

REQUEST FOR PROPOSALS
PART TIME ACCOUNTING AND HUMAN RESOURCES SERVICES
THOMAS JEFFERSON PLANNING DISTRICT
CHARLOTTESVILLE, VA

ORGANIZATIONAL OVERVIEW

The Thomas Jefferson Planning District Commission was formed by the Virginia General Assembly in 1972 to provide a forum for discussion of issues localities have in common, or in conflict; to work to decrease fragmentation in government; to plan cooperatively for the future; and to provide planning services to local governments as requested. As a public body, the TJPDC strives to include the public in decision-making. The TJPDC is guided by a locally appointed twelve-member commission, of which at least 51% are local elected officials. Member localities include the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson.

Funding sources include annual contributions from member local governments, state appropriations, grants from federal and state governments, contract services and private foundations.

The TJPDC operates under an Executive Director with an annual operating budget of approximately \$2m and 13 employees.

SUMMARY OF REQUEST

The TJPDC is a regional government in the Commonwealth of Virginia. The TJPDC utilizes QuickBooks accounting software and process all AR, AP and monthly budget management internally. The TJPDC hires an audit firm to annually audit all records and assists in preparing statements to submit to the state and federal agencies. The TJPDC is seeking a part-time accounting consulting service to perform accounting, payroll and human resource services. The TJPDC requires an on-site person with governmental and accrual accounting or bookkeeping experience for approximately 20 hours per week. A Certified Public Accountant is preferred.

SPECIFIC INFORMATION REQUESTED WITHIN PROPOSAL

- Explanation of Experiences: Preferences will be given to consultants who have experience with governmental accounting.
- Abilities and Backgrounds of Personnel: Consultants should list the key personnel who will be responsible for providing the monthly bookkeeping and accounting services, and provide resumes for those individuals. Please include all relevant experience during the last 3 years with similar governments, and all applicable licenses and certifications.
- Ability to Complete the Scope of Work: Consultants should comment on their ability to complete the scope of work listed below, being sure to list any items they do not feel they would be able to complete, and any additional items they can provide.

- AR, AP, monthly financial statements, reconciliations of all balance sheet accounts and profit & loss statements for approximately 40 programs.
- Detailed Explanation of Costs: Explain in detail how costs are calculated and what the TJPDC can expect to pay for the services provided.
- References: Include a minimum of three (3) references for the TJPDC to contact.

SCOPE OF WORK

Services which will be required from the individual or consultant include:

- Bookkeeping Services
- Record revenue and expenses within the general ledger
- Monthly reconciliation of 5 bank accounts
- Manage receipt, status, and release of temporarily restricted funds
- Enter payroll information into QuickBooks and other software systems as needed
- Financial Reporting
- Allocation of monthly personnel costs to approximately 40 programs.
- Prepare monthly, quarterly, and annual reports
- Prepare reports for monthly board meetings
- Provide all needed documentation and reports for audit
- Provide audit process support
- Verify compliance with relevant reporting requirements
- Track all capital, general, and enterprise funds and prepare public reports
- Aid staff with various financial projects, accounting, and duties
- Perform Human Resource functions of personnel file management, benefits management and reporting and personnel action activities.

PROPOSAL REQUIREMENTS

The following must be received by the proposal due date:

- Title Page – The title page shall show the proposal subject, the firm’s name, address, and contact person.
- Cover Page – The cover page shall briefly state your understanding of the work to be

performed and statements as to why the firm/consultant believes it is qualified to perform the work.

- Consultant's Qualifications and Related Experience – There must be sufficient

information provided regarding experience with government organizations.

- References – Provide a listing of three (3) reference of recent past performance. Please provide contact information for the references.

- Proof of Insurance—Provide current business insurance.

EVALUATION CRITERIA

Evaluation Criteria: The following factors will be considered when evaluating the proposals. The factors are not listed in order of importance.

- Qualifications of firm
- Qualifications and experience of the staff to be assigned to the project
- Ability to meet the Scope of Work
- Project cost
- Services beyond the Scope of Work
- References

During the evaluation process, the TJPDC reserves the right to request additional information or clarifications from proposers and the right to reject any or all proposals. The costs of developing proposals are entirely the responsibility of the individual or consultant, and shall not be charged in any manner to the TJPDC. This includes, but is not limited to, the direct cost of consultant's personnel assigned to prepare consultant's response to the RFP and any out-of-pocket expense (including, but not limited to travel accommodation, supplies, etc.) incurred by the individual or consultant in preparing the response to the proposal.

Send Proposals to:

Charles P. Boyles, II Executive Director

Thomas Jefferson Planning District Commission

401 East Water Street,

Charlottesville, VA 22902-1505

Or email to: cboyles@tjpd.org

Due Date & Time: Noon EST Friday, February 23, 2018