

## **Attachment A**

### **Term of Services**

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

1<sup>st</sup> Renewal: October 1, 2022 – September 30, 2023

2<sup>nd</sup> Renewal: October 1, 2023 – September 30, 2024

3<sup>rd</sup> Renewal: October 1, 2024 – September 30, 2025

4<sup>th</sup> Renewal: October 1, 2025 – September 30, 2026

### **Minimum Requirements to Bid**

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

- 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 by 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

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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. Fixes 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
<b>Record of Past Experience</b>	<b>NA</b>
<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>
<b>Risk</b>	<b>NA</b>
<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>
<b>Financial Stability</b>	<b>10</b>
<input type="checkbox"/> <i>Based on an analysis of the contractor’s most recent financial statements or similar evidence</i>	
<b>Project Plan</b>	<b>NA</b>
<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>

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<b>Subcontracting</b> ( <i>if no subcontracting, the contractor will receive maximum points</i> )	<b>NA</b>
<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
<b>Price</b>	<b>20</b>
<b>TOTAL</b>	<b>100</b>

### Evaluation Team

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