



Request for Proposal (RFP)
RFP #PSA24-01
Accounting Services

Issued by:

Camden County Public Service Authority

Proposals must be submitted

No later than

5:00PM on Tuesday, January 09, 2024

To:

Camden County Public Service Authority

Mailing/Delivery Address

Camden County PSA

Administration Department

Attn: Teresa D. Patterson, Interim Office Manager

1050 Wildcat Drive

Kingsland, Georgia 31548

Or by email: tdpatterson@camdenpsa.com

LATE PROPOSALS WILL BE REJECTED

Issued: 12/19/2023

REQUEST FOR PROPOSAL (RFP) FOR ACCOUNTING SERVICES

The Camden County Public Service Authority (CCPSA) invites financial professionals and firms to submit a proposal for contracted full-service accounting/bookkeeping services. We anticipate an initial 12-month engagement with the option to renew depending on performance and organizational needs.

Proposal documents can be mailed/hand delivered or submitted in pdf format via email by 5:00pm Tuesday, January 9, 2024 to Ms. Teresa Patterson. Successful professional/firm must be available for a transition meeting with current staff within two weeks of award notification.

Send Proposals to:

Teresa D. Patterson, Interim Office Manager
Camden County Public Service Authority
1050 Wildcat Drive
Kingsland, GA 31548
Email: tdpatterson@camdenpsa.com
Subject Line: ACCOUNTING RFP

Due Date & Time: January 9, 2024 by 5:00 pm

Contact information: Teresa D. Patterson, Interim Office Manager
Camden County Public Service Authority
1050 Wildcat Drive
Kingsland, GA 31548
(912)510-3516
Email: tdpatterson@camdenpsa.com

ORGANIZATIONAL OVERVIEW

The Camden County PSA is a government authority enacted through the State of Georgia. CCPSA's history began when the Georgia Legislature authorized House Bill No. 2031, Act No. 887, an act to create the CCPSA, on January 24, 1991. Immediately after the passage of the Act, the governing bodies of the City of Kingsland, City of St. Marys, City of Woodbine, and the Camden County Board of Commissioners introduced resolutions of their respective participation within the Authority. Upon adoption of the resolutions, the Authority was convened and set about establishing rules and regulations and adopted by-laws for government administration.

Most notably the Authority is created as a nonprofit and operates for the betterment of public purposes.

CCPSA is governed by a board that consists of the three city elected officials (Kingsland, Woodbine, and St. Marys), the Chairman of the Camden County Board of Commissioners and five appointed Citizens (one from each City and two from the Board of Commissioners). The board has regular public meetings scheduled at 5:30 pm on the third Thursday of every month at the Camden Community Recreation Center located at 1050 Wildcat Drive in Kingsland.

Overall, the CCPSA provides high quality recreational programs, services, and facilities to the citizens of Camden. The Authority is organized, has a vision for the future, and maximizes its resources to meet the needs of a very diversified community. Vast improvements have been made to the organizational system within the CCPSA which provides quality professional leadership and management of this important recreational asset for the enjoyment of all residents of Camden County. A professional masterplan was developed in 2021. This plan will serve to guide future parks and recreation improvements in the community from 2022 to 2032.

The current budget consists of two major funds: general and special purpose local option sales tax (SPLOST). The \$3.4M general fund consists of 8 departments: administration, aquatics, athletics, fitness, gymnastics, parks, special programs, and senior center. Staffing is approximately 25 full-time employees and 65 part-time employees (mostly seasonal). Payroll is processed biweekly. The fiscal year end is September 30 with annual audit requirements.

To learn more about CCPSA please visit www.camdencountypsa.info.

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 CCPSA.

SCOPE OF WORK

CCPSA seeks to contract with an independent financial professional or firm to provide accounting/bookkeeping services to our organization with a strong focus on general bookkeeping for monthly/yearly adjusting entries, payroll services including required state/federal reporting

and payments, monthly bank reconciliations, and monthly/yearly financial reports under generally accepted accounting principles (GAAP). CCPSA currently uses QuickBooks to process and record checks and outsources payroll processing. Your day-to-day contact will be the CCPSA Director.

DELIVERABLES

- ✓ Conduct full payroll process; including all state/federal reporting and payments
- ✓ Review, reconcile and make required retirement contributions in Empower portal
- ✓ Record and/or provide month-end adjusting journal entries
- ✓ Reconcile monthly bank statements
- ✓ Prepare and review monthly financial statements
- ✓ Prepare annual financial statements and all year-end closing entries for audit, GAAP basis
- ✓ Provide support, if needed, during audit period
- ✓ Respond to periodic requests for reports
- ✓ Assist management with the creation of budgets for grants, government contracts, and various programs
- ✓ Perform budget analysis and inform leadership team of any material budget variances and issues
- ✓ Prepare the organization for periodic grantor audits
- ✓ Respond to requests for advice and information from management
- ✓ Advise the Board of the financial implications of management proposals and participate in planning efforts as requested
- ✓ Other accounting/bookkeeping duties as needed

EVALUATION CRITERIA

CCPSA will 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 in a timely manner
- Cost of services, itemized
- 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 Generally Accepted Accounting Principles (GAAP).
- Demonstrated experience with non-profit financial accounting, including, but not limited to: Government and grants management, fund accounting, indirect expenses, cost allocations, match and reporting requirements, government procurement standards, recording program revenue, payroll processing and applicable Federal/State wage and hourly laws.

DESIRABLE QUALIFICATIONS

- Special consideration will be given to vendors that have served similar structured organizations.
- 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 Firm/Company
- ☐ 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 firm is a good fit with our organization, detailing experience with other similar clients of a size, structure, and scope.

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.
- ☐ Your availability to be present at Board meetings (once a month), if needed.

MANAGEMENT AND FEES

Please describe the following:

- ☐ Proposed budget necessary to fulfill Scope of Work and Deliverables, itemize key components.
- ☐ Budget narrative, justification and methods of calculation, as well as hourly rates for the firm's employees, and estimated monthly hours to complete scope, itemized by the following components with rates and expected hours:
 - Monthly bank reconciliations
 - Monthly financial statements, including any required journal entries
 - Annual financial statements closed out for audit, GAAP basis, audit prep
 - Annual budget assistance
 - Full payroll services (employee direct deposit/checks, all required reporting and tax deposits, W2s, payments for employee withholdings/benefits, etc)
 - Annual 1099s, as needed
 - Other accounting/bookkeeping duties, as needed

REFERENCES

Please provide the following references:

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

REQUIRED FORMS

- ☐ Acknowledgement of Addenda
- ☐ Proposal form
- ☐ E-Verify Affidavit
- ☐ Signed W-9

ADDITIONAL TERMS

During the evaluation process, the CCPSA reserves the right to request additional information or clarifications from proposers. The CCPSA reserves the right to reject any or all proposals, or any part of any proposal, to award in part or in whole, to waive any informality in any submission, and to award a contract deemed to be in the best interest of the CCPSA. CCPSA reserves the right to accept or reject any and all responses, to waive irregularities, and to re-advertise as may be determined to be in the best interest of the Authority.

The costs of developing proposals are entirely the responsibility of the individual or vendor, and shall not be charged in any manner to the CCPSA. 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 CCPSA upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between CCPSA and the contracted vendor. Each applicant, as an express condition for the CCPSA'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.

Acknowledgement of Addenda

Proposer hereby acknowledges receipt of all Addenda.

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Company _____

Authorized Signature _____

Print Name _____

Proposal Form

The following statement must be signed and submitted with bid. Failure to sign this statement will render proposal invalid.

"I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this bid for the proposer.

Company Name:

Person Authorized to Sign:

Name: _____

Name: _____

Address: _____

Title: _____

City: _____

Signature: _____

State: _____ Zip _____

Telephone Number: _____

Fax: _____

E-Mail: _____

This ____ Day of _____, 2024