



REQUEST FOR PROPOSAL

Request for Proposal (RFP) Administrative/Bookkeeping Coordinator

Issue Date: October 7, 2025

Proposal Due Date: October 31, 2025

1. Introduction

The Ocala Royal Dames for Cancer Research, Inc. (ORD), a 501(c)(3), is soliciting proposals for an independent contractor for Administrative and/or Bookkeeping Services to support our ongoing nonprofit fundraising efforts for cancer research.

2. Organization Overview

The Ocala Royal Dames for Cancer Research, Inc. is dedicated to funding innovative cancer research and supporting educational initiatives in our overarching mission to eradicate cancer. The organization is committed to financial sustainability and prudent and responsible use of financial resources in our outreach, education, and event sponsorships to fund that mission-

While historically an all-volunteer organization, with our growth and the increasing complexity of financial, administrative, and governing regulations, it is necessary to incorporate paid professional independent contractors into our network to assist with bookkeeping services and/or administrative support.

3. Scope of Services

FINANCIAL SUPPORT

- Input and updates to **Online QuickBooks** including:
 - Chart of Accounts classification review and updates
 - Accounts receivable and payable
 - Monthly financial reports
 - Membership financial data/transactions input/annual dues invoicing
 - Bank statement reconciliation / other banking support functions

- Network for Good
 - Integrate **Network for Good** (online giving program) CRM (Customer Relationship Manager) program with Online QuickBooks to assure accurate reporting and reconciliation of income re: event tickets, member dues, donations, etc.
- Other Miscellaneous Duties
 - Weekly retrieval of PO Box Mail (optional)
 - Participation in designated committees as applicable
 - Fulfill requests from Board of Trustees for specific fiscal reports

ADMINISTRATIVE SUPPORT

Fundraising Support

- Coordinates with fund raising committee Chairs on event timelines
- Executes marketing and communication plans
- Coordinates with vendors (venue hosts, caterers, printers, etc.) on timelines, deliverables
- Provides regular reports/updates to event chairs

Volunteer Function Support

- Establish a detailed volunteer plan for specified events as needed.

Sponsorship Benefits Coordination

- Point person to coordinate sponsorship fulfillment benefits to include communication with sponsors on their benefit levels (e.g., of tickets, advertising, etc.), sponsorship level, payment
- Generates reports to Fundraising and/or Event Chair on sponsorship status
- Coordinates with Chair on thank you response

General Administrative Support

- Assigned office support functions re: email, phone calls, scheduling meetings, document and report prep, check PO Box weekly.
- Assist with data entry/collection via Network for Good as needed and defined by the President or Treasurer
- Board of Directors interface:
 - Generates monthly Board packets
 - Post Board meeting identifies with the President follow up scope of work and deliverables
 - Maintains Board of Trustees notebook, Board directory, and related files
 - Responsible for record retention of any related Board material.

5. Evaluation Criteria

Proposals will be evaluated based on:

- Proven experience with administrative and bookkeeping services, preferably in nonprofit environment
- Cost of Services
- Flexibility in scheduling working hours
- Online QuickBooks experience is essential
- Knowledge of Network for Good software preferable
- References
- Local Provider

6. Submission Instructions

Qualified candidates should provide the following for one or both of scope of work (administration and/or bookkeeping services):

- Company Profile/Resume: A brief history, organizational structure, and information on any proposed subcontractors.
- Team qualifications: The qualifications and relevant experience of the specific individuals who would be assigned to our account.
- Project approach: A detailed explanation of how you/the firm would approach the required services.
- Fee structure: Provide your proposed fee for the requested services. Please break down costs for different services and provide billing rates.
 - Anticipating 10-15 hours per week for bookkeeping support
 - Anticipating 10-15 hours per week for administrative support
- References: Contact information for current/previous clients with similar project scope.
- Insurance: Proof of general liability and professional liability (errors and omissions) insurance, or a statement as to not provided.

Interested candidates should submit their proposals electronically by October 31, 2025, to:

Karen Hatch, Administrative Committee Chair
Ocala Royal Dames for Cancer Research

For questions, please contact
Karen Hatch
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352-843-0955