



Request for Proposals – Bookkeeping Services Honey Lake Valley RCD – 06/01/2022

Project Overview

The Honey Lake Valley Resource Conservation District (HLVRCD) in Susanville, CA, is soliciting written proposals for bookkeeping services. The HLVRCD is an independent Special District under California statute (CA Public Resources Code Division 9). As a public agency, we provide services that conserve, restore and sustain local agricultural and natural resources to the landowners and communities within a large portion of Lassen County.

The HLVRCD receives revenue from grant funding from various federal, state and local agencies and donations to accomplish its mission and goals. Our fiscal year is July 1 – June 30. We utilized the modified accrual basis of accounting. An annual audit is conducted by a third-party auditor to ensure that the District meets generally accepted accounting principles (GAAP). The most recent audit, for the period 2019/2020 is available on our website – <https://www.honeylakevalleyrzd.us/>. The HLVRCD will meet the requirement to file an annual federal single audit per the Office of Management and Budget 2 CFR §200 Subpart F in its upcoming fiscal year.

Bookkeeping services will be required at least 80 hours per month. Some months may require more hours than others.

Services and Qualifications Required

The HLVRCD is seeking a bookkeeper with experience in the following:

- QuickBooks
- Maintaining records of financial transactions
- Maintaining accurate financial accounts
- Developing bookkeeping policies and procedures
- Compliance with federal, state, and local grant and agreements rules, regulations and requirements, particularly 2 CFR §200.400
- GAAP compliance
- Audit preparation, including federal single audit
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Main tasks performed by the bookkeeper include:

- Utilize QuickBooks to manage income and expenses and track the financial health of the District
- Maintain accurate records of financial transactions by establishing accounts, posting transactions, keeping general ledger current and reconciling entries
- Prepare monthly financial statements and reports for review and approval by the District's Board of Directors
- Work with District to review invoices for completeness and accuracy
- Prepare funding reimbursement or advance request forms for grants for District review
- Maintain financial records for individual grants, agreements and contracts
- Monitor financial records and bank accounts, reconcile monthly, identify and resolve errors
- Review existing internal financial controls and recommend improvements to the District
- Prepare necessary reports for and participate in District audits
- Educate District staff on QuickBooks features

The Honey Lake Valley Resource Conservation District is an equal opportunity provider.

- Provide support to District's CPA on a monthly basis to ensure financial statements are accurate

Proposal Content

In responding to this request, we required the following information:

1. Detail your ability to perform the services outlined above. Identify your experience providing bookkeeping services to other Special Districts, local government or not-for-profit organizations.
2. Qualifications of your firm and staff members assigned to this service.
3. Discuss your company's independence with respect to the HLVRCD.
4. Discuss how your company will approach communication and the use of technology in providing these services.
5. Provide a detailed schedule of fees for all areas of the bookkeeping services including hourly cost and any travel expenses.
6. Provide a list of up to three (3) references.

All proposals must be submitted by email in PDF format to astuemky@honeylakevalleyrcd.us by 5:00 P.M., June 30, 2022. Late proposal submissions will not be considered. All proposals, whether selected or rejected, shall become the property of the Honey Lake Valley RCD. Transmittal/cover letters for the proposals shall be signed by an authorized employee or officer in order to receive consideration. The Honey Lake Valley RCD shall not be responsible for proposals delivered to a location other than that specified above.

HLVRCD will review and evaluate proposals based on proposal content, approach, qualifications, quality, references, cost, credentials, relevancy of listed related experience and demonstrated ability to complete work tasks listed in the RFP. Applicants that meet the initial screening criteria may be invited to interview with HLVRCD in person or by phone (at HLVRCD's discretion). It is possible that the selection of a Consultant will be based solely on the written RFP response. All successful consultants will be asked to enter into HLVRCD's Professional Services Agreement. If an insufficient number of proposals are received in response to this RFP, or if the selected contractor and HLVRCD are unable to agree to the terms of the professional services agreement, HLVRCD reserves the right to disqualify the contractor and reissue the RFP in whole or in part.

Schedule:

Date of Announcement:	June 01, 2022
Questions/Inquiries Accepted:	June 10, 2022
Response to Questions:	June 15, 2022
Deadline for Proposal Submissions:	June 30, 2022
Proposals Reviewed:	July 08, 2022
Applicant Interviews (optional)	On or before July 20, 2022
Notification of Award:	July 29, 2022

Responses To:

Honey Lake Valley Resource Conservation District
 Attn: Andrea Stuemky, District Manager
astuemky@honeylakevalleyrcd.us
 530-257-7271 ext. 100
 530-260-0067

Other Details

- All written questions and request for clarification should be directed to Andrea Stuemky at astuemky@honeylakevalleyrcd.us or 530-257-7271, ext 100. Questions and responses will be posted for all bidders at <https://www.honeylakevalleyrcd.us/documents-links>
- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency.
- Costs to prepare proposal will not be reimbursed.
- All submittals are public information. Restrictions on any information submitted will render a bid non-responsive.
- If no qualified bids are submitted by June 30th, 2022, the Honey Lake Valley RCD reserves the right to begin the RFP process over.
- Selected bidder(s) will be expected to sign a Professional Services Agreement with the Honey Lake Valley RCD (example agreement available upon request).
- All subcontractors, if any, used by the selected bidder will require prior written consent of the Honey Lake Valley RCD and will be subject to all provisions stipulated in the Honey Lake Valley RCD Professional Services Agreement.
- Selected bidder (Consultant) shall maintain at all times insurance of not less than \$1,000,000 per occurrence for workers' compensation and employer's liability, and \$2,000,000 per occurrence for general liability thus insuring against all liability of Consultant and its authorized representatives arising out of and connected with Consultant 's work on this project. All such policies of insurance shall be primary insurance, and a copy of Consultant's insurance policy shall be submitted to the District for review and approval prior to the commencement of the term of the contract.