



## **Request for Proposals for Accounting Firm**

### **Louisburg Recreation Commission (LRC)**

**May 22nd, 2024**

Date due: June 14th, 2024 11:59 p.m.

Submit to: P.O. Box 937 Louisburg, KS 66053 or [Tyler@Louisburgrec.com](mailto:Tyler@Louisburgrec.com)

**1.0 PROJECT DESCRIPTION:** The Louisburg Recreation Commission is soliciting bids from qualified accounting firms to provide comprehensive bookkeeping and consulting services. The purpose of this RFP is to solicit competitive proposals that meet our organization's needs and budget requirements. The RFP will be granted to the bidder who demonstrates the highest level of responsibility and responsiveness. The contract will be for one year, with an option to renew up to four years. The proposed contract period will be from July 1st, 2024 to June 30, 2025. Preference will be given to local Miami County businesses.

**2.0 GENERAL INFORMATION:** a) The Louisburg Rec Commission reserves the right to extend the due date and time if it is determined to be in the best interest of the LRC. b) The LRC reserves the right to cancel this RFP in whole or in part at any time if it is in the best interest of the LRC. The LRC reserves the right to reject any proposals or to waive any formality or technicality in any proposal, in the best interest of the LRC. d) RPFs received after the due date will not be accepted. e) This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting minimum requirements. f) While the LRC intends to proceed with this solicitation, nothing herein shall obligate the LRC to enter a contract.

**3.0 SCOPE OF SERVICES:** The selected accounting firm will be responsible for, but not limited to, the following services or tasks:

- Compliance with relevant accounting standards and regulations
- Accounts payable
- Contractor Payment processing
- General ledger maintenance
- Monthly bank account reconciliations
- Production of monthly financial statements and any requested reports
- Financial analysis and reporting to support decision-making processes
- Attending board meetings upon request
- Managing audits
- Creating internal control processes
- Assisting with the annual budget
- Advising on matters relating to a municipal entity



4.0 TIMETABLE: The estimated project schedule is: May 22nd, 2024 Advertise the RFP; June 14th, 2024 Submission due at 11:59 p.m.; June 18th, 2024 Authorize contract for Accounting Firm RFP.

5.0 SELECTION PROCESS: Submissions will be reviewed and selected by the LRC Board of Directors with a recommendation from the LRC Director. Once approved, the LRC (and Board when appropriate) will execute a contract that includes a detailed scope of services.

6.0 CRITERIA FOR SELECTION: Include licensing information if needed. The LRC Board of Directors will review bids at its June 2024 meeting and accept the lowest, responsible and responsive bidder.

7.0 DIRECTIONS FOR SUBMISSION: Interested parties must provide one copy of their submission by email to Tyler@Louisburgrec.com no later than 11:59 p.m., Friday, June 14th, 2024, OR provide a mailed or delivered copy of their submission, clearly marked, as Accounting Firm RFP no later than Friday, June 14th, 2024, to the following address: P.O. Box 937 Louisburg, Kansas 66053. The LRC will not accept oral submissions or copies received by telephone or facsimile machine. All submissions received after the deadline shall be returned. The LRC reserves the right to accept or reject any and all proposals or portions of proposals, to waive minor deficiencies or to solicit new proposals on the original project or on a modified project as may be deemed necessary or in the best interest of the LRC. Submission should include:

- Cover Letter: Include a cover letter introducing your firm and summarizing your proposal.
- Firm Overview: Provide an overview of your accounting firm, including your experience, expertise, and any relevant certifications or accreditations.
- Proposed Scope of Services: Outline the proposed scope of accounting services to be provided to the LRC, including any additional services offered.
- Team Qualifications: Detail the qualifications and experience of the team members who will be assigned to work on the LRC account.
- Pricing: Provide a detailed pricing structure, including hourly rates and any additional costs or expenses.
- References: Include references from past clients who can attest to the quality of your accounting services.

8.0 PROJECT REQUIREMENTS:

- The LRC pays contractors on the 3<sup>rd</sup> week of each month, following scheduled Board meetings.
- Requests for payments must be submitted one week prior to the payment date.
- This project will be tax exempt. Please request tax exempt before the project starts.