



**The Southwest Ohio Region**  
WORKFORCE INVESTMENT BOARD

**REQUEST FOR QUALIFICATIONS AND QUOTATIONS  
FOR GENERAL BOOKKEEPING AND PERIODIC FINANCIAL MANAGEMENT SERVICES**

**Bid Date: May 20, 2020**

**Pre-bid Conference: May 27, 2020 3:30 PM at Building 100, Scarlet Oaks**

**Register for the Pre-bid Conference with full contact information and any questions to [smarshall@SWORWIB.org](mailto:smarshall@SWORWIB.org).**

**NOTE:** Forgive any typos or possible syntax errors and ask for clarification to [smarshall@SWORWIB.org](mailto:smarshall@SWORWIB.org).

**Deadline for Receipt of Response: June 19, 2020 4:00 p.m. EDT**

TO: [smarshall@SWORWIB.org](mailto:smarshall@SWORWIB.org) or by Delivery

**Basic Bookkeeping Services Request for Bids**

The Southwest Ohio Region Workforce Investment Board invites you to submit a written proposal to provide periodic bookkeeping, budgeting, invoicing and other financial management services. This work will be procured as a consultant on a 1099 tax form for which no taxes or withholdings will be covered by the SWORWIB. The Bidder can submit a proposal on an hourly rate basis or monthly charge. Payment will be monthly after submission of an invoice of services by the middle of each month.

**Background**

The Southwest Ohio Region Workforce Investment Board (SWORWIB) is a 20 year-old 501(c)(3) non-profit entity in the State of Ohio under contract with Hamilton County and the City of Cincinnati to provide business leadership and oversight of the use of federal Workforce Innovation and Opportunity Act of 2014 (WIOA) dollars for the development, maintenance and improvement of the public workforce development system. The SWORWIB board is comprised of 50+ board members with 51% business representatives and the remaining Veterans, public sector, nonprofit, education, community and other partners. There are multiple committees to be managed throughout the year with different meeting schedules, but only the Quarterly Board Minutes are added to the website post approval. The SWORWIB office activities span the board work, grant applications, marketing, newsletters, unique marketing and educational materials, special projects, presentations and events, responding to audits and other business required activities for implementing core efforts. The SWORWIB is funded with federal (WIOA) dollars that are funneled through the State of Ohio to various counties and municipalities that then subcontract through the Local Workforce Area (LWA) that, in this case, is Ohio Area #13, serving the City of Cincinnati and Hamilton County. The SWORWIB is the provider of WIOA programs in

this LWA. The entity has a One Stop Employment Center known as the OhioMeansJobs Center of Cincinnati and Hamilton County and located at 1916 Central Parkway. The OMJ Center facility is three full floors, 45,000 square-feet with an adjacent two-story parking structure. The SWORWIB has a lease with Hamilton County as part of a state-based Memorandum of Understanding for multi-agency participation in facility costs that the

SWORWIB negotiates and manages and the contracted bookkeeper will manage for payments, invoicing, accounts receivable and other fiscal matters. The SWORWIB is also funded with extra federal, state private and foundation resources. The President/CEO is responsible for the financial information and performance and is currently the only supervisory and change-management relationship with the selected Bookkeeping and Financial Management services provider, along with the Treasurer and Board Chair for various critical paperwork authorization and signatures. The President does not sign checks for SWORWIB.

The SWORWIB operates on a fiscal year of July 1-June 30. The SWORWIB annual operating budget has been approximately \$450,000 give or take depending on federal allocations annually. However, given the dramatic COVID pandemic reality and record breaking unemployment, there could be more or there could be less funding. During the 2008 Stimulus Recovery, the SWORWIB was allocated twice as much funding – a rarity. In general the aforementioned size of a budget is typical. On average, the SWORWIB issues 50-100 checks routinely/monthly for services not including payroll related checks. Payroll and benefits are handled through an agreement with the Cincinnati USA Regional Chamber that serves as paymaster handling all aspects of these services with the exception of leave reconciliation. Human Resource services are provided by the Chamber agreement as part of the paymaster services. SWORWIB has an office rental agreement with Great Oaks for a dedicated space in Building 100 at the Scarlet Oaks Campus in Sharonville, OH. Offices may be changing over the summer, but will be more than adequate for the team of contractors and includes a variety of services covered by the rental agreement. Historically, the Cincinnati USA Regional Chamber previously provided the accounting services to the SWORWIB but with their conversion to more complicated accounting software interfacing with customer management software and the move from the Carew Tower location, the SWORWIB adopted QuickBooks effective with the July 1, 2013 fiscal year while still at the Carew Tower and maintained its bookkeeping and financial management functions through a contracted provider. Upon the move to Great Oaks from the Chamber Carew Towers office, all contractors serve at the SWORWIB office. The Intuit QuickBooks software was updated in late 2019 after a recovered system crash. The bookkeeping contractor is responsible to regularly update the software to reduce the chance of another system crash requiring recovery.

## **REQUEST FOR QUALIFICATIONS AND QUOTATIONS**

Please quote on the following services and mail or deliver your hard copy response as soon as possible and no later than the **Deadline for Receipt of Response: June 19, 2020 4:00 p.m. EDT and TO: [smarshall@SWORWIB.org](mailto:smarshall@SWORWIB.org)** or by delivery through prearranged appointment – call 513-608-6061

***Sherry Kelley Marshall, President/CEO SWORWIB  
100 Scarlet Oaks Drive, Building 100  
Sharonville, OH 45241  
513-612-3643  
[smarshall@SWORWIB.org](mailto:smarshall@SWORWIB.org)***

## **Requisitioned Services Included in this Request for Quotation:**

The SWORWIB does not require a full time financial officer due to limited resources, budget and accounting, bookkeeping and financial management demands. Consequently the SWORWIB bids for financial bookkeeping and auditing preparation services. The SWORWIB expects to be treated respectfully and as a priority customer. Additionally, the SWORWIB requests identification of a single point of contact to manage services to the SWORWIB. We recognize that bidders may have a variety of staff who will be involved in delivery of our services, but we expect a Single Point of Contact (SPOC) to manage communications and assignment of their internal staff rather than expect the SWORWIB team to understand and manage the contractor's communications and staffing assignments. In the event of an absence or departure of the SPOC, an alternative contact must be identified and trained to the SWORWIB's specific needs under this service contract.

The service being requisitioned in this Request for Quotations is a standard contract for services related to the accounting/bookkeeping and financial management needs of the Southwest Ohio Region Workforce Investment Board as described:

- Accounting and financial management on an accrual basis utilizing fund accounting.
- Use of the SWORWIB provided computer, printer and QuickBooks software.
- Review, advise and comply with on the SWORWIB's financial management policies related to a small non-profit organization utilizing government funding.
- Prepare electronic and printed basic documents from material provided by the President and work with the President on the creation, maintenance and amendments of annual budgets, individual grant or funding sources, specific "invoicing" for each source of funds in the desired format and calendar time frames already established, adjusted, or addressed with the funder and/or Hamilton County fiscal agent. Periodic budget updates by the bookkeeper may be required.
- Assist the President with grant specific budgets and follow-up reporting on financial matters.
- Obtain all needed W-9s for other service providers.
- Create, maintain and adjust a chart of all accounts.
- Maintain the general ledger, prepare, review and post journal entries, conduct reconciliation, and month/year end closing of books.
- Financial statement preparation which includes balance sheet reconciliation and analysis, and materials to support financial understanding for the management and board such as budget to actual statements on a monthly basis, and including a specific email or memo to the President advising of any key issues noted in the reports such as variances, % comparisons, change in costs of benefits, charges, or other financial implication which could reasonably be expected by an organization of its accounting and financial management contractor.
- Compile, prepare and complete monthly reimbursement packets to the SWORWIB funding agents in accordance with the SWORWIB contracts for services and as specified by the President throughout the contract.
- Accounts payable that includes bi-weekly check runs, periodic report preparation, monthly analysis and reconciliation, as well as any urgent or emergency check needs.
- Complete tax reporting of and issuance of 1099s in accordance with IRS policy and deadlines.
- Code all invoices in accordance with the chart of accounts and individual account budgets and prepare checks accordingly.
- In order to meet deadlines, the bookkeeper is responsible for organizing this process, which means reminding contractors and others of their need to submit invoices. For those expenses needed to be paid and the invoice is not available, the President can authorize payment through the use of internet payments, but the bookkeeper must also create documentation for signature by the President.
- In anticipation of scheduling arrangements for check signing with the Treasurer or other authorized signatory, prepare and forward to the President the check registry for the checks prepared for signature. The President will obtain the signature of the Board Chair for the registry and also sign as

well as forward to the Treasurer. The bookkeeper will provide same when the appointment is scheduled and checks are ready for review and signing.

- Coordinate with the SWORWIB Treasurer or other officer volunteer authorized to sign SWORWIB checks for a place and time to complete officer review and signature signing for monthly check management and completion.
- The bookkeeper is responsible to copy the check, process the check & invoice for filing, load into envelopes, stamp envelopes and take them to the U.S. Post Office.
- Deliver or arrange delivery of all invoices to Hamilton County Job and Family Services under our contract for WIOA Administration in coordination with the President/CEO.
- Provide monthly accounts receivable reports that include periodic discrepancy and transaction reporting, analysis of pledges or reimbursement submissions that are not yet received.
- Complete monthly bank statement reconciliation.
- Cash/Check receipts and filing.
- Prompt depositing of checks or other financial instruments and prompt filing of deposit slips.
- Oversight of and notification to the President regarding financial instruments, such as CDs, which must be scheduled for turnaround at least one week before the specified expiration date.
- Routine transfer of administrative fees from one fund account to another as designated by the President/CEO or other officer.
- Coordination of internal controls over the fiscal functions.
- In June, conduct timely and complete closing of the books and begin preparations for appropriate adjustments.
- In October, work with the auditing team to supply everything requested by the auditors. The bookkeeper should coordinate with the President for the 2-3 day period of time for which the bookkeeper must be available to the auditors.
- In December, the bookkeeper must be present at the Executive Committee meeting for full review of auditor information, recommendations and any issues to be addressed before the submission of complete documentation for presentation to the full Quarterly Board Meeting within the consent agenda.
- Preparation of documentation and materials for the independent annual auditor(s) related to tax reporting such as 1099s or matters required in the filing of a 990 by the audit contractor.
- Monthly reports to management and responses to management needs for other reporting and financial research as needed.
- Updated monthly financial reports to monitor fund usage and include with invoicing to Hamilton County.
- Working with the Board representative for annual “closing of the SWORWIB” books and completion of any notations related to discrepancies, reconciliations, reclassifications, deficits and proceeds to carry forward for next year’s books.
- Maintain financial/accounting records of the SWORWIB and coordinate with the SWORWIB to satisfy records retention recommendations related to the publicly financed efforts.
- Assist the SWORWIB by cooperating with city, county, state, federal and independent fiscal auditors as needed.
- Work with all auditors to show contracted finance service records and provide information produced by the provider to the SWORWIB auditors.
- Assist the SWORWIB by cooperating with auditors hired by the SWORWIB to file annual or other audits.
- Other financial services as periodically are identified in the course of expanding or retracting business operations.
- Appropriately file all documentation on a monthly basis so records are available and accurate.
- Maintain all vendor files in lockable filing cabinet.
- Maintain the SWORWIB safe and always close and lock the safe and the office at departure.
- Annually cull all current and past year filed records in banker’s boxes for transport to the SWORWIB storage area at the OhioMeansJobs Center and set up next year files.
- Maintain unique file records for all “other grants” obtained by the President besides the federal allocation funds and appropriately file them for safe keeping.

- Maintain standards of updating and back-ups for the SWORWIB financial records.
- Cooperate with the President for any updating of fiscal operations or policy.
- Annually in April submit a draft proposal for the budget adjustments for the next fiscal year to be reviewed, finalized as draft and submitted for the May Quarterly Board meeting for approval of the budget.
- This is not a complete list of the work of the contracted bookkeeper and new needs may surface for which the SWORWIB expects full cooperation from the bookkeeper to determine implications and make recommendations.

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<b>WE QUOTE YOU AS INDICATED ON THE ATTACHED REQUEST FOR QUOTATIONS</b>			
Individual Contractor or Firm Name: _____			
Signature:			Title
Quotation Amount:	Year 1: _____	2 _____	3 _____ Date: _____

**CERTIFICATION OF BID QUOTATION AND/OR VENDOR**

*(Required to submit with Bid)*

I certify this bid/quotation is not made in connection with any other bidder submitting a bid for the same commodity(s) and this bid is in all other respects fair and without collusion, fraud or conflict of interest.

I additionally certify, by affixing by signature below and submission of this bid/quotation, or proposal, that neither I nor my principals are presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

I hereby certify and verify that the establishment/facility/individual business person making this bid/quotation does not discriminate on the basis of sex, race, color, religion, ancestry, national origin or disability.

Concerning the certifications above, if you are unable to certify to any of the statements in this certification, an explanation must be attached to your bid/quotation, proposal or vendor application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

**Pre-bid Conference: May 27, 2020 3:30 PM at Building 100, Scarlet Oaks**

**Register for the Pre-bid Conference with full contact information and any questions to**

**smarshall@SWORWIB.org. Call ahead to confirm your arrival during this COVID era: 513-608-6061**

**A pre-bid conference will be held for this process, as noted above. Sherry Kelley Marshall, President/CEO, will be available to review the bid and answer bidder questions.**

Bid responses will be reviewed as received and considered at submission. All costs related to this request should be included in the quotation. Following the award of the contract and if mutually agreed to by both parties, this contract will be termed for a three year period and may then be extended for (3) additional one-year periods. The price will remain unchanged for the first two years of this contract. Pricing for year 3 should be submitted at time of this bid. In no instance shall the pricing of the extended year exceed 5% of the original quote.

The SWORWIB has had a bookkeeping consultant since July 1, 2013. Our first bookkeeper in this time frame gave notice of pursuing a full-time position. She estimates that her hours have routinely ranged between 20-25 hours a month, which also includes being available to forward requested materials from our independent fiscal auditors and to be available for them for the average of two days on site in October to conduct the independent audit review. We selected a replacement bookkeeping contractor subsequent to her departure with support for availability to assist with transition for a couple of months.

The Proposal Format has been prepared to facilitate the submissions. Proposers are required to include the signed Quotation and Certification Form. It is highly recommended that you attend the Pre-Bid Conference to get answers to your questions to be prepared for successful bidding

The following Proposal Content Outline should be used and include all of the following:

- Signed Quotation and Signed Certification Form (page 5)
- Qualifications of personnel who will undertake the work identified in this quotation response. A short biography and resume will suffice.
- Description of non-profit experience with firm demonstration of a history of successful service similar to this proposed engagement for services.
- Additionally, the successful proposal must demonstrate sufficient capacity and depth of personnel to provide these services on a timely and consistent basis.
- Plan of action for undertaking the work identified and any specific information or resources you expect to be provided.
- At least two local non-profit references.
- Provide an hourly rate or other preference clearly on Page 5 to simplify proposal analysis.

The quotation proposal must address all portions of the above outline and may be amended prior to the negotiated contract with a selected provider. SWORWIB reserves the right to request clarification or correction to proposals, to reject any and all proposals, or to cancel the RFP in its entirety at its sole discretion. Only the selected proposal will be contacted.