

10/16/2017

# REQUEST FOR PROPOSALS

Accounting-Bookkeeping Services

Two (2) Year Term



# REQUEST FOR PROPOSALS

## Accounting-Bookkeeping Services

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### CONTENTS

1.0	DESCRIPTION OF THE BRANDON & AREA PLANNING DISTRICT-----	2
2.0	PROPOSAL REQUEST -----	2
3.0	SERVICES REQUIRED -----	2
	Financial Management-----	2
	Payroll-----	3
	Auditing-----	3
4.0	PROPOSAL SUBMISSION REQUIREMENTS -----	3
5.0	EVALUATION CRITERIA -----	4
6.0	ENQUIRIES -----	4
7.0	MISCELLANEOUS -----	5
8.0	RECEIPT OF PROPOSALS-----	5
	<b>Schedule 1 – (Organizational Chart) -----</b>	<b>6</b>

### BID FORM

## 1.0 DESCRIPTION OF THE BRANDON & AREA PLANNING DISTRICT

The Brandon and Area Planning District (the District) is the authority having jurisdiction for land use planning and building code and property standards enforcement for the City of Brandon and the Rural Municipality of Cornwallis and Rural Municipality of Elton.

The major purpose of the District is to provide for an increased level of co-ordination and co-operation among the participating municipalities, primarily with regard to land use and land development issues.

The District encompasses approximately 114 km<sup>2</sup> (430 square miles) and includes portions of the Assiniboine River Valley, the Brandon Hills, several rural settlements, and large expanses of farmland, complemented by the City of Brandon's urban setting.

The Brandon & Area Planning District Board consists of three representatives from the council of each participating municipality, which is nine board members in total.

## 2.0 PROPOSAL REQUEST

The District is requesting Proposals from qualified firms of Accountants and/or Bookkeeping professionals to perform accounting-bookkeeping services to manage the budget, accounts and financial statements of the District for a two year period, commencing from the date of award and subject to annual review and recommendation of the Finance Committee.

## 3.0 SERVICES REQUIRED

The District requires the Accountant-Bookkeeper to maintain the finances of the District to ensure that transparent financial reporting is recorded. This job has three levels of financial responsibilities – Financial Management, Payroll Management and Auditing services. Each level has specific responsibilities and a detailed list of these responsibilities and duties is listed below:

- **Financial Management**
  - Maintain and use financial computer software (QuickBooks) to prepare financial statements and reports for Board meetings (monthly/quarterly/semi-annual and yearend)
  - Responsible for all banking functions (bi-weekly)
  - Code and file financial material according to established records management procedures
  - Calculate and process payment of indemnities to Board Members (semi-annually)
  - Prepare Board member T4s, and T4A (annually)
  - Prepare and file GST reports (semi-annually)
  - Track revenue and expenditures of the District, including a breakdown of City of Brandon and Rural operations
  - Reconcile planning revenues (including credit card fees collected) and prepare reports (monthly and quarterly)
  - Invoice Municipal partner contributions (semi-annually)
  - Process payments under Inspection Services agreement (quarterly)
  - Process payments under the Service Delivery agreement (twice yearly)
  - Process accounts payable and receivable ensuring timelines, accuracy of codes and appropriate backup (weekly)
  - Monitor and report to the Executive Director budget status relating to revenues and expenditures of the District

- Provide recommendations to the Executive Director for financial matters/operations such as reserve funds, investments, etc.
- Provide detailed financial/statistical information to support work/special projects directly related to the District when applicable
- Perform month-end and year-end computer reports and closing processes
- Attend Board meetings, if requested
- **Payroll Management - (Monthly)**
  - Prepare various payroll reports, journal entries and issue cheque to City of Brandon, as per invoice
  - Prepare employee benefit payments and reports (Blue Cross/MEBP)
- **Auditing – (Annual)**
  - Prepare materials for audit review, as required
  - Assist auditors through review
  - Process adjusting journal entries, as needed
  - Prepare reports for the Board

#### 4.0 PROPOSAL SUBMISSION REQUIREMENTS

Reply to this request with four (4) copies of your response. Submissions shall follow the format and numbering below, while addressing all items as indicated.

Additional information may be submitted in the form of an appendix or a separate document. The appended or separate document will be considered as a source of secondary or supplementary information and may or may not be used in the Proposal review.

1. **Title Page** – Show the subject, the firm/individual name, the name, address and telephone number of a contact person, and the date of the Proposal.
2. **Table of Contents**
3. **Transmittal Letter** – a signed letter briefly stating the proposer’s understanding of the work to be performed; the commitment to perform the work within required time frames; and a statement why the firm believes itself to be qualified to perform the engagement.
4. **Fee Schedule** – The fee quoted for the Accounting-Bookkeeping Services shall be a fixed fee in Canadian Funds and shall be the total remuneration for all work performed at the Brandon & Area Planning District office at 638 Princess Ave., Brandon, MB. The fee quoted must include all applicable taxes; the Goods and Services Tax and the Manitoba Retail Sales Tax (where applicable) must be clearly shown and added separately. The Proposal must remain irrevocable for sixty (60) days after the submission closing date and pricing firm for the two (2) year term.
5. **Qualifications and Experience** – The proposal should state the size of the firm (if applicable); and the number and nature of the professional staff to be employed in this engagement.
6. **Partner, Supervisory and Staff Qualifications and Experience** – The firm (if applicable) should identify the principal supervisory and management staff who would be assigned to this engagement. The firm also should provide as much information as possible regarding the number, qualifications, experience and training of the specific staff to be assigned to this engagement. The firm should also indicate how the quality of staff over the term of the agreement will be assured. Engagement partners, managers, other supervisory staff and specialties may be changed if those personnel leave the firm, or are assigned to another office. The District retains the right to approve or reject replacements.

7. **References** – Provide a detailed listing, complete with contact information, highlighting past experiences for three (3) similar engagements.

## 5.0 EVALUATION CRITERIA

Submissions will first be reviewed for completeness and inclusion of the components specified in the RFP documents. Submissions will be excluded from further analysis which are clearly non-responsive to the stated requirements.

Proposals submitted will be evaluated by the District Board Members. The District will normally award contracts to the lowest competent bidder that meets the required specifications. However, the District retains the right to reject any or all bids and take into consideration past performances of bidders on similar contracts, both in and out of the BAPD boundaries and other factors the Board considers relevant.

All proposals will be evaluated in the following manner:

Technical/Business Proposal (45%)	This section will evaluate how well the proposer has demonstrated his or her understanding of the scope of work and project objectives. The proposer's approach, relevant experience and special capabilities will also be considered.
Firm/Individual/Personnel (15%)	This section will evaluate the firm/individual's qualifications and references, as well as the qualifications and experience of the staff that would be assigned to this engagement.
Fee Proposal (30%)	This section will evaluate the total fee quoted as well as the proposer's fee schedule for reasonability, clarity and completeness.
Proposal Quality (10%)	This section will evaluate the overall appearance, content and completeness of the Proposal.

The District reserves the right to short list and contact any or all bidders to clarify their Proposal. The District reserves the right to award to the Proposal which best meets the District's requirements. The District reserves the right to cancel this Proposal at any time.

## 6.0 ENQUIRIES

Questions shall be submitted in written form up to three (3) days before the closing date to:

Executive Director

Email to: [bapd@brandon.ca](mailto:bapd@brandon.ca) Fax: 204-728-2406

This RFP may be amended only by written addenda. If the District, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all registered recipients of the RFP by written addenda. Each addendum shall form an integral part of this RFP. Such addenda may contain important information, including significant changes to this RFP. Ensure that proper contact information is clearly shown on the front of the proposal package, including the name of the contact person and phone number.

## 7.0 MISCELLANEOUS

The successful firm/individual will be required to enter into a written agreement with the Brandon & Area Planning District for the services provided.

There is no expressed or implied obligation for the Brandon & Area Planning District to reimburse responding firms for any expenses incurred in preparing Proposals in response to this request.

All materials provided will become the property of the Brandon & Area Planning District free from all copyright restrictions.

## 8.0 RECEIPT OF PROPOSALS

The proposal shall be mailed or delivered in a sealed envelope clearly and legibly identified on the outside as: "BAPD-CONFIDENTIAL – Accounting-Bookkeeping Services" and must be received by either of the methods specified below before 4:00 p.m. local Brandon time on November 9, 2017 to be accepted.

Ensure that proper contact information is clearly shown on the front of the proposal package, including the name of the contact person and phone number.

The proposal shall be delivered by ONE of the following methods:

Mail/Courier Delivered to:

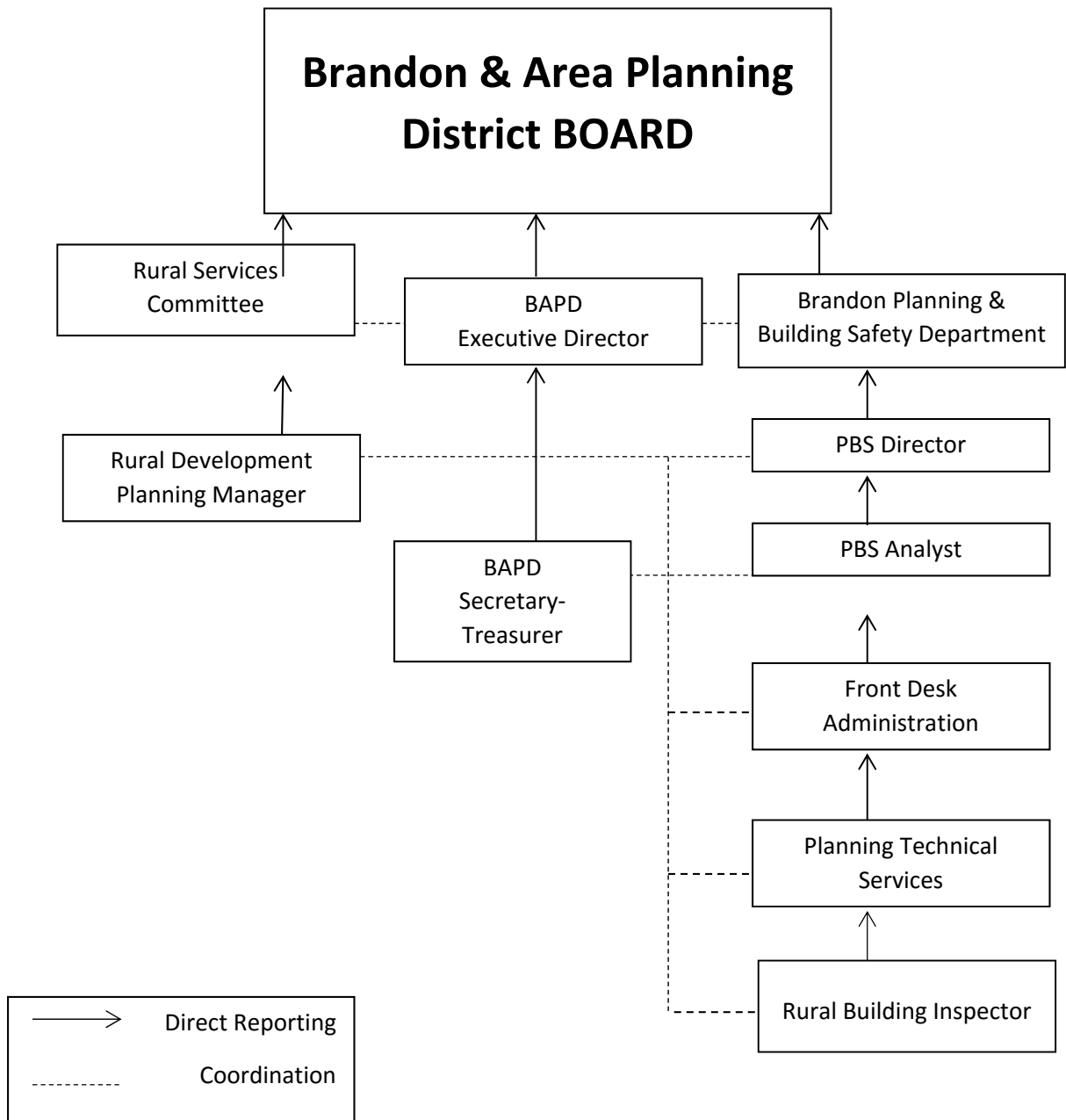
Executive Director  
Brandon & Area Planning District  
638 Princess Avenue  
Brandon, Manitoba R7A 0P3

Hand Delivered to:

638 Princess Avenue  
(West Entrance)  
Brandon, Manitoba

**Fax or Email Proposals Are Not Accepted**

**SCHEDULE 1 – Organizational Chart**



Adopted 2015-06-04

**Brandon and Area Planning District**

**Bid Proposal Form**

The undersigned, having fully familiarized themselves with all aspects of the proposal/contract and the invitation, hereby proposes the Accounting-Bookkeeping Services as per the Request For Proposals dated October 16, 2017 at the following costs:

Annual lump sum of \$\_\_\_\_\_ payable in 12 equal monthly payments of \$\_\_\_\_\_ per month. Monthly payments will be subject to taxes detailed as \_\_\_\_\_.

**FIRM/INDIVIDUAL  
NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**SIGNATURE OF  
AUTHORIZED INDIVIDUAL/TITLE** \_\_\_\_\_

**PRINT OR TYPE NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_ **FAX NUMBER** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_