



**OZARKS TRANSPORTATION ORGANIZATION**  
A METROPOLITAN PLANNING ORGANIZATION

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2208 W. CHESTERFIELD BOULEVARD, SUITE 101, SPRINGFIELD, MO 65807  
417-865-3047

**Request for Proposal: Bookkeeping Services**

**RFP 001-2020**

**Deadline: June 5, 2020**

The Ozarks Transportation Organization (OTO), located in Springfield, Missouri, requests submissions from firms interested in being selected for **bookkeeping and optional payroll services**. The OTO receives federal, state, and local grant funding in addition to other funding from local governmental entities. The firm must be licensed in Missouri, with general not-for-profit/government experience. OTO must comply with governmental accounting standards and uses a modified cash basis for accounting. The OTO is not required to file federal or state taxes.

The Proposal is not required to include payroll processing as OTO is satisfied with current provider, however, payroll services can be included if needed.

Software: The Ozarks Transportation Organization uses a desktop version of QuickBooks Pro 2019. The successful contractor would need to either use the desktop computer at OTO or remote access. OTO staff will need to maintain the ability to access QuickBooks and run reports. OTO would consider converting to QuickBooks online.

The following bookkeeping services are required:

Monthly

- Payment of 10 or fewer invoices by check each month ensuring approval by two signers. One check run per month is expected.
- Entering financial information into QuickBooks (approximately 35 checking account entries and 40 purchasing card entries).
- Assemble General Ledger receipts into electronic copy.
- Reconcile payroll for staff of four to seven.
- Reconcile purchasing card and assemble receipts into an electronic document for approval by two officers.
- Reconcile bank statements for one checking account and two interest bearing holding accounts.
- Produce balance sheets and assemble with reconciliation reports and statements for approval by two officers.
- Monthly Invoicing to MoDOT including in-kind invoicing. See attached submittal for more information.
- Ensure W-9 received prior to payment.

- Check Missouri Debarment Lists and SAM prior to payment.
- Reconcile payroll tax payments.
- Missouri LAGERS payments and records.

#### Quarterly

- Produce Quarterly Financial Reports.

#### Annually

- Audit Support (The OTO fiscal year ends June 30).
- Year-end 1099 form completion and mailing.
- W-4 mailing.

#### Biweekly Payroll

- Payroll Method to include electronic approval of leave requests.
- Payroll system to include electronic submission, approval, and online records.
- Bi-Weekly payment to 457 accounts.
- Monthly payment to MoLAGERS

**FORMAT OF SUBMISSIONS.** In order for the OTO to adequately compare submissions and evaluate them uniformly and objectively, all submissions shall be submitted in accordance with the format outlined below. The submissions should be prepared simply and economically, providing straight-forward and concise information as requested.

**Company Information.** The complete legal name, address, permanent address, telephone number, and email address of the Company including the name of the person to contact for discussion of the submissions.

**Company Overview.** Overview of the firm, including the year founded, office locations, and the number of years in practice. A description of the firm's current staffing and details as to the experience and education of the individuals that would be primarily responsible for the project. Please include names of all staff that would be assigned to assist the OTO.

**Outline of Fees Associated.** This should include (1) the hourly rate for consultant services and (2) estimated total annual cost for the bookkeeping services and/or the monthly contract rate.

**References.** A list of references with phone numbers should accompany the RFP.

**SUBMISSIONS DUE DATE.** Email submissions are due on June 5th to [sfields@ozarkstransportation.org](mailto:sfields@ozarkstransportation.org).

**OTO POLICIES AND PROCEDURES.** The following OTO policies and procedures are applicable to the RFP:

- A. This RFP does not commit OTO to award a contract, to defray any costs incurred in the preparation of a proposal, cost proposal, or technical proposal pursuant to this RFP, or to procure or contract for work. OTO may reject proposals without providing the reason(s) underlying the declination. A failure to award a contract to the lowest bidder will not result in a cause of action against OTO.
- B. OTO reserves the right to the following:
  - 1. To waive minor deficiencies and informalities;
  - 2. To accept or reject any or all submissions received as a result of the RFP;
  - 3. To obtain information concerning any or all Contractors from any source;
  - 4. To request an oral interview from any or all Contractors; and
  - 5. If the selected firm undergoes a change of key personnel, OTO reserves the right to approve any substitute personnel or terminate the services at OTO sole discretion.
- C. OTO complies with Federal Contracting Requirements. A list of applicable contract language can be found on the OTO website: <https://www.ozarkstransportation.org/what-we-do/requests-for-proposal>.
- D. Payment will be made monthly for services rendered.
- E. The contract will be for one year with annual renewals at both parties' discretion.

**AMENDMENTS.** If it becomes necessary to revise or amend any part of this Request for Proposal, OTO will publish the revision by written Amendment on the OTO Website not later than five (5) days prior to the date set for receipt of submissions.

**PUBLIC RECORDS.** All proposals submitted in response to this RFP become the property of OTO and public records and, as such, may be subject to public review.

**SUBMISSIONS EVALUATION PROCESS.** The evaluation of the submissions process will include the following:

OTO may confer with all responsible proposers who have been short listed and may arrange, if necessary, for interviews/presentations by the short-listed firms.

OTO reserves the right to conduct pre-award discussions with any or all responsive and responsible Contractors who submit submissions determined to be reasonably acceptable of being selected for award. Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of submissions; and such revisions may be permitted after submission of submissions and prior to award of a contract.

**CRITERIA FOR AWARD.** OTO will evaluate submissions. Each submittal will be evaluated for full compliance with the RFP. The objective of the evaluation will be to recommend the firm who is most responsive to the herein described needs of OTO. Submissions which are responsive to this Request for Proposal will be evaluated based on, but not limited to the following criteria:

- A. Demonstrated experience and expertise of the Consultant and its staff in providing service of a similar nature to public sector or non-profit clients. (75 points)

- B. The price for performing the service. (20 points)
- C. Other pertinent information, which may have a bearing on the Consultant's capabilities to provide the required services. (5 points)

**QUESTIONS REGARDING SPECIFICATIONS OR SUBMISSIONS PROCESS.** To ensure fair consideration for all proposers, OTO prohibits communication to or with any department, board, or employee during the submission process, except as provided below. Additionally, OTO prohibits communications initiated by a proposer to OTO official(s) or employee(s) evaluating or considering the submissions prior to the time an award decision is made. Any communication between proposer and OTO will be initiated by the appropriate OTO Official(s) or employee(s) in order to obtain information or clarification needed to develop a proper, accurate evaluation of the submissions. Such communications initiated by a proposer may be grounds for disqualifying the offending proposer from consideration for award of the submissions and/or any future submissions(s).

- A. Any questions relative to interpretation of specifications or the submissions process shall be emailed to [sfields@ozarkstransportation.org](mailto:sfields@ozarkstransportation.org), in ample time before the submission deadline. Questions and Answers will be published on the OTO website.
- B. It will be the responsibility of the proposer to contact OTO prior to submitting a proposal to ascertain if any amendments have been issued, to obtain all such amendments, and to acknowledge amendment with the submissions.

**DISCLAIMER:** By submitting a proposal, the proposer hereby offers to furnish & deliver the services as specified, at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal by the Proposer unless upon mutual written agreement by the Proposer and the OTO Executive Director.

For persons with disabilities needing reasonable accommodations please contact OTO at 417-865-3042 at least 48 hours in advance of the question deadline. If you need relay services, please call the following numbers: 711 - Nationwide relay service; 1-800-735-2966 - Missouri TTY service; 1-800-735-0135 - Missouri voice carry-over service.