



# REQUEST FOR PROPOSAL (RFP) FOR ACCOUNTING/BOOKKEEPING SERVICES

The Columbia Development Authority (CDA) invites individual financial professionals and firms to submit a proposal for contracted accounting/bookkeeping services. We anticipate an initial 12-month engagement with the option to renew depending on performance and organizational needs.

Proposal documents must be submitted in pdf format via email [columbiadirector@gmail.com](mailto:columbiadirector@gmail.com) by 4:00pm 4-28-2023. The most promising professionals/firms will be scheduled for interviews the week of May 1<sup>st</sup>, 2023. All candidates/vendors will be informed of a decision by May 9, 2023. Individuals or vendors must be available for a transition meeting with staff.

**Send Proposals to:** Greg Smith  
[columbiadirector@gmail.com](mailto:columbiadirector@gmail.com)  
PO Box 200  
Boardman, OR 97818

**Due Date & Time:** May 1, 2023, 4:00 pm

**Contact information:** Greg Smith  
[columbiadirector@gmail.com](mailto:columbiadirector@gmail.com)  
541-481-3693

## ORGANIZATIONAL OVERVIEW

### CDA OVERVIEW

CDA was formed by Intergovernmental Agreement between the County of Morrow, County of Umatilla, Port of Morrow, Port of Umatilla, and the Confederated Tribes of the Umatilla India Reservation for the purpose of

- a. to develop the property once owned by the US Army referred to as the Umatilla Army Depot (Depot) located in Morrow and Umatilla Counties from military to civilian use.
- b. to oversee the development of an economic diversification strategy to address the adverse economic impacts associated with realignment of the Depot and to develop economic opportunities through transition of the Depot to civilian uses.
- c. to implement the final Reuse Plan.
- d. to coordinate all levels of assistance and intergovernmental efforts involving the Authority, the final Reuse Plan and transition to civilian use;
- e. to review and comment upon the environmental cleanup at the Depot so as to accommodate future civilian uses of the Depot; and
- f. to perform such other functions as may be necessary for implementation of the final Reuse Plan.



## SUMMARY OF REQUEST

We are currently accepting proposals for Accounting/ Bookkeeping Services. The purpose of this Request for Proposal RFP) is to solicit proposals from various financial professionals and firms, conduct a fair and extensive evaluation based on criteria listed herein, and to select the vendor that best meets the immediate and ongoing needs of the organization.

## SCOPE OF WORK

The CDA seeks to contract with an independent financial professional or firm to provide accounting/bookkeeping services to our organization with a strong focus on cost allocation, invoicing and grant reporting. In addition, we need monthly and quarterly financial reports on each project and grant. Expected commitment will be based on projects and grant financials with a maximum of \$50,000 per year. The CDA will need a CPA to provide excellent communication, financial consulting, process improvement guidance and general CPA support. We do not expect the accountant to work at CDA offices, but be available for consulting and/or meetings.

The CDA may work with several grants, construction projects along with federal, state and local government agencies and companies. Cost allocation, invoicing and grant reporting is a significant focus of our accounting. Preference will be given to individuals or vendors who have experience delivering accounting/bookkeeping services to small, federally funded legal services organizations.

## DELIVERABLES

- Record credit card and merchant services journal entries
- Record other miscellaneous journal entries as needed
- Record AR entries and deposits
- Prepare invoices and track receivables
- Process expense reimbursements and mileage reports for payment
- Run checks
- Pay bills
- Reconcile monthly bank statements
- Prepare monthly billings and invoices for government agencies
- Prepare monthly balance sheet, income statement and cash flow statements
- Respond to periodic requests for reports
- Prepare financial reports for the Board of Directors and CDA management
- Prepare and provide management with the creation of budgets for grants, government contracts and projects as assigned
- Perform budget analysis and inform CDA staff of any material budget variances and issues for each project
- Prepare the organization for periodic government/grantor audits
- Maintain accurate chart of accounts
- Respond to requests for advice and information from management during annual budgeting process
- Other accounting/bookkeeping duties as needed

## EVALUATION CRITERIA

CDA will also consider the following factors 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
- Ability to maintain staff continuity during initial engagement
- Project cost
- Services beyond the Scope of Work
- References

## MINIMUM QUALIFICATIONS

Qualified vendors must possess the following knowledge, skills, and experience:

- Thorough understanding of accounting principles, procedures and practices including, but not limited to: Government contracting, Grant Reporting, budgeting, sub-award, and other reporting requirements
- Demonstrated experience financial accounting, including, but not limited to: Government grants management, project accounting, indirect expenses, cost allocations, match and reporting requirements, government procurement standards, recording program revenue, lobbying restrictions and 501(h) election, and applicable Federal/State applicable construction wage and hour laws.

## DESIRABLE QUALIFICATIONS

- Special consideration will be given to vendors that have served grantees of the Counties of Umatilla and Morrow.
- Demonstrated ability to perform the above scope of work in a timely, efficient and competent manner to ensure the continuity of work and ensure reliable performance of contracted deliverables.

## PROPOSAL REQUIREMENTS

### GENERAL INFORMATION

Please include a cover sheet with the following information:

- Name of contractor/firm
- Contact Person/Title
- Mailing Address
- Telephone Number
- E-mail
- Website



## **ORGANIZATIONAL OVERVIEW AND QUALIFICATIONS**

Please provide the following descriptions:

- Firm/professional history and scope of practice.
- Provide biographies of proposed team with resumes attached.
- Explain how contractor/firm is a good fit with our organization, detailing experience with other clients of a comparable size and scope.
- Provide details on commitment to other clients

## **STATEMENT OF WORK AND TIMELINE**

Please provide the following descriptions:

- Proposal to fulfill the Scope of Work and Deliverables noted above.
- Outline of key steps and persons responsible, level of effort and supervision required.
- Your preferences and expectations when working with clients.
- Please describe your availability to be available to the CDA staff for meetings and conference calls

## **PROJECT MANAGEMENT AND FEES**

Please describe the following:

- Your process for managing projects, including communications with the main point of contact.
- The measures and reports used to keep projects on track and demonstrate fulfillment of expected deliverables.
- Proposed budget necessary to fulfill Scope of Work and Deliverables.
- Budget narrative, justification, and methods of calculation

## **REFERENCES**

Please provide the following references:

- A list of clients (name only) for whom the contractor/firm has provided similar contracted accounting services.
- Contact information for three (3) specific professional references including at least two (2) clients, for whom the contractor has provided similar accounting services.

## **ADDITIONAL TERMS**

During the evaluation process, the CDA 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 vendor, and shall not be charged in any manner to the CDA. This includes, but is not limited to, the direct cost of vendor personnel assigned to prepare vendor'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 vendor in preparing the response to the proposal.



Please note that all materials submitted in response to this RFP become the property of CDA upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between the CDA and the contracted vendor. Each applicant, as an express condition for the CDA's consideration of such proposal, agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential, proprietary and trade secret information in all technical areas, and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant. Neither party shall be liable for disclosures that are required by law.