

BASTROP COUNTY WATER CONTROL AND
IMPROVEMENT DISTRICT NO. 2

Request for Proposals (RFP)
for Bookkeeper Services

Submission Due by 12:00 p.m., CST on January 31, 2022

1. OVERVIEW AND BACKGROUND INFORMATION

1.1 Summary

The Board of Directors of Bastrop County Water Control and Improvement District No. 2 (the "District") seeks proposals from qualified firms to provide bookkeeping services (the "Services") on behalf of the District. This Request for Proposals ("RFP") solicits information regarding the competence and qualifications of firms that are interested in providing all of the Services for and on behalf of the District, **and** the costs of rendering Services. It is the intent of the District to identify the most qualified firm that can provide all of the Services to the District at the lowest cost.

1.2 Information Regarding District

The District is a water control and improvement district located in Bastrop County, Texas. The District provides retail water and wastewater services to residents within "Tahitian Village." By legislation, the District has also been granted road powers, and levies and collects road fees to fund road maintenance and construction.

The District is governed by a five person Board of Directors. The Board generally meets once per month on the third Thursday of each month at 6:30 p.m. Attendance by the chosen firm, is not necessary unless specified and a minimum 7-day advance notice will be given.

1.3 Scope of Services

The District seeks proposals from qualified firms who are willing to provide the following bookkeeping services (the "Services") on behalf of the District:

- Establish and maintain, if applicable, checking accounts, journals and ledgers pertaining to the District's Debt Service Fund, Capital Projects Fund, General Operating Fund, and General Long Term Debt Fund all in accordance with generally accepted accounting procedures, the laws of the State of Texas, policies and regulations adopted by the Board of Directors of the District, and the requirements of the Texas Commission on Environmental Quality, and in such a manner that excessive auditing procedures or adjustments by the auditors are not required.
- For each monthly meeting of the Board of Directors (but not more often than monthly), prepare and present a cash flow report and account balance report indicating all activity within each of the above funds and the current distribution and investment of moneys within each fund and prepare, present an actual versus budget comparison statement and Balance Sheet in the General Operating Fund. These reports are due no later than the 10th day of each month, from previous month's activities, for processing, review and to be inserted in the monthly Board packets.
- Prepare and present all checks bi-weekly, from Accounts Payable, with invoices attached, drawn on the District's Debt Service Fund, Capital Projects Fund and General Operating Fund.
- Complete postings and close all journals and ledgers within forty-five (45) days after the end of District's fiscal year.
- Post all payroll activity provided by outsourced Payroll Company.

- Complete postings and close all journals and ledgers within forty-five (45) days after the end of District's fiscal year (December 31).
- Be accessible to the District's auditor to efficiently perform the annual audit.
- Maintain required training to serve as Investment Officer of the District
- Assist the General Manager and Board with preparing annual Fiscal Year Budget
- Manage District funds in accordance with Board policies, directives and the District's Investment Policy

1.4 Selection Methodology

The District seeks to enter into a contract with a qualified firm or individual to provide all of the Services.

The District contemplates that the selection will take place through a multiple-step procurement process. The District will first evaluate all written Proposals received in response to this RFP. Based upon its evaluation of the Proposals, the Board anticipates conducting interviews with one or more of the firms or individuals that responds to this RFP.

At the conclusion of the evaluation process, the District will attempt to negotiate contract with the most qualified firm or individual to provide the Services. If the District is unable to negotiate a mutually acceptable contract, the District will terminate negotiations and may conduct negotiations with another firm or individual.

The final selection of a firm or individual, and approval of a contract for the Services, will be made by the Board of Directors of the District.

The District reserves the right to terminate this procurement at any time, and will not be responsible for any costs or expenses incurred by any Proposer in responding to this RFP. The District also reserves the right to modify the procurement process at any time.

2.0 INSTRUCTIONS AND SUBMITTAL REQUIREMENTS

2.1 Submittal Deadline

All Proposals must be submitted to the District by 12:00 Noon, CST on January 31, 2022. Proposals must be received by the deadline at the following address:

Bastrop County Water Control & Improvement District No. 2
106 Conference Drive
Bastrop, Texas 78602

2.2 Proposal Submission Requirements

Written Proposals should contain the following minimum information:

2.2.1. Information

Provide information regarding the Proposer in accordance with the format below:

General Information	
Firm or Individual Name:	
Address:	
Phone Number:	
Years of Relevant Experience :	
Type of Ownership (if firm):	
Name of Principals and Titles (if firm):	
Office Location	

2.2.2 Key Personnel

The Proposal should identify key personnel that would be assigned to the District to provide the Services.

2.2.3 Experience

The Proposal should include a description of the Firm's or individual's experience with other districts or clients for which the Proposer has rendered similar services. The description of experience must include the following minimum information: name, location, and description, and contact person and telephone number, for representative projects and clients.

2.2.4 References

The Proposal should include at least three references. References must include the name of the client, description of services, and reference phone contact information.

2.2.5 Performance

- If the Proposer is currently involved in litigation or arbitration based on its services, briefly describe the nature of the claim.
- If the Proposer has ever been terminated from an assignment for non-performance, briefly explain.

2.2.6 CONFLICT OF INTEREST STATEMENT

The Proposal should include the following Conflict of Interest Statement:

I certify that the following statement is true with respect to the Request for Proposals.

1. If the Proposer is an individual, I have not offered or promised to pay or deliver directly or indirectly, any commission, political contribution, gift, favor, gratuity, benefit, or reward to any director or employee of the District as an inducement to secure this contract
2. If the Proposer is a business organization, no principal or employee of this firm has offered or promised to pay or deliver directly or indirectly, any commission, political contribution, gift, favor, gratuity, benefit, or reward to any director or employee of the District as an inducement to secure this contract; and
3. If the Proposer is a business organization, no employee, officer, board member, agent of the District, or their immediate family members, has any financial or other interest in this firm.

Signature of Individual or Principal of Firm Date

Name (Typed) Title (Typed)

2.2.7 Cost of Services

The Proposal should specify the monthly charge for the Services and any additional fees or expenses that would not be included in the monthly charge.

2.2.8 Current Financial Statements

A copy of our current financial statements can be made available for review. These can also be found on the website, www.bcwcid2.org to see the pattern flow and how they are currently being prepared.