



## Request for Proposal

**RFP Issued:** December 10, 2025

**Proposal Due Date:** December 26, 2025

**Finalist Interviews:** January 13-15, 2026

**Anticipated Award Notification:** February 15, 2026

**Contract Start:** April 1, 2026

### Purpose

ACT for Alexandria (ACT), a community foundation in Alexandria, Virginia, is seeking a fractional Chief Financial Officer (CFO) and accounting and bookkeeping services firm to support the organization. ACT will complete this search within the timeframe outlined above, and a month of transition and training with the current fractional CFO and accounting team will begin April 1, 2026. Preference will be given to proposals that include experience with community foundations.

### Organization Background

ACT for Alexandria is an accredited community foundation with a mission of amplifying the work of our community by bringing people and resources together. ACT follows GAAP accounting standards and uses a third-party auditor to complete its annual audit and 990s.

ACT recently celebrated its 20<sup>th</sup> anniversary, and the organization is continuing to adapt its programs and initiatives to meet the needs of the community. This work is completed through individual donations, donor advised funds, fiscally sponsored funds, and programmatic initiatives. The largest of these initiatives is our annual day of giving, Spring2ACTion, and last year this event raised \$3.1 million for the Alexandria community.

### Scope of Work

ACT is seeking a fractional CFO and accounting team to support our financial and accounting needs and integrate with our existing systems and internal staff. ACT uses C-Suite, a product of Foundant, for customer relationship management, grant processing, and accounting system. Accounts payable are managed through Bill.com.

TASK*	DELIVERABLE	TIMELINE
Assess ACT's financial management operations including but not limited to internal controls, accounting and payroll functions, fund management, investment management functions, and various reporting needs.	Provide a report of recommendations to streamline and improve ACT's financial management operations.	Within 60 days of contract start date
Support accounts receivable, accounts payable, and grant payments.	Ensure proper treatment from bookkeeper and accounting expertise.	Ongoing
Ensure Bill.com vendor details match C-Suite CRM system.	None.	Ongoing

TASK*	DELIVERABLE	TIMELINE
Conduct reconciliation of ACT's monthly account statements, and balance sheet items.	Timely and properly reconciliation of accounts.	Monthly
Reconcile ACTs funds, including outsourced funds, for replenishment needs and compliance with policies.	Ensure funds are maintained within organizational policies.	Monthly
Close books at the end -of each month (ex: complete all monthly journal entries and reconciliations for a timely close).	Ensure the timely and accurate close of the books each month.	Ongoing and monthly
Maintain and update financial operations dashboard.	Timely compile and update dashboard.	Monthly
Provide on-going analysis/advisory to the CEO of ACT's financial performance and trends.	None.	Ongoing and as needed
Advise on financial matters and strategy.	None.	Ongoing and as needed
Support the development of ACT's annual budget, and applicable year-end forecasts.	Timely and accurate completion of the annual budget.	Ongoing and annually
Lead ACT through its annual audit and 990 completion.	Successful (i.e., Unqualified) audit opinion.	Ongoing and as needed
Attend monthly Finance Committee meetings.	Timely compile and present monthly financial dashboard.	Ongoing and monthly
Attend Executive & Board Committee meetings.	Timely compile and present most recent financial dashboard.	3-4 times a year
Coordinate with the ACT team (ex: thought partner for fund creation, support receipt of non-cash donations, help running financial reports in C-Suite).	Work with the team to provide support and successfully record financials.	Ongoing and as needed

\*ACT's audited financials, 990s and impact reports are shared on our website at [actforalexandria.org](http://actforalexandria.org).

### **How to Submit a Proposal**

Please submit responses to this RFP **no later than December 26, 2025** to:

Nicole David  
 Manager of Operations & Strategy  
 ACT for Alexandria  
[operations@actforalexandria.org](mailto:operations@actforalexandria.org)

Responses should include the following:

1. An explanation of approach, describing how you will carry out the tasks/deliverables outlined above.
2. A summary of recent and relevant client work and/or case study.
3. Details of your experience working with, or knowledge of, community foundations.

4. An explanation of your experience using Foundant technology, or your comfort level in learning new systems.
5. A firm cost estimate of the fees to be charged and expenses that would be incurred.
6. Resumes of the proposed individual(s) to accomplish the scope of work.
7. Names, phone numbers, and email addresses of individuals at three nonprofit organizations who have been your clients during the last eighteen months and whom we can contact as references.