

PUBLIC NOTICE • PROFESSIONAL SERVICES OPPORTUNITY

CPA & Grant Accounting Services

This Grow Round, an Illinois 501(c)(3) nonprofit serving girls and young women in Madison County and the Metro East, is accepting qualifications from independent Certified Public Accountants and accounting firms experienced in nonprofit and grant accounting.

CONTRACT AMOUNT \$6,000 fixed total	ENGAGEMENT Independent contractor
PUBLICLY POSTED August 25, 2026	APPLICATION DEADLINE September 8, 2026 at 5:00 p.m. CT
POSTING REFERENCE TGR-CPA-2026-01	SUBMISSION METHOD Online application preferred

Purpose

The selected CPA or firm will support accurate financial administration, grant compliance, reimbursement and reconciliation processes, financial reporting, and audit or monitoring readiness. This solicitation is intended to provide qualified providers with a fair and public opportunity to be considered.

Scope of services

- Monthly bookkeeping oversight and financial reporting.
- Grant reconciliation, reimbursement support, and cost allocation review.
- Internal-control and fiscal-policy compliance support.
- Budget-to-actual reporting and supporting-document review.
- Audit, monitoring, and grant closeout readiness.
- CPA-level consultation for nonprofit and grant accounting matters.

The final service schedule, deliverables, and contract term will be included in the written agreement and will remain subject to funding availability and applicable grant requirements.

Qualifications & Selection

Minimum qualifications

- Active CPA license in good standing.
- Experience serving nonprofit organizations.
- Demonstrated grant-accounting and compliance experience.
- Knowledge of federal and/or Illinois grant requirements, including 2 CFR Part 200 when applicable.
- Strong written communication, documentation, and deadline-management practices.
- Ability to work independently and maintain confidentiality.

Evaluation criteria

30 PERCENT Nonprofit and grant-accounting experience	25 PERCENT CPA credentials and technical qualifications
20 PERCENT Understanding of the requested scope	15 PERCENT References and past performance
10 PERCENT Availability and responsiveness	CONTRACT \$6,000 fixed total

Required application information

- Applicant or firm identity and complete contact information.
- CPA license number, licensing state, expiration date, and disclosure of disciplinary history.
- Summary of nonprofit, grant-accounting, Uniform Guidance, and QuickBooks Online experience.
- Proposed work approach and earliest available start date.
- Two professional references and conflict-of-interest disclosure.
- Signed acknowledgement of the fixed contract amount and independent-contractor status.

Procurement conditions

This Grow Round may verify credentials, contact references, request an interview or additional documentation, reject any or all submissions, waive minor informalities, and make an award in the organization's best interest. Submission does not guarantee selection and does not create employment. The selected provider must execute a written independent-contractor agreement and provide required tax, insurance, licensing, and vendor documentation before services begin.

Equal opportunity

This Grow Round encourages qualified providers to apply and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other status protected by applicable law.

Paper Application - Applicant & Credentials

Use the public online application whenever possible. This paper copy may be completed as a backup.

APPLICANT TYPE: ■ INDEPENDENT CPA ■ ACCOUNTING FIRM	DATE COMPLETED
LEGAL NAME OF CPA OR ACCOUNTING FIRM *	
PRIMARY CONTACT PERSON *	TITLE *
EMAIL ADDRESS *	PHONE NUMBER *
BUSINESS MAILING ADDRESS *	
CITY, STATE, ZIP CODE *	WEBSITE OR PROFESSIONAL PROFILE

CPA credentials

CPA LICENSE NUMBER *	LICENSING STATE *
LICENSE EXPIRATION DATE *	YEARS OF CPA/ACCOUNTING EXPERIENCE *
DISCLOSE LICENSE DISCIPLINE, SUSPENSION, INVESTIGATION, OR PROFESSIONAL CLAIM WITHIN THE LAST FIVE YEARS. ENTER NONE IF NOT APPLICABLE. *	

Experience

DESCRIBE YOUR NONPROFIT AND GRANT-ACCOUNTING EXPERIENCE, INCLUDING TYPES OF GRANTS AND ORGANIZATIONS SERVED. *	
2 CFR PART 200 / UNIFORM GUIDANCE EXPERIENCE *	QUICKBOOKS ONLINE EXPERIENCE *

Paper Application - Experience & References

Services you are qualified to provide

- ☐ Nonprofit bookkeeping and monthly close
- ☐ Grant reconciliation and reimbursement reporting
- ☐ Budget-to-actual and financial statements
- ☐ Cost allocation and expense allowability review
- ☐ Audit, monitoring, and closeout preparation
- ☐ Form 990 and annual compliance support

EXPLAIN HOW YOU WOULD ORGANIZE THE ENGAGEMENT AND MAINTAIN GRANT-READY RECORDS. *

LINK TO RESUME, FIRM QUALIFICATIONS, OR CAPABILITY STATEMENT (OPTIONAL)

EARLIEST AVAILABLE START DATE *

TYPICAL RESPONSE TIME AND AVAILABILITY *

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Professional references

REFERENCE 1 - NAME, ORGANIZATION, TITLE, EMAIL, AND PHONE *

REFERENCE 2 - NAME, ORGANIZATION, TITLE, EMAIL, AND PHONE *

Conflict disclosure

DISCLOSE ANY ACTUAL OR POTENTIAL CONFLICT OF INTEREST INVOLVING THIS GROW ROUND, ITS LEADERSHIP, OR ITS FUNDERS. ENTER NONE IF NOT APPLICABLE. *

Paper Application - Certifications

Read and initial each statement.

INITIALS _____	FIXED CONTRACT AMOUNT I understand that the fixed total contract amount is \$6,000.
INITIALS _____	INDEPENDENT CONTRACTOR I understand this is an independent-contractor opportunity and not employment.
INITIALS _____	TRUTH AND VERIFICATION I certify the information is true and authorize verification of credentials and references.

AUTHORIZED SIGNER'S FULL NAME *	
TITLE *	DATE *
SIGNATURE *	

How to submit

Preferred method: Complete the public online application linked from www.thisgrowrounds.org. If a paper application is necessary, email the completed packet to info@thisgrowround.org with the subject line 'CPA Application - [Applicant Name]'. Applications must be received by September 8, 2026 at 5:00 p.m. Central Time.

Questions

Email info@thisgrowround.org. To preserve a fair process, substantive responses may be shared with all potential applicants when appropriate.

PUBLIC POSTING RECORD

Posted August 25, 2026 • Reference TGR-CPA-2026-01