

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2021-4
ACCOUNTING SERVICES RFP 2021-4**

WHEREAS, the Children's Trust of Alachua County (CTAC) developed and approved Resolution 2020-12, Procurement Policies; and

WHEREAS, the Trust seeks to select a service provider for accounting services; and

WHEREAS, the Trust is required to approve the scope of services, minimum qualifications, evaluation criteria, and the evaluation team,

NOW THEREFORE, be it ordained by the Board of the Children’s Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: ADOPTION The scope of services, minimum qualifications, evaluation criteria, and evaluation team, attached hereto as Exhibit “A” is hereby adopted in its entirety as provided in Exhibit “A” and incorporated herein by this reference.

SECTION 2: EFFECTIVE DATE This Resolution shall be in full force and effect from March 8, 2021, after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 8th day of March, 2021.

	AYE	NAY	ABSENT	NOT VOTING
Lee Pinkoson	✓ _____	_____	_____	_____
Dr. Maggie Labarta	✓ _____	_____	_____	_____
Tina Certain	✓ _____	_____	_____	_____
Dr. Karen Cole-Smith	✓ _____	_____	_____	_____
Ken Cornell	✓ _____	_____	_____	_____
Dr. Nancy Hardt	✓ _____	_____	_____	_____
Dr. Carlee Simon	✓ _____	_____	_____	_____
Dr. Patricia Snyder	✓ _____	_____	_____	_____
Cheryl Twombly	✓ _____	_____	_____	_____
Susanne Wilson Bullard	✓ _____	_____	_____	_____

Presiding Officer

Lee Pinkoson

Lee Pinkoson (Mar 12, 2021 05:51 EST)

Lee Pinkoson, Chairman
Children’s Trust of Alachua County

Attest

Tina Certain

Tina Certain (Mar 13, 2021 21:10 EST)

Tina Certain, Treasurer
Children’s Trust of Alachua County

Attachment A

Term of Services

Initial Term: July 1, 2021 – September 30, 2022 (15 months)

1st Renewal: October 1, 2022 – September 30, 2023

2nd Renewal: October 1, 2023 – September 30, 2024

3rd Renewal: October 1, 2024 – September 30, 2025

4th Renewal: October 1, 2025 – September 30, 2026

Minimum Requirements to Bid

At a minimum, the selected vendor will possess the following knowledge, skills & experience:

- Five (5) years of experience as a registered CPA firm providing similar services for a Florida special district, city, or county government.

Scope of Service

Transition

1. Receive/provide training on the ERP System depending on whether Contractor or New World ERP system is utilized. Critical functions include:
 - Purchasing
 - Accounts Payable
 - Journal Entries
 - Report Retrieval

Weekly

2. Record all cash disbursements & cash receipts, and track income & expenses in the GL in CTAC's accounting system (New World from Tyler Technologies, Inc.)
3. Prepare AP and send a report with vendor check numbers, amounts paid
4. Report on ACH and wire transfers
5. Record other miscellaneous journal entries as needed
6. Record AR entries & deposits
7. Prepare invoices & track receivables
8. Allocate payroll (bi-weekly)

Monthly

1. Record month-end journal entries
2. Complete cost-allocations
3. Reconcile bank & credit card statements and provide monthly report
4. Prepare management reports
5. Update audit schedules
6. Prepare financial statements for management, and Board of Directors
7. Prepare a monthly budget to actual summary and budget to actual detail report
8. Prepare other reports or statements are requested by the Board or Executive Director

Annually

1. Assist management in preparation of budgets & reports
2. Assist management with annual budget development & import budget into New World
3. Maintain accurate chart of accounts

Attachment A

4. Coordinating with the CTAC Audit Firm to provide information, documentation, and reports requested for preparation of the CTAC Annual Audit
 - i. Writing the Management Discussion and Analysis
 - ii. Single Audit
 - iii. Grant Single Audit Schedule (as applicable)
5. Prepare requested schedules & documents
6. Make adjusting entries as requested by auditor
7. Have representative on-site during audit
8. Prepare CTAC for external funder audits as needed

Miscellaneous

1. Fixed Assets
2. Surplus Property
3. Other services as agreed to by the Executive Director and the Contractor

Communications

1. Frequent face-to-face communication (either in person or via web-conferencing) will be expected during onboarding process, audits, and year end budgeting process
2. Weekly phone check-ins during rest of year, which may change based on needs
3. Board Training with the Board of Directors on “How to Read the Financial Statements”
4. Attendance (either in person or virtually) at monthly CTAC Board Meetings

A. Evaluation Criteria

Proposals will be reviewed against the criteria below.

CRITERIA	WEIGHT
Record of Past Experience	NA
<input type="checkbox"/> <i>Based on experience with similar projects</i>	<i>10</i>
<input type="checkbox"/> <i>Based on feedback from references</i>	<i>10</i>
Risk	NA
<input type="checkbox"/> <i>Based on identification of risk to the CTAC</i>	<i>5</i>
<input type="checkbox"/> <i>Based on contractor’s approach to reducing, mitigating, or eliminating risk</i>	<i>5</i>
Financial Stability	10
<input type="checkbox"/> Based on an analysis of the contractor’s most recent financial statements or similar evidence	
Project Plan	NA
<input type="checkbox"/> <i>Based on the contractor’s plan to accomplish the tasks in the scope of work</i>	<i>6</i>
<input type="checkbox"/> <i>Based on the contractor’s understanding of the problem</i>	<i>6</i>
<input type="checkbox"/> <i>Based on the contractor’s proposed staffing, deployment of qualified personnel, and organization</i>	<i>6</i>
<input type="checkbox"/> <i>Based on the contractor’s qualifications and experience of executive, managerial, and professional personnel</i>	<i>6</i>
<input type="checkbox"/> <i>Based on contractor’s proposed schedule and methodology for managing performance</i>	<i>6</i>

Attachment A

Subcontracting (<i>if no subcontracting, the contractor will receive maximum points</i>)	NA
<input type="checkbox"/> <i>Based on risk associated with subcontracting outside the United States</i>	4
<input type="checkbox"/> <i>Based on subcontractor qualifications</i>	3
<input type="checkbox"/> <i>Based on over reliance on subcontracting</i>	3
Price	20
TOTAL	100

Evaluation Team

1. Colin Murphy
2. Nicole Odom
3. Todd Hutchinson

Resolution 2021-4 - Accounting Services RFP 2021-4

Final Audit Report

2021-03-14

Created:	2021-03-12
By:	Ashley Morgan-Daniel (amd@childrenstrustofalachuacounty.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAaAwGurqTYuhjw9QCyuzSq9k-shefiS5Eqy

"Resolution 2021-4 - Accounting Services RFP 2021-4" History

 Document created by Ashley Morgan-Daniel (amd@childrenstrustofalachuacounty.us)

2021-03-12 - 1:06:58 AM GMT- IP address: 216.194.144.254

 Document emailed to Lee Pinkoson (lpinkoson@aol.com) for signature


2021-03-12 - 1:08:27 AM GMT

 Email viewed by Lee Pinkoson (lpinkoson@aol.com)

2021-03-12 - 10:51:01 AM GMT- IP address: 209.73.183.25

 Document e-signed by Lee Pinkoson (lpinkoson@aol.com)


Signature Date: 2021-03-12 - 10:51:54 AM GMT - Time Source: server- IP address: 75.105.118.128

 Document emailed to Tina Certain (certain@gm.sbac.edu) for signature

2021-03-12 - 10:51:56 AM GMT

 Email viewed by Tina Certain (certain@gm.sbac.edu)

2021-03-14 - 2:10:21 AM GMT- IP address: 66.249.88.179

 Document e-signed by Tina Certain (certain@gm.sbac.edu)

Signature Date: 2021-03-14 - 2:10:34 AM GMT - Time Source: server- IP address: 24.250.175.176

 Agreement completed.

2021-03-14 - 2:10:34 AM GMT