

The Rowland R. Strong and Edith H. Strong Memorial Scholarship Foundation
Request for Proposals

Notice is hereby given that the Rowland R. Strong and Edith H. Strong Memorial Scholarship Foundation is requesting proposals for the following projects:

The Rowland R. Strong and Edith H. Strong Memorial Scholarship Fund, Inc. (“Foundation”), is a \$1.7 million private foundation, providing scholarships to Oxford residents. The Foundation is in its infancy and is awaiting the IRS approval of its 501(c)(3) application. The Foundation is partnering with the Valley Community Foundation, Inc. for investment management and scholarship administration. The five-member Board of Directors is requesting proposals from qualified accounting firms that have expertise in handling the accounting needs of a private foundation. The duties would include, but not be limited to, the following:

1. Prepare and file all financial paperwork for the organization;
2. Prepare and present the annual financial statements to the Board;
3. Confirm the Foundation is in compliance with any state and federal rulings;
4. Interact with the Valley Community Foundation on all financial matters;
5. Any other tax or financial matter that comes before the Scholarship Fund.

Sealed RFP’s are due back to the Rowland R. Strong and Edith H. Strong Memorial Scholarship Foundation, c/o the Oxford Board of Education office, located at 144 Oxford Road, Unit 1B, Oxford, CT 06478 to the attention of Raymond Kostka, Director and Treasurer on July 18, 2018. All RFP’s will be opened July 20, 2018, at 9:00 a.m.

The Rowland R. Strong and Edith H. Strong Memorial Scholarship Foundation reserves the right to reject any and all bids, waive irregularities or information in bidding and if necessary, re-advertise for proposals. The Rowland R. Strong and Edith H. Strong Memorial Scholarship Foundation also reserves the right to make such recommendations and or awards, including a proposal, to be in the best interest of the Scholarship Foundation.