Billing procedures for technical questions or occasional services during the year.
- Any proposed annual fee increases or price guarantees.
- Maximum fee or not-to-exceed amount, if applicable.

The fee proposal should clearly separate:

1. Monthly accounting services.
2. Audit preparation and tax filing support.
3. Additional or out-of-scope services.

Any adjustments, additional expenditures, or services outside the approved scope must be pre-approved by CTB before work is performed.

E. Communication

Explain how the respondent will communicate with CTB team members to ensure timely engagement, accurate reporting, and clear resolution of questions or documentation needs.

The communication section should address:

- Primary point of contact.
- Expected response times.
- Meeting cadence.
- Reporting schedule.
- Preferred communication tools.
- Process for resolving urgent issues.
- Process for requesting missing documentation or approvals.

F. References

Provide 2–3 professional references, preferably from nonprofit or grant-funded organizations. References must include:

- Organization name.
- Contact person.
- Phone number.
- Email address.
- Brief description of services provided.

Submission Instructions

Submission Method

Proposals must be submitted electronically to: partners@ctbnd.com

Subject line: Accounting Services RFP Proposal

Submission Deadline

Proposals must be received by August 21, 2026, to be considered. Late proposals may not be considered.

Contact for Questions

Questions regarding the RFP should be submitted by email to: partners@ctbnd.com No phone calls, please.

File Format Requirements

Proposals should be submitted as a single PDF file. The proposal should be clearly organized using the section headings listed in this RFP.

Selection Criteria

All proposals submitted by the deadline will be considered based on the materials provided. Consideration will be given to performance projections, cost, staffing qualifications, prior performance, customer satisfaction, and the respondent's ability to deliver the requested services.

The following criteria will be primary considerations:

- Submission of all proposals by the stated deadline.
- The perceived ability of the responding company or professional to deliver the requested services.
- The respondent's prior performance delivering similar services, as demonstrated by customer satisfaction.
- Availability of sufficient high-quality personnel with the required skills for the proposed approach.
- The overall cost of the proposal.
- Demonstrated experience with nonprofit accounting, grant-funded organizations, audit preparation, and financial reporting.

The Finance Committee will rank responsive proposals that meet the submittal requirements. The award will be made to the responsible respondent whose proposal is determined to be most advantageous to CTB, as determined by the Board of Directors in its sole discretion.

A proposal must achieve an overall score of at least 70 points to be considered for selection and contract award. CTB may suspend or discontinue the proposal process at any time without notice or obligation to any respondent.

Responsiveness Requirements

Scored Evaluation Criteria

Evaluation Category	Points
Mandatory Qualifications	35
Resumes and Experience of Key Personnel	25
Engagement Planning and Execution	15
Price	15
References and Other Criteria	10
Total Available Points	100

Mandatory Qualifications: 35 Points

Evaluation will include:

- Experience performing the services described in this RFP.
- Previous experience with engagements of similar scope and range.
- Location of the office from which the work will be performed.
- Number of partners and professional staff available to support the engagement.
- Range of services offered by the firm.
- Length of time the respondent has provided accounting or related services.

Resumes and Experience: 25 Points

Evaluation will include the resumes, qualifications, credentials, and relevant experience of the key personnel assigned to this engagement.

Engagement Planning and Execution: 15 Points

Evaluation will include the respondent's description of the engagement plan and ability to manage and complete the requested services.

Price: 15 Points

Evaluation will include the clarity, completeness, and competitiveness of the respondent's price breakdown for the services to be performed.

Other Criteria: 10 Points

Evaluation will include references, customer satisfaction, communication approach, and other relevant information provided by the respondent.

Desired Qualifications

CTB is seeking respondents with:

- Demonstrated experience providing accounting services to nonprofit organizations.
- Experience with 501(c)(3) organizations.
- Experience with grant-funded accounting environments.
- Experience preparing organizations for annual audits or financial reviews.
- Experience with QuickBooks Online.
- Familiarity with accrual-basis accounting and GAAP reporting.
- Experience with restricted and unrestricted fund tracking.
- Experience preparing or supporting 1099, 1096, Form 990, and other required tax filings.
- Ability to provide clear, timely, and practical financial reports for management and board review.
- Strong communication skills and responsiveness.

Experience managing accounting for organizations with multiple programs, grants, and funding sources.

- Experience with federally funded programs preferred.
- Experience with SBA-funded programs preferred.
- North Dakota-based or regional presence preferred.

Terms & Conditions

CTB reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities in submitted proposals.
- Request clarification or additional information.
- Conduct interviews with one or more respondents.
- Negotiate scope, terms, or pricing.
- Award a contract based on written proposals without interviews.
- Award more than one contract, if appropriate.

- Decline to award a contract.
- Modify, suspend, cancel, or reissue this RFP at any time.
- Select the proposal determined to be in the best interest of CTB, which may not be the lowest-cost proposal.

Issuance of this RFP does not obligate CTB to award a contract or reimburse any respondent for costs associated with preparing or submitting a proposal.

Any services outside the final approved scope must be approved by CTB before work is performed.

Point of Contact

Name	Paige Shockman
Title	Community Engagement & Operations Manager
Email	partners@ctbnd.com
Phone	701-223-0707

RFP Attachments, If Applicable

Supporting Materials

CTB may provide additional supporting materials upon request or during the proposal review process, which may include:

- Current chart of accounts.
- Recent financial statement sample.
- Current organizational budget.
- Grant reporting examples.
- Current accounting workflow summary.

FAQ

Questions submitted during the Q&A period may be answered individually or compiled into a shared FAQ document at CTB's discretion.

On behalf of Center for Technology & Business (CTB), thank you for your interest in supporting our accounting and financial management needs. We look forward to partnering with a qualified firm that can help strengthen CTB's financial systems, support effective grant management, and ensure strong stewardship of organizational resources.