AMERICAN DORPER SHEEP BREEDERS' SOCIETY

REQUEST FOR PROPOSALS

Accounting, Bookkeeping, Payroll & Financial Management Services_

Contact: ________________________
Email: ________________________
Phone: ________________________

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1. PURPOSE OF THIS REQUEST FOR PROPOSALS

The **American Dorper Sheep Breeders' Society (ADSBS)** is requesting proposals from qualified accounting professionals and small accounting firms to provide ongoing accounting, bookkeeping, accounts payable, payroll, bank and investment reconciliation, and financial reporting services.

ADSBS is particularly interested in a **small accounting firm or accounting professional who can provide personalized service and has experience with livestock, agriculture, nonprofit organizations, associations, or similar organizations**.

ADSBS is also interested in finding a provider who can offer **livestock auction clerking and sale support** as an additional service. While auction support is not required to be selected for the accounting engagement, experience in this area will be considered an advantage.

The selected provider will serve as a trusted financial partner to ADSBS leadership, staff, and Finance Committee by maintaining accurate financial records, providing timely financial information, processing accounts payable and payroll, and assisting with appropriate financial controls.

2. ABOUT ADSBS

The **American Dorper Sheep Breeders' Society** is a national breed organization representing Dorper and White Dorper sheep breeders throughout the United States.

ADSBS operates within the livestock industry and has financial activity associated with memberships, registrations, shows, sales, sponsorships, advertising, youth programs, events, and other association activities.

Experience with livestock organizations, breed associations, agricultural organizations, livestock sales, or similar entities is therefore highly desirable.

3. SCOPE OF SERVICES

The selected accounting provider will be responsible for providing the following core services.

A. Accounts Payable

The provider will:

- Receive and process invoices and bills.
- Review invoices for appropriate documentation and coding.
- Code expenses to the appropriate general ledger accounts.
- Maintain organized accounts payable records.
- Prepare payments for authorized approval.
- Process payments as authorized under ADSBS procedures.
- Maintain supporting documentation for expenditures.
- Reconcile vendor statements as needed.
- Track outstanding invoices and obligations.
- Identify unusual or questionable transactions for ADSBS management.
- Maintain accurate records within QuickBooks Online.

All payments will remain subject to ADSBS approval and financial-control procedures.

4. QUICKBOOKS ONLINE MANAGEMENT

ADSBS currently uses **QuickBooks Online (QBO)** as its accounting system.

The selected provider will maintain the Society's QuickBooks Online account and ensure that financial transactions are recorded accurately and timely.

Responsibilities include:

- Maintaining the chart of accounts.
- Recording income and deposits.
- Recording expenses.
- Recording accounts payable.
- Recording payroll.
- Maintaining appropriate transaction classifications.
- Reconciling accounts.
- Maintaining vendor and customer information.
- Recording transfers between accounts.
- Making appropriate adjusting and correcting entries.
- Maintaining supporting documentation.
- Preparing financial reports.
- Assisting with year-end close.

The provider must have demonstrated proficiency with **QuickBooks Online**.

5. MONTHLY BANK & ACCOUNT RECONCILIATIONS

The provider will complete monthly reconciliations for all applicable ADSBS financial accounts.

These may include:

- Operating bank accounts
- Savings accounts
- Credit cards
- Merchant/payment processing accounts
- Treasury Management accounts
- Investment accounts
- Other financial accounts maintained by ADSBS

Reconciliations should be completed promptly after monthly statements become available each month by the second Friday or the month so that the Board of Directors have the information in time for their monthly packet.

The provider will:

- Identify discrepancies.

- Investigate unusual transactions.
- Research outstanding checks and deposits.
- Identify duplicate or incorrectly recorded transactions.
- Correct accounting errors.
- Maintain reconciliation documentation.
- Report significant discrepancies to ADSBS leadership.

6. TREASURY MANAGEMENT & INVESTMENT ACCOUNTS

The selected provider will have appropriate access to ADSBS's financial systems as necessary to perform the contracted services.

This may include access to:

- Treasury Management banking accounts
- Operating bank accounts
- Investment firm accounts
- Credit card accounts
- Merchant accounts
- QuickBooks Online
- Payroll systems
- Other financial platforms used by ADSBS

Access will be established based upon the provider's responsibilities.

The selected provider must maintain strict confidentiality and follow ADSBS financial controls.

Important Financial Control Requirement

Access to banking and investment accounts does **not** automatically provide authority to transfer, withdraw, invest, or otherwise move ADSBS funds.

All movement of funds must comply with ADSBS's established authorization policies and internal controls.

ADSBS expects the accounting provider to work within an appropriate **system of checks and balances and separation of duties**.

7. PAYROLL SERVICES

The selected provider will manage ADSBS payroll.

Payroll responsibilities may include:

- Processing regular payroll.
- Maintaining employee payroll records.
- Calculating wages and deductions.
- Processing payroll taxes.
- Filing required payroll reports.
- Maintaining payroll documentation.
- Preparing year-end payroll reports.
- Preparing W-2s and other required payroll documents.
- Reconciling payroll accounts.
- Assisting with payroll-related questions.
- Monthly payment of mileage for employees or for Board members when traveling on official business.

8. MONTHLY FINANCIAL REPORTING

The selected provider will prepare a monthly financial reporting package for ADSBS leadership and/or the Finance Committee.

At a minimum, the monthly package should include:

- Balance Sheet
- Income Statement / Profit & Loss
- Budget-to-Actual Report
- Cash Position
- Bank Reconciliation Status
- Accounts Payable Summary
- Payroll Summary
- Investment Account Summary, when appropriate
- Significant or unusual financial activity

The accounting provider should be available to explain the financial reports and answer reasonable questions from the Executive Director, Finance Committee, Treasurer, and Board of Directors.

9. BUDGETING & FINANCIAL MANAGEMENT SUPPORT

The selected provider may be asked to assist ADSBS with:

- Annual budgeting
- Budget-to-actual analysis
- Cash-flow planning
- Financial forecasting
- Program and event financial analysis
- Revenue and expense analysis
- Financial policies and procedures
- Internal control recommendations

ADSBS values an accounting partner who can provide **financial insight—not simply data entry**.

10. YEAR-END ACCOUNTING & TAX SUPPORT

The selected provider will assist ADSBS with year-end financial close and preparation for tax and other financial reporting requirements.

Services may include:

- Year-end reconciliations
- Adjusting entries
- Accruals
- Fixed asset accounting
- 1099 preparation
- W-2 reconciliation
- Year-end financial statements
- Supporting schedules
- Coordination with ADSBS's CPA, tax preparer, auditor, or other financial professionals

- Responding to reasonable questions from outside accounting professionals

If the proposer does not provide tax preparation, audit, review, or other services, those exclusions should be clearly identified in the proposal.

11. LIVESTOCK AUCTION CLERKING & SALE SUPPORT

Preferred Additional Service

ADSBS would strongly prefer an accounting provider that can provide, directly or through qualified personnel, **auction clerking and financial support at ADSBS livestock sales**.

This is an **additional/preferred service and is not required** to qualify for the accounting engagement.

Potential responsibilities may include:

- Traveling to ADSBS livestock sales.
- Auction clerking.
- Recording lot numbers, consignors, buyers and prices
- Tracking sale totals.
- Calculating commissions and applicable fees.
- Preparing buyer invoices.
- Preparing consignor settlement statements.
- Assisting with payment collection.
- Reconciling sale proceeds.
- Entering or reconciling sale activity in QuickBooks Online.

Experience with **livestock auctions, sheep sales, cattle sales, breed association sales, or similar events** should be specifically described in the proposal.

Proposers should identify:

- Previous livestock sale experience.
- Number of sales worked.
- Types of livestock sales worked.
- Auction software or clerking systems used.
- Geographic area in which they can provide sale support.
- Availability during major ADSBS sales.

- Proposed fee structure.
- Travel expenses.

ADSBS may contract with the selected accounting provider for sale services separately from the recurring accounting engagement.

12. DESIRED FIRM PROFILE

ADSBS is specifically interested in a **small accounting firm, CPA, bookkeeper, or accounting professional** capable of providing personalized service.

ADSBS is not necessarily seeking a large national accounting firm.

The ideal provider will be:

- Experienced, Responsive, Accessible, Detail-oriented, Trustworthy
- Familiar with QuickBooks Online
- Experienced with payroll
- Experienced with monthly reconciliations
- Familiar with livestock or agriculture
- Willing to learn ADSBS's operations

13. CONFIDENTIALITY & FINANCIAL SECURITY

The selected provider will have access to confidential financial, banking, payroll, employee, vendor, and potentially member information.

The provider must:

- Maintain strict confidentiality and protect ADSBS financial information.
- Use appropriate cybersecurity practices.
- Protect banking credentials and maintain secure electronic records.
- Follow ADSBS financial authorization procedures.
- Immediately report suspected fraud or unauthorized transactions.
- Immediately report suspected security breaches.
- Maintain appropriate financial documentation.

14. PROPOSAL REQUIREMENTS

Proposals should include the following information.

A. Firm Information

- Firm or individual name
- Address
- Primary contact
- Telephone
- Email
- Website, if applicable
- Years in business
- Number of employees/accounting professionals

B. Qualifications & Experience

Describe:

- Accounting experience
- QuickBooks Online experience
- Payroll experience
- Nonprofit/association experience
- Livestock/agriculture experience
- Livestock sale experience
- Bank reconciliation experience
- Investment account reconciliation experience
- Treasury Management experience

C. Proposed Team

Identify the person or people who will primarily service the ADSBS account.

Include:

- Name
- Position
- Qualifications
- Years of experience

- Relevant nonprofit experience
- Relevant livestock/agricultural experience

ADSBS prefers that the individuals identified in the proposal be the primary individuals actually performing the work.

D. Technology

Describe your experience with:

- QuickBooks Online
- Online banking
- Treasury Management systems
- Investment account platforms
- Payroll systems
- Electronic bill payment
- Secure document management
- Secure file sharing

E. Service Approach

Describe how your firm would manage the ADSBS account, including:

- Monthly accounting process
- Reconciliation process
- Accounts payable process
- Payroll process
- Communication with ADSBS staff
- Monthly reporting process
- Year-end process
- Handling urgent issues

F. References

Provide at least **three professional references**.

Preference will be given to references involving:

- Livestock organizations
- Agricultural businesses

- Nonprofit organizations
- Breed associations
- Livestock sales

Include:

- Organization/business
- Contact person
- Telephone
- Email
- Nature of services provided

15. PRICING PROPOSAL

Please provide a transparent fee structure.

Recurring Accounting Services

Monthly accounting/bookkeeping fee:
$________________ / month

Accounts Payable

Included in monthly fee: YES / NO

If additional:
$________________

Bank & Investment Reconciliations

Included in monthly fee: YES / NO

If additional:
$________________

Payroll

$________________ per payroll

OR

$________________ per month

Year-End Services

$_______________

Additional Accounting Services

$_______________ per hour

Finance Committee/Board Meetings

Included: YES / NO

If additional:
$_______________

Auction Clerking

Daily rate: $_______________

Hourly rate: $_______________

Per-sale fee, if applicable: $_______________

Other Fees

Please identify any:

- Setup fees
- Software fees
- Payroll platform fees
- Banking fees
- Document management fees
- Other recurring or non-recurring charges

16. TRAVEL & SALE SUPPORT

For providers offering auction clerking or other in-person services, please identify:

- Geographic area served
- Willingness to travel outside your normal service area
- Availability for national livestock sales
- Travel reimbursement policy

ADSBS anticipates that some livestock sales may require overnight or out-of-town travel.

17. TERM OF AGREEMENT

ADSBS anticipates entering into an initial **one-year agreement**, with the option to renew annually based upon satisfactory performance.

18. EVALUATION CRITERIA

Proposals will generally be evaluated according to the following criteria:

Evaluation Category	Weight
Accounting qualifications and experience	25%
Livestock/agricultural experience	20%
QuickBooks Online and technology proficiency	20%
Understanding of ADSBS's needs	10%
Responsiveness and availability	10%
Pricing and overall value	10%
Auction clerking/livestock sale experience	5%
TOTAL	**100%**

ADSBS reserves the right to modify the evaluation process as necessary.

19. SELECTION PROCESS

ADSBS may:

1. Review all submitted proposals.
2. Contact references.
3. Conduct interviews with selected proposers.
4. Request clarification or additional information.
5. Request revised proposals.
6. Negotiate final scope and pricing.
7. Select the provider offering the best overall combination of qualifications, experience, service, responsiveness, and value.

ADSBS is not required to select the lowest-priced proposal.

ADSBS reserves the right to reject any or all proposals.

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20. TRANSITION TO SELECTED PROVIDER

The selected provider will work with ADSBS staff and/or the current accounting personnel to facilitate an orderly transition.

Transition activities may include:

- Review of the existing QuickBooks Online file
- Review of the chart of accounts
- Review of bank accounts
- Review of Treasury Management accounts
- Review of investment accounts
- Review of outstanding accounts payable
- Review of payroll
- Review of recurring transactions
- Review of prior reconciliations
- Review of existing financial procedures
- Review of financial controls
- Establishment of system access
- Identification of outstanding accounting issues

The selected provider should make recommendations for improving financial reporting, efficiency, internal controls, and accounting procedures when appropriate.

21. SUBMISSION OF PROPOSALS

Proposals should be submitted electronically to:

American Dorper Sheep Breeders' Society
Attn: ______________________________
Email: ______________________________

Proposal Deadline: ______________________________

Subject: ADSBS Accounting Services RFP – [Firm Name]

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