

Kentucky Stormwater Association Bookkeeping Support Services Request for Proposal

SECTION 1: PROJECT OVERVIEW

The Kentucky Stormwater Association (KSA) is requesting proposals from qualified firms / individuals to provide accounting support services to the organization. This "Bookkeeping Coordinator (BC)" will assist KSA with matters pertaining to taxes, budgets, and other financial matters.

KSA, a not for profit corporation, was formed in 2009 to support the needs of the stormwater professionals statewide in meeting the requirements of the Municipal Small Separate Storm Sewer MS4 Permit issued to MS4 Communities by the Kentucky Division of Water. Currently, the organization has grown to over 250 member entities. A major focus of KSA is to provide professional training opportunities to its members via an Annual Conference and three (3) Quarterly Meetings. Attendance to these events is generally 175 and 80, respectively.

SECTION 2: PROJECT SCOPE

The scope of this request for proposal is to provide part-time Bookkeeping support to the organization. The selected bidder will also need to coordinate with the firm selected to provide Administrative Services through a separate RFP.

2.1 Accounting

Bookkeeping Services include, but not limited to, the following:

- Review information on membership website to track revenue on a monthly basis.
- Post / Balance in Quickbooks
- Manage Business Quickbooks software to include all accounts, categories, transactions, deposits, expenditures, organization/vendor/customer lists etc. All transactions in Quickbooks will include sufficient detail to be able to follow the Organization/Vendor activity, detailed input of purpose of transaction, etc.
- Prepare and provide detailed deposit information for credit card transactions through membership website.
- Coordination with Membership Drives, Annual Conference Registration, etc.
- Develop and Track Annual Budget
- Maintain Online Banking and Bill Payment
- Manage automated payments with membership website

- Provide Financial Reporting (including but not limited to Balance Sheet, KSA Revenue vs. Expense, A/P, A/R) to Board for Monthly Board Meetings from Quickbooks and individual spreadsheets (when necessary)

Note: The Board Treasurer will be responsible for writing checks and making deposits and keeping the credit/debit cards and petty cash.

2.2 Tax Filing

Tax Filing Services include, but not limited to, the following:

- File Year-End 990 Federal (required), as well as State, and Local Tax Returns (if required)
- KSA is an organization with a \$50,000+ annual budget and no employees

2.3 Miscellaneous

Miscellaneous Services include any tasks or other activities not previously defined, with fees negotiated on an as-needed basis.

SECTION 3: FEE

Fees will be based on an hourly rate with a not to exceed price. The BC will work closely with the KSA Board to create work orders. The work order will define the task, assign estimated hours, and identify a not to exceed price. During the process of completing the tasks defined in the work order, the hours expended will be monitored by the BC and reported to the Board members. A review will be conducted at 50% and 75% completion to determine if the work order estimate is appropriate. If at any time, the BC anticipates that the work order will exceed the agreed number of hours, the BC will contact the Board members for review and determine the necessary modifications. After the completion of the 75% review, no additional modifications to the work order hours will be issued and the BC will be expected to complete the task per the work order.

SECTION 4: QUALIFICATIONS

Applicants may be members of KSA but may not serve as the Treasurer.

Responses to this RFP shall include a brief description of the bidder's background, years of experience, available capacity for the work outlined above (including earliest available start date), the bidder's hourly rates for work, and at least two (2) references. It is expected that the chosen bidder will be available for attendance at virtual-based Board meetings if requested. KSA is most active during the months of April-July owing to the Annual Conference.

KSA reserves the right to add or remove services during negotiation.

Proposals will be scored based on the following criteria:

- **Fee – 20%**
- **Capacity – 30%**
- **Qualifications – 50%**

Interested bidders shall submit their bid packet electronically to kystormwater@gmail.com by August 5, 2022. A selection will be made during the August Board meeting.