



**REQUEST FOR PROPOSAL/ BOOKKEEPING AND
ACCOUNTING SERVICES**

October 2017





“The Town of Kersey seeks to provide exceptional service to our residents and businesses, while embracing the history, culture, and community spirit our Town was founded upon.”

ORGANIZATIONAL OVERVIEW

Approximately three miles east of Greeley, the Town of Kersey is home to nearly 1600 residents with top-notch educational institutions, business opportunities, and enhanced recreational options. In fact, Kersey recently annexed in the Platte River Fort further expanding Kersey’s outdoor opportunities where upscale events are held regularly. In conjunction with Weld County and our neighboring municipalities, Kersey is part of an effort to preserve our heritage and open space while offering new residents and commercial interests the opportunity to live and flourish. The Town offers a full-time staff of dedicated professionals and the seven-member Board of Trustees provides policy and direction for the Town. Kersey operates under a council-manager form of government with an annual operating budget of approximately \$1m.

SUMMARY OF REQUEST

The Town of Kersey is a statutory town in the State of Colorado. The Town utilizes Caselle accounting software and process all AR, AP and budget management internally. The Town hires an audit firm annually to audit all records and prepare statements to submit to the state. The Town independently collects lodging taxes however all sales tax collections are received by the State. The Town is seeking assistance managing our accounting software, verifying and in some cases completing entries, and overall ensuring accuracy. The Town would prefer an on-site person with governmental accounting or bookkeeping experience for approximately eight hours per week.

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.
- 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 above the scope.

- Detailed Explanation of Costs: Explain in detail how costs are calculated and what the Town of Kersey can expect to pay for the services provided.
- References: Include a minimum of three (3) references for the Town of Kersey to contact. At least two references should be a former client.

SCOPE OF WORK

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

- Bookkeeping Services
- Record revenue and expenses within the general ledger
- Monthly and quarterly reconciliation of bank account
- Manage receipt, status, and release of temporarily restricted funds
- Enter payroll information into Caselle as needed
- Financial Reporting
- Prepare monthly, quarterly, and annual reports
- Prepare reports for board meetings
- Provide all needed documentation and reports for auditor
- 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

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 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) clients who are like the Town of Kersey for which you or your firm is providing bookkeeping /accounting services. At least two (2) references should be a former client. This section to include the services being provided and a short

description of the client. 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 Town of Kersey 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 Town of Kersey. 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: Attention: Christian Morgan, Town Manager
Town of Kersey
P.O. Box 657, Kersey, CO 80644

Or email to: cmorgan@kerserygov.com

Due Date & Time: December 1, 2017 at 5pm.