



The Heart of Appalachia Tourism Authority

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REQUEST FOR PROPOSAL (RFP) – NON-PROFIT BOOKKEEPING/ACCOUNTING SERVICES

The Heart of Appalachia Tourism Authority (HOA) invites you to submit a proposal for contracted bookkeeping and accounting services. We anticipate a 12-month engagement (depending on performance) with option to renew.

Additional information about our organization and scope of services are provided in subsequent pages.

Questions Regarding RFP

Inquiries concerning this RFP should be submitted to ksmith@heartofappalachia.com using the subject line: “**Accounting RFP**”. Responses will be returned within 72 business hours.

Submission of Proposals

Documents must be submitted in PDF format via e-mail to ksmith@heartofappalachia.com by **5:00 pm on January 19th, 2024**

Proposers will be contacted to schedule interviews. Selected bidder will be notified in writing by January 23rd and work will begin shortly thereafter. All proposers will be informed of a decision by January 24th, 2024.

Send Proposals To: Kim Smith
Heart of Appalachia Tourism Authority
ksmith@heartofappalachia.com
Subject Line: Accounting RFP

Due Date & Time: January 19, 2024 at 5:00 pm

Contact Information: Kim Smith, Executive Director
Heart of Appalachia Tourism Authority
PO Box 186, St Paul, VA 24635
Phone: 276-762-0011 Fax: 276-762-7611
ksmith@heartofappalachia.com
www.heartofappalachia.com

SECTION I. Organizational Overview

The Heart of Appalachia Tourism Authority was formed by the Virginia General Assembly in 1993 to market the tourism assets of the seven westernmost counties and city of Norton in the Commonwealth. The organization is funded by the General Assembly, the localities it represents, and grants. The organization has 3 employees and an annual budget of around \$550,000.

SECTION II. Project Description

A. Scope of Work

The firm selected will be responsible for providing the following services for a period of one year with an option to extend the contract.

- **Bookkeeping Services**
 - Follow accrual accounting method
 - Monthly reconciliation of bank accounts as well as reconciliation of all balance sheet accounts
 - Maintain costs by program and/or grant designation
 - Enter payroll information into accounting system
 - Maintain deposit and vendor files by fiscal year
 - Monitor release of restricted funds
 - Assist with grant reporting as needed
 - Identify areas for management review regarding process and practice to improve efficiency and ensure compliance

- **Financial Reporting**
 - Budget to Actual Summary and Detail
 - Prepare monthly statements of Income & Expense, Balance Sheet, or other reports as necessary
 - Present financials to Senior Management on by the 15th of each month

- **Audit Preparations**
 - Participate in financial audits and reviews conducted by funding agencies, including document preparation and onsite support
 - Prepare year end reports, schedules and other documents requested by auditor
 - Provide audit process support as needed; research and resolve issues as they arise
 - Provide reports and data as requested for the completion of annual tax returns

- **Reporting Requirements**
 - Prepare periodic reports as required by Executive Team, Board and funders (e.g., County, State, and private philanthropic organizations)
 - Maintain fixed asset inventory and depreciation

B. Deliverables

- **Weekly**
 - Record all cash disbursements & cash receipts, and track income & expenses by GL, Division Program & Activity codes, reporting check register to Executive Director

In 1993, Heart of Appalachia Tourism Authority was created by the state to represent the tourism industry in the Coalfield Region.

- o Record other miscellaneous journal entries as needed
- o Allocate payroll (bi-monthly)
- Monthly
 - o Record month-end journal entries for expenses and deposits
 - o Reconcile all balance sheet accounts
 - o Complete cost-allocations
 - o Reconcile bank & credit card statements
 - o Prepare management reports
 - o Update audit schedules
- Annually
 - o Assist management in preparation of grant budgets & reports
 - o Assist management with annual budget development & import budget into accounting software
 - o Maintain accurate chart of accounts
 - o Deliver timely IRS 1099 & 1090 filings, and state tax returns
 - o Prepare the HOA for external financial audit
 - Prepare requested schedules & documents
 - Make adjusting entries as requested by auditor
 - Have representative on-site during audit
- Communication
 - o Frequent face-to-face communication (either in person or via web-conferencing) will be expected during onboarding process, audits, and year end budgeting process
 - o Weekly phone check-ins during rest of year, which may change based on needs

SECTION III. Proposals

A. General Information

Please include a cover sheet with the following information:

- o Name of contractor/firm
- o Contact Person
- o Title
- o Mailing Address
- o Telephone Number
- o E-mail
- o Website

B. Organizational Overview & Qualifications

Please provide the following descriptions:

- o Describe the firm, professional history & scope of practice
- o Provide biographies of proposed team with resumes attached.
- o Explain how firm is a good fit with our organization, detailing experience with other non-profit and quasigovernmental clients of a similar size and scope.
- o Describe your proficiency with accounting software, and what program you use.
- o Provide details on staff turnover in past three years, and commitment to continuity.

C. Proposed Work Plan & Timeline

Please provide the following descriptions:

- o Proposal to fulfill the Scope of Work and Deliverables noted above.
- o Outline of key steps and persons responsible, level of effort and supervision required.
- o Your preferences and expectations when working with clients.
- o Please describe your availability to be present in our St. Paul office as needed.

D. Project Management & Fees

Please provide the following:

- o Process for managing project, including communications with the HOA
- o Measures & reports to be used to keep project on track & demonstrate fulfillment of expected deliverables
- o Proposed budget necessary to fulfill Scope of Work & Deliverables
- o Budget narrative, justification & methods of calculation, as well as hourly rates for the firm's employees should additional services be requested outside of the scope of this proposal

E. References

Please provide the following references:

- o List of non-profit clients (name only) for whom contractor/firm have provided similar contracted accounting services
- o Contact information for three (3) specific professional references including at least two (2) nonprofit clients, for whom the contractor has provided similar accounting services

Section IV. Additional Terms

A. Reservation of Rights

During the evaluation process, the HOA reserves the right to request additional information or clarifications from proposers. The costs of developing proposals are entirely the responsibility of the vendor and shall not be charged in any manner to the HOA.

B. Applicant Rights

Please note that all materials submitted in response to this RFP become the property of HOA upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between HOA and the contracted vendor. Each applicant agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential and proprietary and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant.