

REQUEST FOR
PROPOSAL:

METRO-DENVER, CO
(LOCALLY-
BASED/REMOTE)

BOOKKEEPING SERVICES



BACKGROUND

The Colorado Government Finance Officers Association (CGFOA) is seeking a contractor to provide professional bookkeeping services. The selected contractor will work under the direction of the President and Treasurer. The bookkeeper maintains all necessary and appropriate records, files, and processes to ensure the smooth and compliant financial operation of the organization. The Association's Treasurer currently performs the responsibilities within this scope of work.

Because the Association is going through an exciting period of growth and transformation, we are looking to transition bookkeeping responsibilities to a contractor in order to build capacity for more strategic initiatives.

The Bookkeeping Services contract is awarded and managed by the Association's Executive Board. The selected contractor is expected to maintain regular communication with the Association's Officers.

ABOUT THE ORGANIZATION

Founded in the 1970s, the Colorado Government Finance Officers Association, is a not-for-profit 501(c)6 organization. CGFOA is a professional association that serves over 600 members across the State of Colorado. The Association is governed by a nine-member Executive Board, consisting of a President, Vice-President, Past-President, Treasurer, Secretary, and four Board Members at-large. Executive Board members are government member volunteers that generally serve two-year terms.

The primary functions of the Association are:

- To improve the practice of governmental finance in Colorado, as developed and recommended by the Government Finance Officers Association of the United States and Canada and other recognized authorities in the field of governmental administration, by developing mutually understandable procedures of accounting and financial reporting, budgeting and capital planning, cash management, financial administration, and debt management by encouraging the use of appropriate technology; by employing consistent financial classification, and principles; by training qualified public officials and employees; and by promoting ethical, high quality governmental service.
- To develop closer relationships and understanding among those concerned with public finance in Colorado by facilitating a system of networking, by promoting training and sharing of information among finance officers; by identifying career enhancement opportunities; by providing a forum for the discussion of common issues and problems; and other objectives of a mutual interest to public finance officers.

CGFOA leverages an annual budget of approximately \$200,000 to deliver educational programming, scholarships, and social events to membership.

SCOPE OF WORK

Under the direction of the President and Treasurer, the Bookkeeper maintains all necessary and appropriate records, files, and processes to ensure the smooth and compliant financial operation of the organization.

- Keep accurate financial records using standard accounting practices by making the appropriate entries using CGFOA's QuickBooks Accounting system
- Reconcile monthly bank statements, credit card accounts, and accounts receivable and payable
- Provide reports including above reconciliations and Trial Balance within one week of month end
- Provide any other records/reports in a timely manner as requested for management analysis including reports of aged accounts receivable, cash flow statements and projections, YTD operating statements, and income/deferred revenue forecasts
- Monthly teleconference calls with the Treasurer to review monthly financials
- Assist in budget preparation and analysis
- Assist in the gathering and preparation of year-end working papers in connection with the year-end audit
- Provide appropriate financial records in conjunction with treasurer input for year-end audit
- Meet with the President and Treasurer as needed
- Be available by appointment, to answer questions from the President and Treasurer as needed

APPLICATION REQUIREMENTS

Please note that we will accept responses from companies of all sizes and years in businesses. The questions below do not preclude the types of contractors we are searching for.

1. Name of Company
 - a. Type of company (ex. Sole Proprietorship, LLC, Corporation, etc.)
 - b. Office location that will be responsible for providing these services
 - c. State of Colorado business license number
2. Number of people in the company at the location indicated above
3. Number of years the company has been doing business under this name in the State of Colorado
4. Number of years your company has provided bookkeeping services
5. Number of years your company has provided bookkeeping services to non-profit organizations.
6. Has your company been involved in any court proceedings regarding services related to this proposal? If yes, please provide a detailed explanation.
7. Describe how your company plans to approach each function listed under the Scope of Work. Please provide samples of work product when relevant.
8. For each item listed in the Scope of Work, identify the key personnel and assisting personal that will be responsible for executing those responsibilities. Provide a brief description of their personal experience, education, and certifications.
9. Provide, as references, three current and/or past clients, the length of time the proposer has worked with each client and a short summary of services provided in each case. Please also provide email and telephone contact information for each client
10. Estimate the number of hours planned for the completion of this contract.
11. Submit a "not-to-exceed" total contract amount for a period of 1 year.
12. Please provide any other information that you feel will assist the Executive Board in making its decision.

SELECTION PROCESS

Each Proposal will be evaluated based on the following:

- Content of proposal. The Executive Board will be specifically looking at all requested information to be present and that the proposal addresses each element of the desired "Qualifications". See Application/Response Requirements for content requirements.
- The company may be asked to present on two occasions to the Executive Board and Member liaisons
- Qualifications in the area of experience, education, certifications of the firm and staff to be assigned to the Association.
- Size, resources, and location of the offices.
- References from other entities for similar projects.

PROPOSAL SUBMISSION

Questions and completed proposals shall be submitted via email to Marlin McDaniel, CGFOA Vice-President, mmcdanie@jeffco.us and Catrina Asher, CGFOA President, Catrina.Asher@lafayetteco.gov.

Complete Proposals are due by 5:00PM MST on Monday, May 31st, 2021. Interviews with finalists will occur in June. The selected contractor will be notified in August, with contract negotiations to follow. We anticipate that work will begin in September.

