



NCARCOG
ASSOCIATION OF REGIONAL COUNCILS OF GOVERNMENTS

Request for Proposals (RFP)

Fiscal Agent Services for the North Carolina Association of Regional Councils of Governments (NCARCOG)

Issue Date: August 24, 2026

Proposal Submission Deadline: September 25, 2026

1. Introduction and Background

The North Carolina Association of Regional Councils of Governments (NCARCOG) is requesting proposals from qualified firms or organizations to serve as Fiscal Agent for the Association.

NCARCOG represents the collective interests of North Carolina's regional councils of governments and provides a forum for collaboration, advocacy, professional development, and statewide coordination on issues impacting regions and local governments across the state.

NCARCOG seeks a qualified partner capable of providing financial management, accounting oversight, reporting, and related fiscal services necessary to support the organization's operations and ensure strong financial stewardship, transparency, and accountability.

The selected Fiscal Agent will work closely with NCARCOG leadership, the Executive Director, Treasurer, Finance Committee, and Board of Directors.

2. Scope of Services

The selected Fiscal Agent will provide financial management and related support services that may include, but are not limited to, the following:

A. Financial Management and Accounting

- Maintain accurate and complete financial records for NCARCOG
- Manage accounts payable and receivable
- Process and track revenues, expenditures, and reimbursements
- Maintain general ledger and supporting documentation



- Reconcile bank accounts and financial statements on a regular basis
- Maintain appropriate internal controls and financial procedures

B. Financial Reporting

- Prepare monthly financial reports for review by NCARCOG leadership and Board of Directors
- Prepare quarterly and annual financial summaries as requested
- Assist with preparation of annual budgets and budget amendments
- Provide financial analysis and reporting to support organizational decision making

C. Audit and Compliance Support

- Coordinate with external auditors during annual audits or financial reviews
- Prepare and organize supporting financial documentation
- Ensure compliance with applicable federal, state, and nonprofit accounting requirements
- Assist with maintaining organizational financial policies and procedures

D. Tax and Regulatory Filings

- Prepare and submit required federal and state filings, including IRS Form 990 and related documents
- Prepare and distribute applicable tax reporting forms, including 1099s
- Monitor regulatory requirements impacting nonprofit financial operations

E. Grant and Contract Administration

- Track grant revenues and expenditures
- Assist with financial reporting requirements associated with grants or contracts
- Collaborate with the Executive Director and Treasurer to ensure funds are managed in accordance with grant and contractual requirements

F. Board and Organizational Support

- Attend (Virtually) Board of Directors, Executive Committee, Finance Committee, or other meetings as requested
 - Provide financial guidance and recommendations to leadership
 - Support the Treasurer in fulfilling oversight responsibilities
 - Assist NCARCOG in maintaining transparent and accountable financial operations
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3. Proposal Requirements

Proposals should include the following information:

A. Organizational Overview

- Name, address, and contact information for the proposing firm or organization
- Brief history and description of the organization
- Description of experience providing fiscal management, accounting, or fiscal agent services for nonprofit organizations, associations, councils of government, or public sector entities

B. Experience and Qualifications

- Description of relevant experience and expertise
- Qualifications of staff who would be assigned to NCARCOG
- Experience working with nonprofit organizations and governmental entities
- Any relevant certifications, licenses, or professional affiliations

C. Proposed Approach

- Description of how the proposer would fulfill the scope of services
- Overview of systems, procedures, and communication practices
- Description of approaches to financial transparency, accountability, and internal controls

D. Cost Proposal

- Detailed fee structure for services proposed
- Identification of any additional costs or reimbursable expenses
- Proposed payment terms

E. References

- At least three references from organizations for which similar services have been provided
 - Preference may be given to references from councils of government, nonprofit associations, or public entities
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4. Evaluation Criteria

Proposals will be evaluated based on the following factors:



- Relevant experience and qualifications
 - Demonstrated understanding of nonprofit and governmental financial management
 - Ability to provide responsive and reliable service
 - Quality and completeness of proposal
 - Cost effectiveness and overall value
 - References and past performance
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5. Submission Instructions

Proposals must be submitted no later than **September 25, 2026**.

Electronic submissions are preferred and should be sent to:

Todd McNeill, Executive Director

North Carolina Association of Regional Councils of Governments (NCARCOG)

Email: ExecutiveDirector@NCARCOG.org

Mail: 3860 Huckleberry Ridge Rd, Crumpler, NC 28617

Questions regarding this RFP may be directed to the contact listed above.

6. Terms and Conditions

- NCARCOG reserves the right to reject any or all proposals
 - NCARCOG reserves the right to request additional information or interviews from proposers
 - Submission of a proposal does not guarantee selection
 - All materials submitted become the property of NCARCOG
 - NCARCOG anticipates selecting a Fiscal Agent on or about **December 1, 2026**
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7. Anticipated Timeline

Milestone	Date
RFP Issued-	August 24, 2026
Questions Due-	September 8, 2026
Proposal Deadline-	September 25, 2026
Review and Interviews-	October 9, 2026
Selection Announcement-	December 1, 2026
Services Begin-	January 1, 2027