



P.O. Box 156, Hyde Park, Vermont 05655

REQUEST FOR PROPOSALS

Nonprofit Accounting Services

Issuing Organization	Dismas of Vermont, INC
RFP Issue Date	April 16th, 2026
Proposal Due Date	June 1st, 2026 by 5:00 PM
Contract Start Date	TBD
Primary Contact	Jim Curran, Executive Director
Contact Email	jim@dismasofvt.org
Contact Phone	(802) 798-2157

1. Organization Overview

Dismas of Vermont, INC (DoV) is a 501(c)(3) nonprofit organization headquartered in Hyde Park, VT. Founded in 1986, the DoV advances its mission of reconciliation through transitional housing programs serving formerly incarcerated individuals.

DoV currently maintains an annual operating budget of approximately \$2,400,00 and receives funding from a combination of government grants, private foundations, corporate sponsors, and individual donors. DoV employs 17 full-time staff across 5 locations in Vermont.

DoV is seeking a qualified Vermont based accounting professional or firm to provide comprehensive bookkeeping and financial management services on an ongoing basis.

2. Purpose and Background

The purpose of this Request for Proposals (RFP) is to solicit competitive proposals from qualified Vermont Based accounting professionals or firms experienced in nonprofit financial management. The selected vendor will serve as the organization's primary accounting resource,

managing day-to-day financial operations and ensuring timely, accurate, and compliant financial reporting.

DoV utilizes QuickBooks Desktop Enterprise as its primary accounting platform and requires a vendor with demonstrated proficiency in this software. The successful candidate must be capable of producing monthly financial reports, coordinating with DoV's external auditing firm, and supporting the annual audit process to ensure its timely and accurate completion.

3. Scope of Services

3.1 Core Bookkeeping & Financial Management

- Maintain complete and accurate books of account using QuickBooks Desktop Enterprise
- Record all income, including grants, donations, program revenue, and other sources, with appropriate fund and program coding
- Process accounts payable and accounts receivable in a timely manner
- Perform bank and credit card reconciliations for all accounts on a monthly basis
- Maintain a current and accurate chart of accounts in accordance with nonprofit accounting standards (FASB ASC 958)
- Track restricted and unrestricted net assets and ensure proper coding by fund
- Process payroll journal entries and coordinate with the DoV's payroll provider
- Maintain fixed asset schedules and record depreciation

3.2 QuickBooks Desktop Enterprise Administration

- Serve as primary administrator and power user of QuickBooks Desktop Enterprise
- Maintain and update the QuickBooks company file, chart of accounts, classes, and customer/vendor lists
- Configure and utilize QuickBooks class and job tracking to support program-level financial reporting
- Perform routine file maintenance, data verification, and backups
- Troubleshoot QuickBooks issues and implement software updates as appropriate
- Train and support Organization staff on QuickBooks as needed

3.3 Monthly Financial Reporting

The vendor shall prepare and deliver a comprehensive monthly financial reporting package to DoV's leadership. All monthly reports must be delivered no later than seven business days following the close of each calendar month. Reports shall include:

- Statement of Financial Position (Balance Sheet) — current month and year-to-date
- Statement of Activities (Income Statement) — current month, year-to-date, and comparison to budget
- Statement of Cash Flows

- Budget vs. Actual Report by department/program and overall
- Accounts Payable Aging Report
- Accounts Receivable Aging Report
- Grant Expenditure Reports by individual grant/restricted fund
- Bank Reconciliation Summaries for all accounts
- Executive Summary narrative highlighting key variances, trends, and items requiring Board or leadership attention

Reports shall be delivered in PDF format and as QuickBooks-generated reports, with supporting workpapers available upon request. The vendor shall be available to present and discuss monthly financials with leadership and/or the Finance Committee.

3.4 Grant Financial Management

- Maintain grant tracking schedules for all active grants, including award amounts, expenditure-to-date, and remaining balances
- Prepare grant financial reports and budget modifications as required by funders
- Monitor grant expenditures to ensure compliance with funder restrictions and budget parameters
- Coordinate with program staff to allocate allowable expenses accurately across grant budgets
- Prepare financial documentation to support grant reporting deadlines

3.5 Audit Support & Coordination with External Auditors

A critical component of this engagement is the vendor's active and cooperative role in supporting the DoV's annual financial audit. The selected vendor shall:

- Maintain books and records throughout the year in a manner that facilitates efficient audit fieldwork
- Serve as the primary accounting liaison to the DoV's external audit firm
- Prepare a comprehensive Prepared-By-Client (PBC) document package in advance of audit fieldwork, including trial balances, reconciliations, schedules, and supporting documentation
- Respond promptly to all auditor requests for information, documentation, and explanations
- Prepare audit schedules including, but not limited to: fixed asset roll-forwards, prepaid and accrued liability schedules, grant revenue recognition schedules, and deferred revenue analysis
- Assist in the preparation of draft financial statements and footnotes in accordance with GAAP
- Coordinate audit timeline with both DoV and external audit firm to ensure the audit is completed on schedule

- Review and respond to auditor findings, draft management letters, and proposed audit adjustments
- Ensure audit is completed and financials are issued within the timeframe required for grant reporting and Form 990 preparation

3.6 Tax & Compliance Support

- Prepare financial information required for the annual IRS Form 990 and coordinate with the DoV's tax preparer.
- Maintain records in compliance with applicable federal, state, and local nonprofit regulations
- Monitor and ensure timely filing of all required financial and payroll compliance reports
- Support state charitable registration and reporting requirements as needed

3.7 Additional Services (as needed)

- Cash flow forecasting and financial projections
- Budget development support for the annual operating budget and grant proposals
- Board finance committee support and presentation of financials
- Staff training on financial policies and procedures

4. Minimum Qualifications

Proposals will only be considered from vendors who meet the following minimum qualifications:

- Minimum of three (3) years of accounting experience with nonprofit organizations
- Demonstrated proficiency with QuickBooks Desktop Enterprise, including class tracking, grant management, and financial reporting
- Working knowledge of nonprofit GAAP accounting standards (FASB ASC 958) including fund accounting, net asset classifications, and revenue recognition
- Prior experience preparing Prepared-By-Client (PBC) packages and coordinating directly with external auditors
- Ability to deliver complete monthly financial report packages within the required timeline
- Strong written and verbal communication skills; ability to present financials to non-financial audiences
- Hold an active certification as a Certified Public Accountant (CPA), Certified Bookkeeper (CB), or equivalent credential (preferred but not required for all roles)

5. Proposal Requirements

Interested vendors must submit a complete proposal that includes the following components:

5.1 Cover Letter

A brief cover letter (no more than one page) introducing your firm or practice, confirming interest in the engagement, and identifying the primary contact for this proposal.

5.2 Firm / Individual Profile

- Organization or individual name, legal structure, and address
- Number of years in operation
- Size of firm and number of staff dedicated to nonprofit clients
- Description of services provided and areas of specialization

5.3 Relevant Experience

- Description of experience with nonprofit accounting, including fund accounting and grant management
- Demonstrated QuickBooks Desktop Enterprise experience — please describe specific use cases
- Description of experience coordinating with external auditors and supporting the audit process
- Three (3) or more references from current or recent nonprofit clients (name, title, organization, phone, email)

5.4 Proposed Approach

- Describe your approach to providing the services outlined in Section 3
- Describe how you will ensure monthly financial reports are delivered by the required deadline
- Describe your process for audit preparation and coordination with an external audit firm
- Identify the individual(s) who will perform the work and provide their qualifications and relevant experience

5.5 Fee Proposal

Vendors must provide a clear and detailed fee proposal, including:

- Monthly retainer fee (if applicable) with a description of services included
- Hourly rate(s) for services billed outside the retainer
- Estimated annual cost based on the scope described in Section 3
- Any additional costs, out-of-pocket expenses, or fees that may apply

5.6 Certifications & Credentials

Copies of relevant professional certifications, licenses, or credentials held by the individual(s) who will perform the work (e.g., CPA license, QuickBooks ProAdvisor certification).

6. Evaluation Criteria

Proposals will be evaluated by the DoV's Finance Committee and Executive Director using the following criteria:

Evaluation Criterion	Weight
Nonprofit accounting experience and technical qualifications	25%
QuickBooks Desktop Enterprise proficiency	20%
Experience with audit coordination and PBC preparation	20%
Quality and responsiveness of proposed approach	15%
Competitiveness of fee proposal	10%
References and demonstrated client satisfaction	10%

DoV reserves the right to request presentations or interviews from finalists prior to making a selection.

7. Submission Instructions

Complete proposals must be submitted electronically in PDF format no later than June 1st, 2026 at 5:00 PM.

Submit proposals to:

Jim Curran, Executive Director

Dismas of Vermont, INC

Email: jim@dismasoft.org

Subject Line: "RFP — Nonprofit Accounting Services — [Vendor Name]"

Late proposals will not be considered. DoV is not responsible for proposals not received due to technical difficulties. Proposals submitted by fax or mail will not be accepted.

8. Questions & Clarifications

Questions regarding this RFP must be submitted in writing to Jim Curran at jim@dismasoft.org no later than May 15th, 2026. Questions received after this deadline may not be answered. All questions and responses will be distributed to all vendors who have indicated intent to submit a proposal.

Vendors are prohibited from contacting any other staff, board members, or representatives of the DoV regarding this RFP. Failure to comply with this requirement may result in disqualification.

9. Terms & Conditions

- DoV reserves the right to accept or reject any or all proposals, to waive minor informalities, and to make the selection it determines to be in the Organization's best interest.
- Submission of a proposal constitutes agreement that the vendor has read and understands this RFP.
- DoV is not liable for any costs incurred by vendors in preparing or submitting proposals.
- This RFP does not constitute a contract or commitment to award a contract.
- The selected vendor will be expected to enter into a written services agreement with DoV prior to commencing work.
- All proposals and materials submitted become the property of DoV and will be held in confidence to the extent permitted by law.
- The selected vendor will be required to maintain appropriate professional liability (Errors & Omissions) insurance as specified in the services agreement.

Appendix A: Proposal Checklist

Please confirm your proposal includes all required components by completing this checklist:

- Cover Letter
- Firm / Individual Profile
- Description of Relevant Nonprofit Accounting Experience
- Description of QuickBooks Desktop Enterprise Experience
- Description of Audit Coordination Experience
- Proposed Approach to Scope of Services
- Identification and Qualifications of Key Personnel
- Three (3) Client References
- Detailed Fee Proposal
- Copies of Relevant Certifications / Credentials