

Request for Proposal

RFP: TJPDC-2023-01 Financial Services

Organizational Overview

Planning District Commissions (PDCs) are established and organized under the Regional Cooperation Act (*Code of Virginia*, 15.2-4200). The Thomas Jefferson PDC (Region 10) was formed in 1972 to provide a forum for discussion of issues that member local governments have in common, or on which there is disagreement, to work to decrease fragmentation in government, to plan cooperatively for the future, and to provide planning services to member 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. The TJPDC serves our local governments by providing regional vision, collaborative leadership, and professional service to develop effective solutions.

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

The TJPDC operates under an Executive Director with an annual operating budget of approximately \$2 million, with 13 full-time and 3 part-time employees.

Summary of Request

The Thomas Jefferson PDC seeks the services of a qualified agency/consultant/contractor to carry out the financial operations and management of the agency. Specifically, the TJPDC is seeking a part-time accounting consulting service to perform accounting, reporting, payroll, and human resource services. The TJPDC requires a consultant with governmental and accrual accounting or bookkeeping experience. The agency utilizes QuickBooks accounting software and currently process all Accounts Receivable, Accounts Payable, and monthly budget management internally. The TJPDC hires an independent audit firm to annually audit all records and assists in preparing financial statements to submit to the state and federal agencies.

The TJPDC also staffs external entities through a contractual relationship, to include but not limited to the Virginia Association of Planning District Commissions, the Blue Ridge Cigarette Tax Board (BRCTB), and the TJPDC Corporation, a 501c3 nonprofit corporation. The TJPDC serves as the fiscal agent for the BRCTB and the TJPDC Corporation. The programs of the Commission are organized by classes, the operations of which are accounted for by providing a separate set of self-balancing accounts that comprise of revenues and

expenditures. Resources are allocated to and accounted for in individual classes based on the funding source. The Commission follows the accrual and modified accrual basis of accounting.

Historically, the Commission fulfilled the responsibility of Financial Management and Administration through a combination of employed and contracted personnel. This RFP represents an effort to formally evaluate the options of traditional employment and contractual services to fulfill the needs of the agency. As such, a position announcement is also actively soliciting applications for employment to fulfill the position of Director of Finance.

Scope of Work

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

- **Budget Development and Management:** Assists the Executive Director in budget development, revisions, and monitoring of monthly results. Enters budget into the accounting software.
- **General Accounting and Supervision:** Manages and maintains the General Ledger and the accounts receivable, accounts payable, and general bookkeeping and accounting functions of the agency. Prepares monthly bank reconciliations on all agency bank accounts and all work papers. Provides additional information to the Executive Director from accounting software, as needed. Manages receipt, status, and release of temporarily restricted funds (deferred revenue).
- **Financial Reporting:** Responsible for preparation of all required monthly, quarterly, and annual financial reports. Aids staff with various financial projects, accounting, and duties. Prepares and delivers monthly financial reports for the TJPDC Commission.
- **Invoicing:** Responsible for the oversight of the preparation, submission, and receipt of payments for agency invoices for all programs.
- **Audit Coordination Support:** Supports the annual external audit team by preparing the governmental financial statements and performing variance analysis.
- **Annual Cognizant Agency Review:** Prepares and submits the annual Response Form and Comprehensive Annual Financial Report (CAFR) to the agency's cognizant agent. Prepares and submits the annual Indirect Cost Allocation Plan (ICAP) to the agency's cognizant agent for review.
- **Grant/Contract Management:** Responsible for entry of new grants and/or contracts into the General Ledger software and submissions for reimbursement. Grant contract review and compliance are a function of the Chief Operating Officer and Executive Director.
- **Procurement:** Serves as an advisor on all contract negotiations and manages the procurement process.
- **Benefits Administration:** Performs Human Resource functions of payroll, benefits management and reporting, and personnel action activities. Enters payroll information into QuickBooks, allocating monthly personnel costs to approximately 40 programs. Evaluates fiscal impact of employee benefit plans including health, dental, life, disability, retirement, and worker's compensation plans. Makes recommendations to the Executive Director concerning employee fringe benefits package and other insurance renewals. Assists Executive Director in developing appropriate budget scenarios to accomplish goals.
- **General Accounting and Supervision:** Monitors internal accounting controls and provides mentoring to staff on best practices for financial management.

Specific Information Requested Within Proposal

The proposal shall, at a minimum, include the following items:

- **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 three 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 above, being sure to list any items they do not feel they would be able to complete, and any additional items they can provide.
- **Onboarding and Approach:** Provide a detailed explanation of the onboarding process to be undertaken to assess the needs of the agency and formed plan of work. Include a proposed schedule for onboarding and ongoing support.
- **References:** Include a minimum of three (3) references of clients for which similar services have been provided, who were your customer for at least one year.

Process and Deadlines

Date Issued:

- February 10, 2023

Date Due:

- Proposals must be received by 4:00 pm on Friday, March 3, 2023.

Proposal Submission:

- Offeror shall submit all elements requested in this RFP by the due date via email to:
 - Christine Jacobs, TJPDC Executive Director – cjacobs@tjpd.org
 - David Blount, TJPDC Deputy Director - dblount@tjpd.org
- Submittal emails should be clearly marked as being submitted in response to the RFP with the subject line reading “RFP: TJPDC-2023-01 Financial Services.”
- Late or incomplete proposals date will not be considered.

Questions:

- Please direct any questions regarding this RFP to Christine Jacobs (cjacobs@tjpd.org) by 4:00 pm on February 20, 2023. An addendum with questions and answers will be posted to the TJPDC website by 4:00 pm on February 22, 2023.

Selection Process:

- Following the evaluation of the proposals submitted, the Commission will engage in competitive negotiation with two or more Offerors receiving the highest scores of all proposals received. Informal interviews with the highest scoring Offerors will be conducted as part of the competitive negotiation process.
- Proposals will be reviewed within ten business days of the closing date.
- Informal interviews will be scheduled between March 13th and March 24st.
- Notification of a decision will be made by Friday, April 7, 2023.
- *Notes:*
 - The TJPDC reserves the right to reject any or all proposals wherever it is in the best interest of the PDC. The TJPDC is an Equal Opportunity Employer. Minority and women-owned businesses are encouraged to submit a proposal.
 - The TJPDC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d-4) and the Regulations, hereby notifies all bidders and offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Selection Criteria:

In evaluating proposals, the TJPDC will consider:

- Demonstrated ability to comprehensively perform all services detailed in the Request (40 points)
- Demonstrated experience and reputation in financial management and administration, particularly with local governments and public authorities or other small community-oriented organizations dealing with federal grant requirements and compliance. Demonstrated knowledge of requirements for federal and state audit compliance and financial performance (35 points)
- Overall organization size, structure, and capacity of the firm to perform the services required or anticipated to be needed. Experience and qualifications of proposed personnel assigned to provide the services. (20 points)
- Disadvantaged Business Enterprise certification and/or SWaM Business Certification (5 points)