

REQUEST FOR PROPOSAL

FISCAL MANAGER

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REQUEST FOR PROPOSAL FISCAL MANAGER

I. Introduction and Overview

The Jackson Hole Travel and Tourism Joint Power Board is seeking the services of a professional accounting/bookkeeping firm to serve as the fiscal manager of the funds provided to the Jackson Hole Travel and Tourism Joint Power Board through the County/Town Lodging Tax. An agreement will be executed between the board and the accounting/bookkeeping firm. The board reserves the right to refuse any and all proposals.

The selected agency shall be responsible to provide the following:

1. Management of two (2) bank accounts, (one checking, one savings), (w/2 signature checks) and monthly bank statement reconciliation
2. Prepare Monthly bank reconciliation
3. Manage General Ledger
4. Assistance in generating budget documents
5. Processing monthly approved accounts payable transactions with vouchers and check releases for all vendors, contractors, (including the JH Chamber, and two advertising agencies), grant recipients, the SHIFT Festival and more.
6. Monthly projections
7. Monthly Budget to Actual Statements
8. Monthly financial statement
9. Annual Audit Preparation
10. Attend monthly JHTTB board meetings

II. Term

The terms of this Agreement shall commence on November 1, 2015 and shall expire on October 31, 2016. The contract shall automatically renew for an additional one (1) year period on November 1, 2016, unless either party gives thirty (30) days written notice prior to expiration of the term that the contract shall not be renewed, after which time the parties may renew for an additional one (1) year term. The Contractor or Board may terminate this agreement at any time; provided, however, that all compensation earned or costs incurred prior to such termination shall be payable to Contractor.

III. Required Qualifications

A firm, in submitting a proposal, thereby represents that it is fully qualified, staffed and equipped to properly perform any agreed upon conditions and work as presented in their proposal. The firm should demonstrate proficiency in Generally Accepted Accounting Principles, (GAAP) and Governmental Accounting Standards . The firm also shall perform the work in accordance with all applicable laws and local ordinances having jurisdiction.

IV. Selection Process

Jackson Hole Travel and Tourism Joint Power Board shall be the owner. The owner's representative is Deputy County Attorney Keith Gingery. Questions on the submittals shall be directed to Keith Gingery at 307.732.8611

All Material submitted regarding this RFP becomes the property of the owner and will only be returned to the firm at the board's option. The board has the right to use any or all ideas presented in reply to this RFP. Disqualification does not eliminate this right. The owner reserves the right to reject or accept any or all proposals or waive any formalities, informalities, or information therein.

Proposals shall include the following information:

1. Name, address, phone numbers and email of firm with contact person and title.
2. List of partners or sub-contractors if applicable.
3. Demonstrated relative experience.
4. List of references/clients from past similar fiscal manager/bookkeeper jobs.
5. Fee and cost summary.

The owner will award this contract based upon review of the merits of the proposals received. Criteria for these merits include but are not limited to:

1. Demonstrated relative experience with similar clients
2. Positive reference feedback from past clients.
3. The process, manner and methods of providing the service
4. Fees and costs of the proposal.

V. Schedule

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| 1. RFP Issued | August 26, 2015 |
| 2. Proposal Due | September 16, 2015 – 4 PM |
| 3. Notification/award | September 23, 2015 |

VI. Method of Submittal

All submittals shall be submitted to:

Keith Gingery
Teton County Attorney's Office
P.O. Box 4068
180 S. King St. (Teton County Courthouse, 1st floor)
Jackson, WY 83001

Submittal must be received by 4 PM, September 16, 2015 . Please include **(3) copies** of the proposal. No faxes or electronic submittals will be accepted. All proposals shall be the property of the Owner and will become public record.