

April 17, 2025  
Tahlequah Area Chamber of Commerce  
123 E Delaware St  
Tahlequah, OK 74464

The Tahlequah Area Chamber of Commerce (TACC) is seeking a firm or individual for accounting services. TACC requests a formal bid for services beginning on July 1, 2025 and continuing through the end of our fiscal year, June 30, 2026. Contract should provide a continuation of services clause for services to continue each fiscal year unless a change or termination is requested by either party.

Services include:

- Monthly accounting including:
  - Accounts Receivable – Sending new and outstanding invoices, receiving payments, creating/recording deposits
  - Accounts Payable – Pay all bills and invoices related to Chamber, including Tourism related invoices
- Process semi-monthly payroll and related items including health insurance, retirement benefits, payroll taxes, etc.
- Preparation of 1099's
- Preparation of W-2's
- Preparation of year-end taxes (Form 990), yearly audit preparation, and accounting needs
- Maintain all accounting records related to TACC activity.
- Reconcile all Chamber bank accounts (5 total accounts currently)

Below are details regarding the submission of a bid to TACC for Accounting Services.

- The submitted bid proposal should include pricing for all services listed above. Chamber will cover the costs of a Quickbooks subscription for accounting and payroll services for the selected firm to access. Please be sure the bid does not include the cost of the software, or if discounts apply by choosing your firm, please note separately from your bid for accounting services.
- TACC currently utilizes Quickbooks Online with all departments and classes falling under one Company for ease of completion.
- We anticipate this to consume 20 hours/month for the individual or firm selected. This could drop with procedures and processes to gain efficiency.
- The Request for Proposal should be submitted no later than Friday, May 9, 2025.
- Selection of firm/individual will be made by TACC Executive Committee on May 21, 2025 and ratified by the Chamber Board on May 27, 2025.

Bid proposals should be submitted to: Nathan Reed, President/CEO, Tahlequah Area Chamber of Commerce, 123 E. Delaware St., Tahlequah, OK 74464 or via email at [nathan@tahlequahchamber.com](mailto:nathan@tahlequahchamber.com). We look forward to receiving a bid proposal from your company or as an individual. If you have any questions, please feel free to contact Nathan Reed at 918-456-3742.

Sincerely,  
Nathan Reed  
President/CEO