



REQUEST FOR PROPOSAL BOOKKEEPING AND ACCOUNTING SERVICES

INVITATION

The Kenai Mountains-Turnagain Arm Corridor Communities Association (KMTA) is seeking a firm for bookkeeping and accounting services with a strong background in non-profit bookkeeping and accounting.

Interested and qualified organizations are invited to submit proposals, which will be accepted until **April 5, 2019 at 5:00 p.m.** Proposals should be addressed to:

Jessica Szelag
Executive Director
Kenai Mountains-Turnagain Arm Corridor Communities Association
PO Box 1934
Girdwood, AK 99587

An electronic copy of the proposal must also be submitted by 5:00 p.m. on April 5, 2019. Please submit the electronic document, including all attachments, to: jessicaszelag@kmtacorridor.org

QUESTIONS

Questions may be submitted via email to Jessica Szelag at the email listed above no later than 5:00 p.m. on March 29, 2019.

RFP SCHEDULE

Activity	Date
RFP Available for Download on KMTA Website	March 8, 2019
Deadline to Submit Questions Regarding RFP	March 29, 2019
RFP Responses Due	April 5, 2019
Selection of Strategic Partner	By April 15, 2019
Relationship Effective Date	May 1, 2019

NOTE: The issuing of this RFP in no way obligates KMTA to accept any of the proposals that may be submitted by the due date, and KMTA may, at its sole discretion, continue operating under the status quo.



BACKGROUND

Kenai Mountains-Turnagain Arm Corridor Communities Association is a 501(c) (3) not-for-profit organization with a mission to recognize, preserve, and interpret the historic, scenic, natural resources, and cultural landscape of the Kenai Mountains-Turnagain Arm historic transportation corridor, and to promote and facilitate the public enjoyment of these resources. Daily planning and operations are managed by the Executive Director. Governance and fiduciary responsibilities are carried out by a Board of Directors, which includes an Executive Committee comprised of the organization's Officers. The KMTA National Heritage Area received Congressional designation in 2009. KMTA CCA manages the federal appropriation of grant dollars to KMTA communities to realize the goals set forth in the NHA's adopted Management Plan.

SCOPE OF WORK TO BE PERFORMED

PLEASE NOTE: If your firm chooses to respond, please address all elements of the scope of work listed in Items 1, 2 and 3.

Currently KMTA uses QuickBooks for its accounting and operates on a cash accounting basis.

1. Bookkeeping Services

- a. Input all transactions into the QuickBooks software (transactions are generally under 30 per month), with information on revenue, expenses and receivables provided by the KMTA staff
- b. Issue checks for signature for payment to vendors, grantees, and other payments due (accounts payable are generally under 20 per month)
- c. Prepare the monthly reconciliation of all bank, vendor, credit card and all other material accounts
- d. Maintain a schedule of all fixed assets, prepayments and unearned revenues
- e. Prepare the monthly payroll (currently 4 employees)
- f. Maintain supporting documentation to support all transactions

2. Financial Reporting

- a. Prepare a monthly Budget to Actual summary and Budget to Actual detail report out of QuickBooks
- b. Prepare monthly Comparative Statements of Financial Position and Statement of Activities reports
- c. Prepare any other QuickBooks' reports or statements as requested by the Board or Executive Director



3. Tax Reporting Requirements

- a. Prepare federal IRS form 990
- b. Prepare all payroll tax filings
- c. Prepare all 1099 and 1096 filings
- d. Prepare any other federal, state, or local tax filings as required

4. Budget

- a. Provide assistance to the Treasurer and Executive Director with the preparation of an annual budget
- b. Input the adopted budget into the QuickBooks software

PROPOSAL REQUIREMENTS

The following must be received by the proposal due date:

1. Firm's Qualifications

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

2. Personnel Qualifications

- a. Provide sufficient information and related experience of personnel who will perform KMTA bookkeeping/accounting services

3. Fees/Hourly Rates

- a. KMTA 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.

Function	Fixed Fee
Bookkeeping	\$
Financial Reporting	\$
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
Owner	\$
CPA	\$
Accountant 5+ years of non-profit experience	\$
Accountant (0-4) years of non-profit experience	\$

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

OPTION FOR IN-KIND PARTNERSHIP

Given KMTA's non-profit status and as recipient of federal funds requiring a 1-to-1 match for reimbursement, your organization is also requested to consider providing some or all of these services in exchange for in-kind partnership benefits.

If you are interested in providing the Bookkeeping and Accounting Services through an in-kind arrangement, please indicate in your response the percentage or value that would be provided as an in-kind partnership. Also, please indicate any specific benefits you would like to receive from KMTA; these benefits can also be negotiated in the contract arrangements.

AWARD / TERM

As noted earlier, Kenai Mountains-Turnagain Arm Corridor Communities Association has the right to decline to engage in a proposed partnership or any part thereof for any reason. However, if awarded, the term of the Memorandum of Agreement (MOA) will be twelve (12) months. By mutual agreement, any MOA which may be negotiated pursuant to this RFP may be extended for two additional one-year terms at agreed compensation levels, with all other terms and conditions remaining the same.