

**Request for Proposals (RFP)**  
**Bookkeeper & Office Support Contract**  
**Montana Cooperative Development Center (MCDC)**

**Issue Date:** April 2<sup>nd</sup>, 2025

**Proposal Due Date:** April 18<sup>th</sup>, 2025

**I. Introduction**

The Montana Cooperative Development Center (MCDC) is seeking proposals from qualified individuals or firms to provide bookkeeping and office support services under a contractual agreement. The selected contractor will assist MCDC with financial management, record-keeping, and general administrative tasks to ensure smooth organizational operations. The work will include support for grant applications and administration including reporting to Federal and State.

In addition to MCDC, the contractor will be responsible for the bookkeeping of the sister organization of Montana Council of Cooperatives (MCOOC). Additional services for MCOOC will include annually tracking and sending membership dues.

**II. Scope of Work**

The contractor will be responsible for the following tasks:

**Bookkeeping Services**

- Maintain accurate financial records and bookkeeping for MCDC.
- Process accounts payable and accounts receivable.
- Reconcile bank statements and financial records.
- Prepare monthly financial reports for review by MCDC leadership.
  - The contractor will be expected to attend quarterly board meetings to present quarterly financial reports and take minutes.
- Assist with budget tracking and grant reporting.
- Coordinate with MCDC's accountant for tax filings and financial audits.
  - MCDC does have a third-party financial advisor that completes an annual review and completes all tax filings that the contractor will work with.

**Office Support Services**

- Maintain organized electronic and physical filing systems.

- Manage correspondence, including responding to emails and inquiries as needed.
- Assist with scheduling meetings, preparing agendas, and taking minutes.
- Provide administrative support for MCDC programs and events as needed
- Assist with document preparation, including contracts, reports, and presentations.

### **III. Qualifications**

The ideal candidate or firm should possess the following qualifications:

- Experience in bookkeeping and office administration, preferably in a nonprofit or cooperative setting.
- Proficiency in QuickBooks and Microsoft Office Suite (Word, Excel, Outlook).
- Understanding of financial management, including budget tracking and grant reporting.
- Strong organizational and communication skills.
- Ability to work independently and maintain confidentiality.

### **IV. Proposal Submission Requirements**

Interested applicants should submit a proposal that includes:

1. **Cover Letter** – Brief introduction and statement of interest.
2. **Qualifications & Experience** – Description of relevant experience, including specific work with bookkeeping and office support.
3. **Approach & Methodology** – Outline of how the contractor intends to provide services effectively.
4. **Fee Structure** – Proposed compensation structure, including hourly rates or monthly retainer.
5. **References** – Contact information for at least two professional references.

### **V. Contract Terms**

- The contract will be on a renewal basis every October based on performance and funding availability. The first year will be May 2025 through September 2025 to correspond with the organization's fiscal year.

- The contract is designed to shadow the current employee who is retiring, for one (1) month and work closely with the leadership team to ensure a smooth transition.
- The contractor will work remotely within the Great Falls area, with occasional in-person meetings as needed
- Payment terms will be outlined in the final contract agreement.

## **VI. Proposal Submission Deadline & Contact Information**

Proposals must be submitted by April 18<sup>th</sup>, 2025 via email to Executive Director, Tracy McIntyre at [tracy@mcdc.coop](mailto:tracy@mcdc.coop). Late submissions will not be considered.

For questions or further information, please contact Tracy McIntyre, Executive Director, [tracy@mcdc.coop](mailto:tracy@mcdc.coop).

For all inquiries please clearly state in the subject line the purpose of the email or if it is a proposal in response to this request.

---

MCDC is an equal opportunity organization.