

**REQUEST FOR PROPOSAL
BOOKKEEPING AND ACCOUNTING
SERVICES**

The Development Authority of City of Warner Robins, Georgia, Downtown Development Authority of Warner Robins, and Warner Robins Redevelopment Agency (also known as “Develop Warner Robins”) are seeking a firm for bookkeeping and accounting services with a strong background in non-profit bookkeeping and accounting.

Interested and qualified firms are invited to submit proposals, which will be accepted until Wednesday, September 5, 2018 at 5:00 p.m. Proposals should be addressed to:

Hand or Parcel Delivery, FedEx, UPS or DHL:

*City of Warner Robins
Economic Development Department
Attn: Charles Whatley
700 Watson Blvd.
Warner Robins, GA 31093*

U.S. Mail:

*City of Warner Robins
Economic Development Department
Attn: Charles Whatley
202 N. Davis Drive, PMB 718
Warner Robins, GA 31093*

No later than 5:00 p.m. on Wednesday, September 5, 2018

Qualification proposal envelopes should be clearly labeled and indicate the following:

*SEALED PROPOSAL
[Accounting Firm Name]
ACCOUNTING SERVICES
Request for Proposals
Attn: Charles Whatley*

One hard copy of the proposal must be mailed (or hand delivered) to the Warner Robins Office of Economic Development office listed above (not postmarked by the due date). An electronic copy of the proposal must also be submitted by 5:00 p.m. on Wednesday, September 5, 2018. Please submit the electronic document, including all attachments, to:

cwhatley@developwr.com

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QUESTIONS

Questions may be submitted via email to Charles Whatley at the email listed above.

RFP SCHEDULE

Request for Proposals Issued	August 23, 2018
Deadline to Submit Questions Regarding RFP	August 29, 2018
Responses to questions	August 31, 2018
Proposal Submittals due	September 5, 2018
Selection of Accounting and Bookkeeping Service provider	September 6 - 12, 2018
Effective Start Date of Contract	October 1, 2018

BACKGROUND

Develop Warner Robins (Develop WR) is a partnership between the Economic Development Department of the City of Warner Robins and three public body authorities - Development Authority of the City of Warner Robins, Georgia; Downtown Development Authority of Warner Robins; and the Warner Robins Redevelopment Agency. Each Authority has a board of directors selected by the Mayor and Council and one Council member sits on each board. Develop WR receives governmental power through the Local Government Authorities Registration Act and the Georgia Redevelopment Powers Law.

Develop WR is the point of contact for our prospects, partners and stakeholders locally, regionally, nationally and globally. We connect business and industry to our network of businesses, educational institutions, and civic organizations.

Develop WR manages programs and initiatives to support public-private partnerships for job creation/economic growth, neighborhood revitalization/investment, and innovation/entrepreneurship. The economic tools available include bond financing, tax increment financing, infrastructure assistance, and tax credits.

The Development Authority of the City of Warner Robins, Georgia is a public body corporate and politic and was created pursuant to the provisions of the Development Authorities Law, codified in the Official Code of Georgia Annotated (“**O.C.G.A.**”), Title 36, Chapter 62 (the “**Act**”), which defines its powers and purposes. The DAWR administers economic development incentives throughout the City of Warner Robins, Georgia, in both Houston County and Peach County. Most DAWR revenue is derived from Motor Vehicle Rental Tax Revenue and Bond Issuance Fees.

The Warner Robins Downtown Development Authority (DDA) is a public body corporate and politic and was created pursuant to the provisions of the Development Authorities Law, codified

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in the Official Code of Georgia Annotated (“**O.C.G.A.**”), Title 36, Chapter 42 (the “**Act**”), which defines its powers and purposes. The DDA is the Redevelopment Agency for the Watson Boulevard Tax Allocation District (TAD) and owns land within the downtown business district of the City of Warner Robins.

The Warner Robins Downtown Redevelopment Agency (RDA) is a public body corporate and politic and was created pursuant to the provisions of the Development Authorities Law, codified in the Official Code of Georgia Annotated (“**O.C.G.A.**”), Title 36, Chapter 61 (the “**Act**”), which defines its powers and purposes. The RDA administers economic redevelopment incentives in the designated urban redevelopment area of the City of Warner Robins, Georgia, in Houston County. The RDA owns rental property and land within the urban redevelopment area.

The Authorities of the City are statutory authorities under Georgia law, responsible for economic development, facilitating job creation, business attraction and retention, and supporting community development in the City of Warner Robins, Georgia. The Authorities use a range of statutory powers and economic development tools to achieve these objectives in the city of Warner Robins and are charged with recruiting and assisting new business and industry as well as supporting our important existing businesses.

The Authorities work to enhance development, investment, employment, and the overall business environment through targeted marketing, networking, and capital outreach which will lead to a higher quality of life for Warner Robins.

SCOPE OF WORK FOR ENGAGEMENT

PLEASE NOTE: Your firm must respond to all elements of the Scope of Work.

Currently Develop WR uses the AS400 system of the City of Warner Robins for its accounting. The City of Warner Robins currently serves as the fiduciary and accounting service provider for each of the Authorities.

Bookkeeping Service Scope

1. Input all transactions into the QuickBooks or similar software (transactions are generally under 50 per month collectively), with information on revenue, expenses and receivables provided by the Economic Development Department staff,
2. Prepare the monthly reconciliation of all bank, vendor, bank cards, special funds, and all other material accounts,
3. Maintain a schedule of all fixed assets, prepayments and unearned revenues, and
4. Maintain supporting documentation to monitor and detail all transactions.

Financial Reporting

1. Prepare a monthly Budget to Actual summary and Budget to Actual detail report out of

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- QuickBooks or similar accounting software.
2. Prepare monthly Comparative Statements of Financial Position and Statement of Activities reports.
 3. Prepare any other reports or statements as requested by the Board or Executive Director.

Policies and Procedures

1. Develop policies and procedures for procurement and contract administration.
2. Develop guidelines, including standard payment procedures that are used to call for offers from contractors, suppliers and service providers.
3. Establish guidelines for payables and receivables.

Tax Reporting

1. Prepare all required tax filings for related entities and transactions,
2. Prepare all 1099 and 1096 filings and
3. Prepare any other federal, state or local tax filings as required.

Budgeting

1. Provide assistance to the Board and Executive Director with the preparation of an annual budget.
2. Input the adopted budget into the accounting software.

PROPOSAL REQUIREMENTS

The following must be received by the proposal due date.

Firm's Qualifications

- Qualifications and Related Public Entity and Development Authority Experience - Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work;
- Provide a listing of current non-profit and public body clients for which your firm is providing bookkeeping/accounting services.

Personnel Qualifications

Provide sufficient information and related experience of personnel who will perform bookkeeping/accounting services for the Authorities

Additional Information

Interested firms are encouraged to provide any additional information not otherwise requested that may aid DWR in awarding this professional service contract.

Fees and Hourly Rates

DWR prefers a monthly cost for services; please provide projected fixed cost for each of the 4 sections (Bookkeeping, Financial Reporting, Tax Preparation Reporting and Budget) noted above.

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Again, note that your firm may choose to respond to some elements in the Scope of Work, but not all. Please provide pricing for those services you are prepared to provide.

Instructions for RFP Submission

Prior to actual submission of proposals, any firm who wishes to meet with representatives of the Authority will be allowed to do so. All such meetings must be arranged in advance and any travel costs associated with such a meeting are the responsibility of the proposing audit firm.

Completed proposals must be received by the Authority no later than 5:00 p.m., Wednesday, September 5, 2018. Proposals must include three (3) copies of the required proposal format and three (3) copies of the firm's proposed accounting contract, all with original signatures along with one (1) copy of the firm's current state certificate.

When DWR has tentatively selected a firm's proposal, it may request an interview in Warner Robins with that firm to clarify any unclear areas or discuss any prominent points concerning the proposal. Each firm choosing to submit a proposal should be willing to attend such an interview, if necessary, at its own expense. As a result of the interview, DWR may choose to modify its choice of a selected firm.

Based upon the DWR's proposal review, the accounting contract will be forwarded along with a recommendation for contract approval to the Board of Directors of the Authorities. Upon that approval, a contract will then be executed.

The DWR, reserves the right to reject any and all proposals, and to waive any informalities in the proposals received whenever the Authority determines that such rejection or waiver is in its best interest. The Authority also reserves the right to reject proposals from any firm who has previously failed to perform, or to complete on time contracts of a similar nature.

Responses to this RFQ are limited to 30 pages. Responses are due Wednesday, September 5, 2018.

Submittal Information

Timeline:

<i>Request for Proposals Issued</i>	<i>August 23, 2018</i>
<i>Deadline to Submit Questions Regarding RFP</i>	<i>August 29, 2018</i>
<i>Responses to questions</i>	<i>August 31, 2018</i>
<i>Proposal Submittals due</i>	<i>September 5, 2018</i>
<i>Selection of Accounting and Bookkeeping Service provider</i>	<i>September 6 - 12, 2018</i>
<i>Effective Start Date of Contract</i>	<i>October 2018</i>

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ABOUT YOUR ORGANIZATION

Organization Name _____

Street Address _____

City _____ State _____ Zip _____

Firm Point of Contact _____

Email Address _____

Phone _____

Briefly describe your organization's history and business structure:

Provide the firm's qualifications to perform accounting and bookkeeping services.

Provide the firm's planned approach to delivery of the services.

Provide the firm's proposed price for the services, in the format below.

Qualifications and Related Non-Profit and Public Body Experience - Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work;

Provide a listing of current non-profit and public entity client similar to the Authorities for which your firm is providing bookkeeping/accounting services.

Qualifications of Personnel assigned to engagement

Provide sufficient information and related experience of personnel who will perform the Authorities bookkeeping/accounting services

Additional Information - Interested firms are encouraged to provide any additional information not otherwise requested that may aid the Authorities in awarding this professional service contract.

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1. FEE PROPOSAL

Fees/Hourly Rates

- The Authorities prefer a monthly cost for services; please provide projected fixed cost for each of the 4 sections (Bookkeeping, Financial Reporting, Tax Preparation Reporting and Budget) noted above. Again, note that your firm may choose to respond to some elements in the Scope of Work, but not all. Please provide pricing for those services you are prepared to provide.

<u>Function</u>	<u>Fixed Fee (Monthly)</u>
Bookkeeping	_____
Financial Reporting Tax Reporting	_____ _____
Budget	_____
Total Fixed Fee	_____

- Hourly rates of the firm's employees should be provided for services which may be requested outside of the scope of the agreement.

Classification	Hourly Rate
Primary	\$
CPA	\$
Accountant 5+ years of non-profit experience	\$
Accountant (0-4) years of non-profit experience	\$

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PROPOSAL REQUIREMENTS

The following must be received by the proposal due date.

Firm's Qualifications

- Qualifications and Related Non-Profit and Public Body Experience
- Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work;
- Provide a listing of current non-profit and public entity clients similar to the Authorities for which your firm is providing bookkeeping/accounting services.

Personnel Qualifications

- Provide sufficient information and related experience of personnel who will perform the Authorities bookkeeping/accounting services

Additional Information - Interested firms are encouraged to provide any additional information not otherwise requested that may aid the Authorities in awarding this professional service contract.

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*All questions should be directed in writing to **Charles Whatley, Consultant, Economic Development Department, City of Warner Robins** no later than 5:00 p.m. on **Wednesday, September 5, 2018** at the email address listed below:*

cwhatley@developwr.com

*All responses will be emailed to all candidate firms by **Wednesday, September 5, 2018**.*

One (1) electronic copy and 3 printed copies of the response to this RFP must be received by:

Hand or Parcel Delivery, FedEx, UPS or DHL:

*City of Warner Robins
Economic Development Department
Attn: Charles Whatley
700 Watson Blvd.
Warner Robins, GA 31093*

U.S. Mail:

*City of Warner Robins
Economic Development Department
Attn: Charles Whatley
202 N. Davis Drive, PMB 718
Warner Robins, GA 31093*

cwhatley@developwr.com

*no later than 5:00 p.m. on **Wednesday, September 5, 2018***

Qualification proposal envelopes should be clearly labeled and indicate the following:

SEALED PROPOSAL
[Audit Firm Name]
AUDIT SERVICES
Request for Proposals
Attn: Charles Whatley

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I. EVALUATION PROCEDURES

A. Review of Proposals

Proposals submitted will be evaluated by the Executive Committee of Develop WR and Staff, subject to the Board's approval.

Proposals will be evaluated using the general, technical, and cost criteria as described in Section V. Firms meeting the mandatory criteria below will have their proposals evaluated for both technical qualifications and cost.

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN ACCOUNTING FIRM

However, cost may be given more importance when all other evaluation criteria are relatively equal. If there is reason to believe that an unreasonably low proposal has been made, it will be rejected.

During the evaluation process, the Development Authority of the City of Warner Robins, Georgia reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

The Authorities reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Authorities of the City and the firm selected. Upon receipt, responses become subject to the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. seq., unless otherwise provided by law.

B. Mandatory Elements

FAILURE TO MEET THE MANDATORY REQUIREMENTS DESCRIBED BELOW WILL RESULT IN IMMEDIATE REJECTION OF THE ENTIRE PROPOSAL, AND NO EVALUATION OF THE REMAINDER OF THE TECHNICAL COMPONENT OR OF THE COST PROPOSAL WILL BE MADE.

1. The accounting firm is independent and licensed to practice in Georgia.
2. The firm has no conflict of interest with regard to any other work performed by the firm for the Development Authority of the City of Warner Robins, Georgia, the Warner Robins Downtown Development Authority, or the Warner Robins Redevelopment Agency.
3. The firm adheres to the instructions in this Request for Proposals on preparing and submitting the proposal.
4. The firm submits a copy of its last external quality control review report, and the firm has a record of quality audit work.

C. Oral Presentations

During the evaluation process, the Authorities may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Development Authority of the City of Warner Robins, Georgia may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

D. Final Selection

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The Authorities will select a firm based upon the recommendation from the Executive Committee and Staff subject to the Board's approval.

It is anticipated that a firm will be selected by September 5, 2018. Following notification of the firm selected, it is expected that a contract will be executed between both parties by October 2018.

Prior to the final contract execution, the selected auditor will be required to enter into discussions with the Authorities to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved within ten (10) days of notification; if not, this could lead to rejection of the proposal.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Authorities and the firm selected.

The Authorities reserves the right without prejudice to reject any or all proposals, to waive irregularities and technicalities, and to request resubmission. Any proposal which does not include all the required statements and affirmations called for in this Request for Proposals will be automatically rejected as not being responsive.

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APPENDIX A Government Entity and Records Information

The Development Authority of the City of Warner Robins, Georgia is a public corporation created as a Development Authority for the City of Warner Robins pursuant to the Development Authorities Law of the State of Georgia, said Law being codified in O.C.G.A. 36-62-1, et. seq. The Development Authority of the City of Warner Robins, Georgia is the lead economic development entity for the City of Warner Robins. The Development Authority of the City of Warner Robins, Georgia receives Motor Fuel Tax as the primary source of funding for economic development operations. The Authority issues revenue bonds and bonds for title as well as managing property acquisition and disposition for economic development projects citywide.

The Warner Robins Downtown Development Authority (DDA) is a public body corporate and politic and was created pursuant to the provisions of the Development Authorities Law, codified in the Official Code of Georgia Annotated (“**O.C.G.A.**”), Title 36, Chapter 42 (the “**Act**”), which defines its powers and purposes. The DDA is the Redevelopment Agency for the Watson Boulevard Tax Allocation District (TAD) and owns raw land within the downtown business district.

The Warner Robins Downtown Redevelopment Agency (RDA) is a public body corporate and politic and was created pursuant to the provisions of the Development Authorities Law, codified in the Official Code of Georgia Annotated (“**O.C.G.A.**”), Title 36, Chapter 61 (the “**Act**”), which defines its powers and purposes. The RDA administers economic redevelopment incentives in the designated urban redevelopment area of the City of Warner Robins, Georgia, in Houston County. The RDA owns rental property and raw land within the urban redevelopment area.

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**APPENDIX B
Cost of Proposal Form**

FIRM NAME:

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE BOOKKEEPING AND ACCOUNTING SERVICES**

Enter Year

(Complete one Schedule for each year covered by the proposal)

	HOURS	HOURLY RATES	TOTAL
PARTNERS _____		_____	
MANAGERS _____		_____	
SUPERVISORY STAFF _____		_____	
OTHER (SPECIFY) _____		_____	
TOTAL FOR SERVICES DESCRIBED IN RFP		_____	
OUT-OF-POCKET EXPENSES (See Section IV.B.2 for allowability):			
MEALS AND LODGING			
TRANSPORTATION			
OTHER (SPECIFY)			
TOTAL ALL-INCLUSIVE PRICE FOR BOOKKEEPING AND ACCOUNTING		_____	
AMOUNT OF PROFESSIONAL SERVICES, IN HOURS, ALLOWED FOR _ YEAR WITHOUT ADDITIONAL COST		_____	

To be answered by Contractor Section A - General Information

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APPENDIX C

Mandatory Pre-Qualification Form

1. Firm Name:
2. Contact Person:
3. Telephone Number:
4. Address:
5. Firm FEI Number:
6. Firm's Georgia CPA State License Registration Number:
7. Type of Accounting Practice (place an "X" next to the appropriate response)
 - a. _____ Individual
 - b. _____ Partnership
 - c. _____ Corporation - Give name of the State where incorporated: _____

Section B - Contractor Firm's Quality Program for Audits

Please answer each of the following questions by placing an "X" in the proper column at the right.

CHECK ONE

	YES	NO	
1. Quality Control: Does the Contractor Firm have internal procedures to ensure proper quality control for its governmental assignments? (If yes, ATTACH A DESCRIPTION OF THE PROCESS)	-	-	
2. Professional Membership: Do the partners of the Contractor Firm belong to either the AICPA or the Georgia Society of CPAs?	-	-	
3. Proper License: Is Contractor Firm properly licensed to practice public accounting in Georgia?	-	-	
4. Subcontracts: Does Contractor Firm agree not to subcontract any work required without the prior express written consent of the auditee?	-	-	

CHECK ONE

	YES	NO	
5. Confidentiality: Does Contractor Firm agree not to publish or distribute any information concerning work done for auditee, except as provided by law or rule?			
6. Access to Records and Workpapers: Does Contractor Firm agree to keep workpapers and reasonable records to support work claims for at least five (5) years and make them available for audit or review by any authorized parties?			
7. Other Federal and State Laws and Rules: Does Contractor Firm agree to comply with all other Federal and State laws, rules, and regulations which pertain to this engagement?	-	-	
8. Independence: Does Contractor Firm meet the independence standards of the current "Government Auditing Standards," issued by the Comptroller General of the United States? (If "No", attach a brief summary of facts.)	-	-	
9. Conflict of Interest: Does Contractor Firm declare that there is no public or private interest which would conflict in any manner with performance of services or would violate any laws of the State of Georgia?			

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- 1. Ethics: Does Contractor Firm certify that its proposals are made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any firm, supplier, manufacturer, or subcontractor in connection with their proposals, and that it has not conferred on any employee or board member of either the Development Authority of the City of Warner Robins, Georgia; the Downtown Development Authority of the City of Warner Robins; or the Warner Robins Redevelopment Agency having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged; that it is not in violation of the Official Code of Georgia Annotated, Sections 16-10-2 and 16-10-22, for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions?

- 2. Provisions of RFP: Does Contractor Firm agree to abide by all General Terms and Conditions and Special Terms and Conditions specified in the RFP?

CONTRACTOR FIRM CERTIFICATION STATEMENT

I (we) certify that the information contained herein is true and correct to the best of my (our) knowledge, and that the person submitting the RFP on behalf of the proposer has the authority to submit this RFP and make all representations contained herein. I (we) understand that the inclusion of false information may result in rejection of the proposal submitted in response to this RFP.

Contractor Firm Name _____

Date _____

Signature of Preparer _____