

EAGLE VALLEY TRANSPORTATION AUTHORITY
Request for Proposals - Accounting and Bookkeeping Services

The Board of Directors of the Eagle Valley Transportation Authority is seeking proposals for accounting services for a newly formed governmental subdivision.

BACKGROUND

EVTA was formed by a vote of the registered electors of the Town of Avon, Town of Eagle, Town of Minturn, Town of Red Cliff, Town of Vail, Beaver Creek Metropolitan District, and Eagle County in the November 8, 2022 general election, pursuant to the Colorado Regional Transportation Authority Act, C.R.S. 43-4-101. et. seq. The purpose of the EVTA is to finance, construct, operate and maintain a regional transportation system. The EVTA anticipates a total annual budget for the near term will be approximately \$23 million annually with revenues from sales tax, grants, and intergovernmental transfers.

EVTA is looking for a partner that is capable of providing all or some of the services below for an initial period of 12 months as the EVTA is developing its administrative structure and determining future personnel requirements. A specific scope of work will be negotiated with the selected vendor(s) upon selection.

SCOPE OF WORK

ACCOUNTING SERVICES

- Tracking receipts of deposits and electronic debit and credit transactions, including federal and state wire deposits from grant proceeds, and monthly state collected sales tax revenue deposits through the ACH, along with intergovernmental transfers of the existing ECO Transit sales tax, once initiated.
- Perform bank account reconciliations, possibly on multiple checking accounts.
- Process and enter all claims in QuickBooks (or similar software) and develop and maintain a tracking system of all revenues and expenditures by account codes for the EVTA Board of Directors, the seven participating jurisdictions when needed and any other reports as needed e.g. for an oversight committee, auditors, etc.
- Administer government purchasing credit card services for staff members.

BUDGETS

- Help the Executive Director develop the annual EVTA budget for Board review and approval.
- Prepare and update monthly budget/actual expenditure and revenue reports for Board review.

TAX REPORTING

- Prepare all required tax filings for related entities and transactions
- Prepare all 1099 and 1096 filings and
- Prepare any other federal, state or local tax filings as required.

AUDIT PREPARATION

- Participate in eventual financial audits and reviews.
- Prepare year end reports, schedules and other documents requested by the Treasurer.
- Provider audit process support as needed.
- Provide reports and data as requested for the completion of annual tax returns.

ACCOUNTS PAYABLE

- Prepare and produce accounts payable checks bi-weekly.
- Maintain accurate bank balances and check distribution lists.
- Prepare check register listing of accounts payable for EVTA board meetings.
- Reconcile vendor statements as necessary.
- Process 1099 forms for all subcontractors.

PAYROLL

- Calculate and prepare payroll biweekly including periodic special pay transactions.
- Process direct deposits and paychecks.
- Maintain database of vacation, sick, professional leave and comp time accrued and used.
- Prepare detailed payroll stubs for employee(s) showing vacation, sick, professional leave and comp time balances, deferred compensation contributions and balances and retirement plan contributions and balances.
- Pay all payroll taxes and deductions.

- Prepare quarterly payroll returns (Federal and State)
- Prepare annual payroll returns and reconciliations.
- Process W-2 forms.
- Prepare monthly distributions based on payroll allocations of salaries, fringes and indirect costs.

MISCELLANEOUS

- Provide informational reports as needed including, but not limited to, vendor analysis, detailed transactions ledgers, trial balances.
- Prepare Quarterly Financial Report in form to send to state and federal revenue sources with all state and federal required information categories.
- Assist the auditors in the preparation of the State Controller's Report on computer format provided by the State.
- Submit the State Controller's Report.
- Provide information as requested to annual fiscal auditors.
- Post year-end accruals and adjusting entries for the auditor.
- Prepare cost and revenue reports as needed by the EVTA to assist in the management of Transportation projects.

Compensation:

The Board expects to retain Accounting/Bookkeeping services on a fee for services basis.

Selection Process:

Responders are requested to write a proposal in which they highlight the understanding of the services required and sufficient information about related experience in similar roles. At a minimum, please be sure to include the following information in your proposal:

- Description of Firm Background and Philosophy
- Description of Engagement and Approach
- Scheduling and Staffing resources
- Fees for services
- Additional services
- Two professional references that we may contact

RESPONSES TO THIS RFP MUST BE RECEIVED BY MIDNIGHT JANUARY 31, 2023. Please request confirmation of receipt when submitting.

SUBMITTALS MUST BE SENT VIA EMAIL to tanya.allen@eaglecounty.us

Questions can be addressed to:

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