



## KENAI MOUNTAINS-TURNAGAIN ARM NATIONAL HERITAGE AREA

### **REQUEST FOR PROPOSAL BOOKKEEPING AND ACCOUNTING SERVICES**

#### **INVITATION FOR PROPOSAL SUBMISSION**

The Kenai Mountains-Turnagain Arm Corridor Communities Association (KMTA) is seeking a firm or experienced professional for bookkeeping and accounting services with a strong background in non-profit bookkeeping and accounting.

Interested and qualified organizations and individuals are invited to submit proposals, which will be accepted until **September 19, 2022 at 11:59 p.m.** The following document outlines the details of this RFP along with information on how to submit a proposal.

#### **ABOUT KMTA**

Kenai Mountains-Turnagain Arm Corridor Communities Association (KMTA CCA) is a 501(c) (3) not-for-profit organization with a mission to recognize, preserve, and interpret the historic, scenic, natural resources, and cultural landscape of the Kenai Mountains-Turnagain Arm historic transportation corridor, and to promote and facilitate the public enjoyment of these resources. Daily planning and operations are managed by the Executive Director. Governance and fiduciary responsibilities are carried out by a Board of Directors, which includes an Executive Committee comprised of the organization's Officers. The KMTA corridor region received Congressional National Heritage Area (NHA) designation in 2009. KMTA CCA manages the federal appropriation of grant dollars to KMTA community-focused projects and programs to realize the goals set forth in the NHA's adopted Management Plan.

#### **BACKGROUND**

KMTA currently uses Quickbooks for its accounting and operates on an accrual accounting basis. Payroll is paid twice monthly, while payments to vendors and grantees is processed once monthly. Our organization is primarily funded by federal appropriations through a contract with the National Park Service. This contract stems from our designation as a National Heritage Area, which entails strict requirements for compliance, reporting, and internal controls. Timely reconciliation of monthly financials and payroll is of the utmost importance to ensure steady operations and compliance with our federal contractual obligations.



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## **SCOPE OF WORK TO BE PERFORMED**

### **Bookkeeping Services**

- Issue monthly checks for signature by the Executive Director for payment to vendors, grantees, and others and mail checks out to recipients (accounts payable are generally under 20 per month)
- Input all transactions into QuickBooks software on a monthly basis (transactions are generally under 30 per month), with information on revenue, expenses and receivables; receive and record all transactions as dictated by IRS guidelines
- Monthly reconciliation of accounts: bank account, credit card account, payments made to vendors and grantees, and all balance sheet accounts
- Maintain a schedule of fixed assets and depreciation, prepayments and unearned revenues
- Prepare payroll twice a month (currently 4 employees) and enter into accounting system
- Maintain corresponding documentation to support all transactions on a monthly basis, filed by fiscal year and month
- Identify areas for management review regarding processes and practices to improve efficiency and ensure compliance
- Work with Executive Director to create and implement an updated chart of accounts

### **Financial Reporting**

- Prepare a monthly Budget to Actual summary and detail report out of QuickBooks
- Prepare monthly Comparative Statements of Financial Position and Statement of Activities reports
- Prepare any other QuickBooks' reports or statements as requested by the Board or Executive Director

### **Tax Reporting**

- Prepare federal IRS form 990
- Prepare all payroll tax filings
- Prepare all 1099 and 1096 filings
- Prepare any other federal, state, or local tax filings as required

### **Audit Preparations**

- Participate in financial audits and reviews conducted by third party auditor, including document preparation
- Prepare year end reports, schedules, and other documents requested by auditor
- Provide audit process support as needed

### **Budget**

- Assist the Executive Director with the preparation of an annual budget
- Input the adopted budget into QuickBooks software



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**PROPOSAL CONTENTS**

Please use the following format when preparing your response by the due date. Please limit the proposal to three pages, excluding attachments.

**Section 1:** Contractor Information: Company name, primary contact, email, phone, etc.

**Section 2:** Scope of work/description of services as they pertain to elements listed above; approach to bookkeeping/accounting services, particularly as it relates to GAAP Guidelines for nonprofits, accounting for government and restricted funding, and how you maintain transparency and communication with your clients

**Section 3:** Firm's qualifications: Summary of previous similar work for nonprofit organizations (include list your other nonprofit clients if available); proficiency with Quickbooks software (or other accounting software)

**Section 4:** Personnel Qualifications: Provide sufficient information and related experience of specific personnel who will perform KMTA bookkeeping/accounting services

**Section 5:** Fees/Hourly Rates:

A. KMTA prefers a monthly cost for services; please provide projected fixed cost for each of the five scoped elements of work described above and outlined below:

Function	Fixed Fee
Bookkeeping	\$
Financial Reporting	\$
Tax Reporting	\$
Audit Preparations	\$
Budget	\$
<b>Total Fixed Fee</b>	\$

B. Hourly rates of the firm's employees should be provided for services which may be requested outside of the scope of the agreement (table provided below):

Classification	Hourly Rate
Owner	\$
CPA	\$
Accountant 5+ years of nonprofit experience	\$
Accountant (0-4) years of nonprofit experience	\$
Other:	\$

**Section 6 (Optional):** Additional Information: Interested firms are encouraged to provide any additional information not otherwise requested that may aid KMTA in awarding this professional service contract. You may include this information as attachments to your proposal or written in your proposal itself.



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### **OPTION FOR IN-KIND PARTNERSHIP**

Given KMTA's non-profit status and as recipient of federal funds requiring a 1-to-1 match for reimbursement, your organization is also requested to consider providing some or all of these services in exchange for in-kind partnership benefits.

If you are interested in providing any Bookkeeping and Accounting Services through an in-kind arrangement, please indicate in your response the percentage or value that would be provided as an in-kind partnership. Also, please indicate any specific benefits you would like to receive from KMTA; these benefits can also be negotiated in the contract arrangements.

### **TERM OF CONTRACT**

As noted earlier, Kenai Mountains-Turnagain Arm Corridor Communities Association has the right to decline to engage in a proposed partnership or any part thereof for any reason. However, if awarded, the term of the Memorandum of Agreement (MOA) will be twelve (12) months. By mutual agreement, any MOA which may be negotiated pursuant to this RFP may be extended for three additional one-year terms at agreed compensation levels, with all other terms and conditions remaining the same.

### **SELECTION PROCESS**

Proposals will be reviewed for completeness, contractor experience, experience with previous similar work, and reasonableness of cost proposal. Interviews may be requested with select contractors.

### **PROPOSAL SUBMISSION INSTRUCTIONS**

All completed proposals and any corresponding attachments should be submitted via email to [rachelblakeslee@kmtacorridor.org](mailto:rachelblakeslee@kmtacorridor.org) by the end of day September 19, 2022 and addressed to:

Rachel Blakeslee  
Executive Director  
Kenai Mountains-Turnagain Arm Corridor Communities Association  
PO Box 1934  
Girdwood, AK 99587

Please direct any questions to [rachelblakeslee@kmtacorridor.org](mailto:rachelblakeslee@kmtacorridor.org) in advance of the submission deadline.

### **RFP SCHEDULE**

Activity	Date
RFP Available for Download on KMTA Website	Aug 29, 2022
RFP Responses Due	Sept 19, 2022
Selection of Strategic Partner	Sept 26, 2022
Relationship Effective Date	Oct 3, 2022

Please note, the issuing of this RFP in no way obligates KMTA to accept any of the proposals that may be submitted by the due date, and KMTA may, at its sole discretion, continue operating under the status quo.