

# REQUEST FOR PROPOSAL For BOOKKEEPING SERVICES

Rolla Public Library  
900 N. Pine Street  
Rolla, MO 65401  
<https://rollapubliclibrary.org/bids>

Proposals will be accepted until 5:00 p.m. (CST)  
April 10, 2026

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Delivery, mail, or e-mail proposals to the Library  
Attention: Rebecca Buckley  
[director@rollapubliclibrary.org](mailto:director@rollapubliclibrary.org)

The Rolla Public Library, a political subdivision of the State of Missouri, is seeking proposals for contracted bookkeeping/accounting services. All proposers must have relevant nonprofit experience and proficiency with QuickBooks Online.

## Background

The Rolla Public Library is a Voted-Tax Municipal Library District that consists of one branch serving a rural city with a population of approximately 20,000. The primary source of funding is a .17 per mil city real estate tax. The total annual operating budget was \$687,600 for FY2025 with real estate taxes representing approximately 90% of revenues. We receive taxes from real property only. The Library employs 13 people. The Library has outsourced its financial work through a technical services contract through the City of Rolla for over a decade. The library's projected income for FY2026 is \$617,800.

## Scope of Work

The Rolla Public Library is seeking an accounting partner with deep client expertise in the nonprofit sector, including competence with restricted/non-restricted funds, UCOA (unified chart of accounts for nonprofit organizations) and the translation of these accounts into the nonprofit reporting requirements mandated by law. The Council's annual budget ranges from \$450,000 - \$700,000 annually and operates on a calendar fiscal year.

## Bookkeeping Services

- Accounts Receivable:
  - Receive and record revenue as dictated by GAAP.
  - Deposit frequency 2x per month
  - Approximately 200 checks received annually (average of 20 per month).

- Accounts payable:
  - Make payments to vendors, service providers, etc.
  - Averages 60 invoices per month
  - Credit cards (20 transactions per month)
  - Prepare annual form 1099 filings
  
- Payment avenues include:
  - Print checks
  - EFT from the Missouri State Library
  
- Maintain costs by coded account (Class function in QuickBooks)
- Follow the established Cost Allocation procedure.
- Enter Payroll information into QuickBooks.
- Cut payroll checks through QuickBooks - every two-week recurring payroll set up, one employee with salary rate, twelve employees with hourly rate. Staff reports logged hours each Monday prior to Tuesday submission. Four full-time employees receive insurance.
- Maintain Deposit and Vendor files by Fiscal Year
- Follow Accrual Accounting method for maintaining the books
- Monthly reconciliation of bank accounts as well as reconciliation of all balance sheet accounts
- Monthly reconciliation of fee for service revenue
- Monitor and record release of grant-awarded funds
- Identify areas for management review regarding process and practice to improve efficiency and ensure compliance
- Basic training in QuickBooks for designated library staff upon request

## **2. Financial Reporting**

- Budget to Actual summary and detail
- Prepare monthly statements of Income & Expense, Balance Sheet, 18-month rolling cash flow or other reports as necessary typically by the 8th working day of the month
- Prepare periodic reports as required by the Library Director and Library Board
- Maintain fixed asset inventory and depreciation/amortization schedule
- Present financials to Management on monthly basis with one meeting per month to review financials with Library Director and the Library Board, upon request

## **3. Budget Preparation**

- Prepare budgets and allocations for multiple programs and funding sources
- Prepare and submit periodic budget amendments to grantors

## **4. Audit Preparations** (Audits will be conducted every three years)

- Participate in financial audits and reviews conducted by funding agencies, including document preparation and onsite support
- Prepare year-end reports, schedules and other documents requested by auditor
- Provide audit process support as needed; research and resolve issues as they arise
- Provide reports and data as requested for the completion of annual tax returns
- Audit timing is spring with field work usually taking place in April; audit issued in May for board approval in June.

## **Term of Contract**

Initial contract will be for 1 year with an option to extend the contract for 3 one-year contract periods.

## **Basic Requirements for Proposals**

- Respondent shall submit 1 copy of the proposal.
- Proposals are due in the Library Office by 5:00 p.m. CST, April 10, 2026.
- Proposals shall be submitted in a sealed envelope marked "Bookkeeping Services" or shall be emailed to [director@rollapubliclibrary.org](mailto:director@rollapubliclibrary.org) with the subject line "Bookkeeping Services".
- Respondent shall include in the proposal a list of qualifications and a current/former client list. Respondent shall provide at least three references for which they have provided similar bookkeeping services in the past three years, specifically Missouri public libraries or municipalities. The name of the institution, contact person, address, and phone number must be included.
- Respondent shall identify the key personnel who will work with the Library and provide a brief resume for each person. Respondent shall describe their policies regarding notification of changes in key personnel.
- Respondent shall include the completed pricing sheet (Appendix A) within the proposal.
- The Respondent agrees to enroll and participate in a Federal Work Authorization Program (E-Verify), with respect to the employees working in connection with the contracted services to be provided to the Library. (See Appendix B)
- All proposals received will be kept confidential throughout the evaluation process. However, upon award, all information becomes public record. If any portion of a proposal contains "proprietary" information, it should be clearly noted, and all efforts will be made to retain the confidentiality of such information.
- Any questions concerning this RFP shall be submitted in writing by mail, email, or facsimile transmission to:

Rebecca Buckley  
Rolla Public Library  
900 N. Pine Street  
Rolla, MO 65401  
Phone: (573) 364-2604  
Fax: (573) 341-5768  
Email: [director@rollapubliclibrary.org](mailto:director@rollapubliclibrary.org)

Questions and answers will be shared with all proposers without revealing the firm or source of the question.

## **Selection Criteria**

- Experience with organizations similar in size and/or operations.
- Recommendations from former clients and prior experience with the Library, if applicable.
- Competence, as demonstrated by the qualifications and technical backgrounds of staff to be assigned to the engagement.

- Cost, as determined by the lowest cost commensurate with quality of work.
- Willingness to work within the Library’s own Quickbooks software account.
- Membership in the Government Financial Officers Association would be ideal.

A letter of engagement will be signed with an independent bookkeeper who, based on an evaluation of all responses, applying all criteria, is determined to be the best qualified to perform the audit.

**Timeline**

**Basis of Awarding**

The right is reserved, as the interest of the Library may require, to waive any defects or all informalities in any proposal, to reject any or all proposals, to take any or all proposals under advisement or to accept any proposal as may be deemed to be in the Library’s interest in meeting the standard of lowest and best proposal.

**Equal Opportunity**

Rolla Public Library is committed to Equal Opportunity. The respondent will not discriminate against any employee or applicant because of race, color, religion, sex, national origin, or any other protected class. The respondent agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Act, and other applicable State and Federal laws.

**Financial Information**

A copy of the Library’s prior monthly financial reports and annual budgets for fiscal years 23-24 and 24-25 are available upon request.

**Proposed Calendar for Selection of Bookkeeper**

<b>March 23, 2026</b>	<b>Issue RFP</b>
<b>April 10, 2026</b>	<b>Proposals due</b>
<b>April 16, 2027</b>	<b>Recommendation from Management to the Board of Trustees</b>
<b>April 21, 2027</b>	<b>Execute engagement letter for auditing services</b>

**Appendix A**

The pricing sheet attached as Appendix A must be included with all proposals.

**Appendix B**

The Federal Work Authorization Program (E-Verify) Addendum is included for your information and will be required from the firm selected.

## APPENDIX A – PRICING SHEET

Firm Name: \_\_\_\_\_

Total cost for audit:

First year \_\_\_\_\_

Second year \_\_\_\_\_

Third year \_\_\_\_\_

Respondent must provide sufficient detail to explain fee structure fully. Any contingent or additional fees should be explained fully, and an annual estimate provided by the Respondent.

## **APPENDIX B –**

### **FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM**

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with the state or any political subdivision (hereinafter "District") of the state must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the "E-Verify" (formerly known as "Basic Pilot") work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_ (signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_ (company name)

**EXHIBIT A  
FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT**

I, \_\_\_\_\_, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.

2. I am employed by \_\_\_\_\_ (hereinafter "Company") and have authority to issue this affidavit on its behalf.

3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.

4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: \_\_\_\_\_ (individual signature)

For: \_\_\_\_\_ (company name)

Title: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: