



## Request for Proposals: Bookkeeping Services

**Issued by:** Everstrong

**Issue Date:** Monday, November 24, 2025

**Proposal Due Date:** Wednesday, December 10, 2025

### Organizational Overview

Everstrong works to prevent child sexual exploitation and trafficking through education, advocacy, and empowerment. Guided by the belief that every young person deserves safety, dignity, and a future free from exploitation, we partner with communities, survivors, and advocates to drive meaningful change.

With an annual budget of approximately \$1 million and a team of three full-time staff, we manage two core program areas: Prevention Education and Survivor Grants – using a cash-basis accounting model.

Everstrong is entering a period of growth, including increased revenue, an expanding donor base, and a transition from a primarily Washington-focused organization toward national reach and programming. This RFP reflects our current operations and a desire for bookkeeping support that will remain strong as we scale.

### Purpose

Everstrong seeks an experienced nonprofit bookkeeper or bookkeeping firm to manage day-to-day bookkeeping in QuickBooks Online. Our goals are to maintain accurate, audit-ready financials, streamline internal workflows, and ensure timely monthly and quarterly reporting.

### Scope of Services Requested

The scope of work outlined in this RFP reflects our current operations, but we expect to revisit and revise it periodically in collaboration with the selected bookkeeper to ensure our financial systems continue to meet our evolving needs.

#### 1. Core Bookkeeping Services (Base Scope)

Please include the following services in your base monthly fee:

##### a. Monthly Tasks

- Enter and categorize approximately:
  - 50–60 expenses (bills, credit card transactions, reimbursements)
  - 12–25 deposits, including:
    - WorldPay and PayPal revenue



- Individual donations, grant payments, and other incoming funds

- Reconcile 2 bank accounts and 3 credit cards
- Match and categorize Gusto payroll activity
- Ensure consistent coding to accounts, classes, and (as applicable) projects/grants
- Maintain audit-ready, well-documented records and flag gaps promptly

*b. Reporting*

- Reporting Expectations

All accounts must be reconciled and ready for reporting by the **10th of each month** (15th for non-meeting months). Everstrong staff will prepare internal reports; the bookkeeper ensures underlying data accuracy for:

- Profit & Loss
- Balance Sheet
- Budget vs. Actuals
- Restricted Funds P&L

*c. Quarterly Tasks*

- Collaborate on quarterly journal entries
- Support Everstrong staff in preparing quarterly financial reports

*d. Ongoing Expectations*

- Prompt communication and proactive identification of inconsistencies
- High attention to detail and self-review before submission
- Remote communication within agreed-upon response times
- Comfortable collaborating with a small, values-driven team

## **2. Optional Add-On Services (Quoted Separately)**

Please provide pricing for any optional services, including:

- Custom financial reporting (program-level, board-ready, etc.)
- Cleanup or reconciliation of historical periods
- Year-end accountant support (e.g., reconciliations, trial balance)
- Form 990 support
- Audit readiness and documentation organization
- Review and refinement of internal financial processes
- Staff training on QBO or financial workflows
- Grant tracking setup using QBO Projects, Locations, or other features



## Proposal Requirements

Please submit a proposal that includes:

- Overview of your nonprofit bookkeeping experience, including any audit preparation
- Experience with QBO and class-based nonprofit accounting
- Base monthly fee for core services
- Pricing for optional add-on services
- General availability and turnaround time
- Whether you operate independently or as a firm/team
- Summary of your onboarding process and communication style
- Tools you use for secure file sharing, communication, or workflow management
- Professional liability coverage, if applicable

Everstrong currently uses QuickBooks Online, Bill.com, and Gusto.

## Budget and Pricing Expectations

We estimate ~20 hours of support per month, with a budget range of \$30–\$50/hour, or a comparable flat monthly fee (preferred). Hourly structures with clear monthly expectations are also acceptable.

Please include:

- Proposed pricing model
- Breakdown of services in the base fee
- Pricing for optional add-on services

Finalists will be invited to review our QBO file before final contracting. If you feel we would be a good fit, but our budget expectation doesn't match yours, we're open to a conversation – please submit a proposal!

## Selection Timeline

- RFP issued: Monday, November 24, 2025
- Proposals due: Wednesday, December 10, 2025
- Finalists notified: Friday, December 12, 2025
- Interviews with finalists: Monday, Dec 15, 2025 – Wednesday, Dec 17, 2025
- Anticipated start date: Monday, January 5, 2026



## **Selection Criteria**

We will evaluate proposals based on:

- Demonstrated experience in nonprofit bookkeeping
- Understanding of restricted funds and class tracking
- Proficiency with QuickBooks Online
- Clarity and simplicity of workflow
- Communication style and responsiveness
- Alignment with Everstrong's values of integrity, courage, collaboration, optimism, pursuit of excellence, and generosity of spirit
- Audit experience (preferred)

## **Submission Instructions**

Please send your proposal to [joy@everstrong.org](mailto:joy@everstrong.org) by 5pm PT on December 10, 2025.