SUMMARY OF REQUEST

The Jefferson County Parks & Recreation Commission is seeking proposals from seasoned practices to provide accounting services beginning with Fiscal Year July 1, 2023. The contract will be for a three-year period with the option to extend for an additional two years.

To be considered, one original proposal, must be received on or before Monday, May 22 at 11:00 am at the following address:

Jennifer Myers

Director

Jefferson County Parks & Recreation Commission

235 Sam Michaels Lane

Shenandoah Junction, WV 25442

[jmyers@jcprc.org](mailto:jmyers@jcprc.org)

304-728-3207

For more details and a copy of the RFP, please visit [www.jcprc.org](http://www.jcprc.org).

I. INTRODUCTION

The Jefferson County Parks & Recreation Commission is a component unit of county government and has a 501c3 status with the Internal Revenue Service. The firm selected will be responsible for providing the following services for a period of three years with an option to extend the contract for two one-year contract periods.

II. SCOPE OF WORK TO BE PERFORMED AND STANDARDS TO BE FOLLOWED

The JCPRC seeks to contract with an independent financial firm to perform accounting functions for our agency. Our staff will be available to assist with the transition.

The organization’s current financial profile is as follows:

Annual budget: $1.8 million

Revenue mix:

* Grants (Federal, State, Local)
* County Commission Allocation
* Program & Facility Revenue
* Hotel Motel Tax
* School Levy

Major expenses:

* Salaries
* Operating expenses
* Capital improvement & repairs.

Other aspects relevant to the organization’s operations & financial management:

* Cost allocations & grant-reporting are a significant focus of our accounting.
* Relatively small employee workforce (e.g., 8-10 FTE)
* Seasonal, part-time employees (100+)
* Online banking
* Web-based merchant services portals (Active Net, Event Brite) (Will be transitioning to new recreation software January 2024)
* Online time-tracking (Transition to digital/online timekeeping)
* QuickBooks Online
* ADP (payroll)

1. Accounting Services.

A. Weekly

* Code, prepare & pay invoices
* Record journal entries

B. Bi-Weekly

* Payroll

C. Monthly

* Record month-end journal entries/Reconcile general ledger.
* Reconcile bank & purchasing card statements.
* Prepare budget reports.
* Complete & submit all payroll liabilities (Insurance, Retirement contributions, etc.)
* Assist with grant management.
* Tax filings as required.

D. Annually

* Assist management in preparation of annual report, grant reports & other reports.
* Assist management with annual budget development & import budget into QuickBooks.
* Maintain accurate chart of accounts.
* Prepare 1099s & W2’s.
* Deliver timely IRS 1099 & 1096 filings, and state tax returns.
* Prepare for external financial audit.
  + Prepare requested schedules & documents.
  + Make adjusting entries as requested by auditor.
  + Provide audit support.

E. Assist and advise staff in maintenance of the chart of accounts, including addition and deprecation of specific ledger accounts for segregation of income, expenses, assets, liability and net position by fund, department, project, funding source and natural object.

2. Reporting

A. Prepare periodic reports, that may include Balance Sheet, Profit and Loss Statements, and Year-To-Date Actual Expenditures vs. Budget as requested.

B. Prepare annual required financial statements for the Jefferson County Commission.

C. Prepare annually the depreciation of assets.

3. Audit

A. Close fiscal year books by mid-August annually and prepare all essential reports and information for the annual audit, including bank reconciliations, trial balance, and management financial statements. Compile all other financial materials and information requested by the auditor for the annual audit. Facilitate the conduct of the annual audit by being available to the auditors during their field work to retrieve information, answer questions, and explain financial transactions.

B. Review for accuracy and appropriateness the Draft Financial Statements from the auditor, prepare the draft management response, and recommend action to JCPRC.

C. Provide audit process support.

III. PROPOSAL REQUIREMENTS

The following must be received by the proposal due date or the firm will not be considered:

1. Title Page – the title page shall show the proposal subject, the firm’s name, address, contact person, and the firm’s CPA license number (if applicable) and federal identification number.

2. Cover Letter – The cover letter should briefly state the proposer’s understanding of the work to be performed, commitment to perform the work and statements as to why the firm believes it is the best qualified firm to perform the engagement.

3. Qualifications.

A. Qualifications and Related Experience – Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work.

B. Provide a listing of current clients in the area similar to, for which your firm is providing bookkeeping/accounting services. This section shall include the services being provided, a short description of the client, the amount of revenue generated, name of the Project manager in your firm responsible for the services provided, and contact information of the client. This section should not be more than two pages.

C. Provide the name of the software application, and version, that your firm utilizes.

D. Please comment on your commitment to staff continuity for personnel assigned to this engagement.

4. Personnel Qualifications.

A. Provide sufficient information and related experience of personnel who will perform the accounting services. Include resumes of the personnel directly responsible for this contract and other professionals directly involved.

5. Approach to Provide Accounting Services. Provide in sufficient detail the firm’s approach to JCPRC accounting services. Include procedures to be performed, by whom they will be performed by, tasks to be accomplished, the utilization of computers in the engagement consideration of laws and regulations, assistance that will be provided to JCPRC staff.

6. Additional Information. Interested firms are encouraged to provide any additional information not otherwise requested that may aid JCPRC in awarding this professional service contract. Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response to the solicitation are not desired and may be construed as an indication of the firm’s lack of cost consciousness.

7. Fees/Hourly Rates. State the total hours and hourly rate required by staff classification and the resulting all-inclusive monthly fee estimate for the work proposed to be performed. Please describe how you will bill for questions on technical matters that may arise throughout the engagement.

IV. BILLING AND PAYMENT

The firm shall present an invoice to JCPRC on a monthly basis for services rendered. Any adjustments expenditure or other service shall be preapproved.

V. EVALUATION CRITERIA

The below factors will be used when evaluating the proposals. The factors are not listed in order of importance.

A. Responsiveness to Request for Proposal specifications.

B. Project cost

C. Qualifications of firm

D. Qualifications and experience of the staff to be assigned to the project

E. References

F. Demonstrated capability to perform the type of work requested.

During the evaluation process, JCPRC reserves the right to request additional information or clarifications from proposers and the right to reject any or all proposals. Proposals will be evaluated by a panel and the most qualified firm(s) may be requested to make oral presentations.