



OZARKS TRANSPORTATION ORGANIZATION

A METROPOLITAN PLANNING ORGANIZATION

2208 W. CHESTERFIELD BOULEVARD, SUITE 101, SPRINGFIELD, MO 65807
417-865-3047

Invitation for Informal Bid: CPA Accounting/Bookkeeping Services

IFIB 003-2023

Deadline: Friday, April 25, 2023

The Ozarks Transportation Organization (OTO) located in Springfield Missouri requests quotes from firms interested in being selected for **CPA accounting/bookkeeping services**. The OTO receives federal, state, and local grant funding in addition to other funding from local governmental entities. The firm must be licensed in Missouri, with general not-for-profit/government experience. We must comply with governmental accounting standards. OTO currently uses a cash basis (not GAAP) for accounting and is in the process of converting to modified accrual (GASB).

Background information

The OTO is currently handling the accounting in-house with qualified staff, but due to increased workloads would like to outsource the accounting function to a third-party accounting firm.

- The OTO FY 2024 budget - \$2.8 million
- The OTO writes an average of 17 checks per month
- The OTO has 7 automated payments recurring each month
- The OTO utilizes a purchasing card program – average of 25 transactions per month
- The OTO has positive pay on the OTO bank accounts
- The OTO has a business line of credit for special projects
- The Grant Administrator oversees the financial functions. The Office Assistance enters items into Quickbooks and writes the checks
- The OTO has robust internal controls for segregation of duties
- OTO staff will continue to write checks and enter transactions. Third party accounting firm can help with these duties if needed (staff vacation or illness)

Software: The Ozarks Transportation Organization uses a desktop version of QuickBooks. The successful contractor would need to either use the desktop computer at OTO or remote access.

All monthly accounting backup documents are saved to a server file for remote access by the accounting firm.

Fiscal Year: The OTO's fiscal year runs July 1 to June 30. The OTO has a yearly financial statement or single audit (for years where federal reimbursements are \$750,000 or more) every year by a third-party accountant.

Audit Opinions: The OTO has had no audit findings in the yearly audit.

Scope of Work for Accounting/Bookkeeping Services

One Time Project

- Assist the OTO in converting from a cash basis accounting system to a modified accrual accounting system. The OTO will begin the conversion but need a CPA to consult, check and finish conversion journal entries if needed.

Monthly Accounting Duties

- Entering financial information into QuickBooks as needed
- Reconcile payroll (Including Health Care and Dependent Care FSA and Retirement Payments)
- Reconcile purchasing card statements
- Reconcile bank statements (2)
- Reconcile Invoices to GL/Bank Reconciliation
- Produce balance sheet
- Monthly grant invoicing to MoDOT including in-kind invoicing
 - Involves checking in-kind records and entering in-kind journal entry
- Reconcile tax payments
- Monthly accrual journal entries

Biweekly Accounting Duties

- Retirement payments and records

Annually Accounting Duties

- Year-end journal entries
- Audit Support
- Year-end 1099 form completion and mailing

Proposed Schedule

Upon award and executed agreement the selected consultant will assist with the One-Time Project (Conversion of Basis of Accounting Method). The accountant will begin monthly accounting duties in September (August Financial Statements). OTO aims to have the month reconciled and grant invoicing prepared by the 15th of each month.

Contract Term

The OTO would like to enter into a 3-year contract term with the selected accounting firm.

FORMAT OF SUBMISSIONS. In order for the OTO to adequately compare submissions and value them uniformly and objectively, all submissions shall be submitted in accordance with the format outlined below. The submissions should be prepared simply and economically, providing straight-forward and concise information as requested. The OTO will compare the fees schedule, but utilize the information from the Company Overview and References to determine if the company selected is qualified to perform the duties as outlined.

- **Company Information.** The complete legal name, address, permanent address telephone number and email address of the Company including the name of the person to contact for discussion of the submissions.
- **Company Overview.** Brief overview of the firm, including the year founded, office locations, and the number of years in practice. A description of the firm's current staffing and details as to the experience and educational submissions of the individuals that would be primarily responsible for the project.
- **Outline of Fees Associated.** The fees should be outlined in the following format.

Task	Fee Year 1	Fee Year 2	Fee Year 3
Cost to assist the OTO with cash to modified accrual conversion.		Not Applicable	Not Applicable
Monthly fee to deliver Monthly and Biweekly Tasks as outlined in Accounting Scope			
Yearly fee for Annual Items as outline in Accounting Scope			
On-Call Consultant Fees for Special Issues, should be listed with an hourly consultant rate			

- **References.** A list of references with phone numbers should accompany the RFP.

SUBMISSIONS DUE DATE. Email submissions are due on August 25, 2023, to dparks@ozarkstransportation.org.

OTO POLICIES AND PROCEDURES. The following OTO policies and procedures are applicable to the IFIB:

- A. This IFIB does not commit OTO to award a contract, to defray any costs incurred in the preparation of a proposal, cost proposal, or to procure or contract for work. OTO may reject Quotes without providing the reason(s) underlying the declination. A failure to award a contract to the lowest bidder will not result in a cause of action against OTO.
- B. OTO reserves the right to the following:
 1. To waive minor deficiencies and informalities;
 2. To accept or reject any or all submissions received as a result of the RFP;
 3. To obtain information concerning any or all Contractors from any source;
 4. To request an oral interview from any or all Contractors.
 5. If the selected firm undergoes a change of key personnel, OTO reserves the right to approve any substitute personnel or terminate the services at OTO sole discretion.

- C. OTO complies with Federal Contracting Requirements. A list of applicable contract language can be found on the OTO website: <https://www.ozarkstransportation.org/what-we-do/requests-for-proposal>
- D. Payment will be made monthly for services rendered.
- E. The contract will be for one year with annual renewals at both parties' discretion for up to 5 consecutive years.

PUBLIC RECORDS. All quotes submitted in response to this IFIB become the property of OTO and public records and, as such, may be subject to public review.

SUBMISSIONS EVALUATION PROCESS. The evaluation of the submissions process will include the following:

OTO may confer with all responsible proposers who have been short-listed and may arrange, if necessary, for interviews/presentations by the short-listed firms.

OTO reserves the right to conduct pre-award discussions with any or all responsive and responsible Contractors who submit submissions determined to be reasonably acceptable of being selected for award. Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of submissions; and such revisions may be permitted after submission of submissions and prior to award of a contract.

CRITERIA FOR AWARD. OTO will evaluate submissions. Each submittal will be evaluated for full compliance with the IFIB instructions to the Consultant. The contract will be awarded to the accounting firm with the lowest price that matches the required licensure and experience.

QUESTIONS REGARDING SPECIFICATIONS OR SUBMISSIONS PROCESS. To ensure fair consideration for all proposers, OTO prohibits communication to or with any department, board, or employee during the submission process, except as provided below. Additionally, OTO prohibits communications initiated by a proposer to OTO official(s) or employee(s) evaluating or considering the submissions prior to the time an award decision is made. Any communication between proposer and OTO will be initiated by the appropriate OTO Official(s) or employee(s) in order to obtain information or clarification needed to develop a proper, accurate evaluation of the submissions. Such communications initiated by a proposer may be grounds for disqualifying the offending proposer from consideration for award of the submissions and/or any future submissions(s).

- A. Any questions relative to interpretation of specifications or the submissions process shall be emailed to dparks@ozarkstransportation.org, in ample time before the submission deadline. Questions and Answers will be published on the OTO website.
- B. It will be the responsibility of the bidder to contact OTO prior to submitting a proposal to ascertain if any amendments have been issued, to obtain all such amendments, and to acknowledge amendment with the submissions.

DISCLAIMER: By submitting a quote the bidder hereby offers to furnish & deliver the services as specified, at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to

withdrawal by the bidder unless upon mutual written agreement by the Bidder and the OTO Executive Director.



For persons with disabilities needing reasonable accommodations please contact OTO at 417-865-3042 at least 48 hours in advance of the question deadline. If you need relay services please call the following numbers: 711 - Nationwide relay service; 1-800-735-2966 - Missouri TTY service; 1-800-735-0135 - Missouri voice carry-over service.