

## **Background Information**

Williamson - Travis County Municipal Utility District 1 (hereinafter the "District") is organized under the laws of the State of Texas. The District desires to procure bookkeeping / accounting services required for the District to provide accounting for all transactions.

## **Responders**

- Individuals, organizations and corporations are eligible to respond to this request.
- Responders shall meet the following requirements:
  - Proven bookkeeping experience.
  - Solid understanding of basic bookkeeping and accounting payable/receivable principles.
  - Proven ability to calculate, post and manage accounting figures and financial records.
  - Data entry skills.
  - High degree of accuracy and attention to detail.

## **Scope of Work and Services Required**

The awarded applicant will be responsible for providing the following services:

### **1. Bookkeeping Services**

1. Provide accounting for all transactions
2. Reconcile bank statements
3. Code and enter invoices, review invoices for accuracy
4. Monthly reconciliation of receivables, accounting receivables, deposit refunds and Not to exceed project amounts
5. Record tap fees and issue tap inspection work orders
6. Enter transactions into the accounting system.
7. Review and submit final Bond Payment (August 2023)
8. Bank statements reconciliation.
9. Maintain supporting documentation to support all transactions.
10. Maintain record of all meters installed, tap fees paid, and inspection certificates in accordance with TCEQ requirements (tap report).
11. Set up and maintain the necessary bank accounts, savings accounts, certificates of deposits, signature carts, and other accounts as may be necessary and authorized by the District, and reconcile such accounts separately, on a monthly basis.
12. Invest bond sale proceeds and surplus funds in interest-bearing time deposits in accordance with State law and the District's approved investment policy.
13. Verify on a periodic basis, that securities are provided for District funds in accordance with State law.
14. Collect and deposit District funds in the appropriate account on a daily basis.
15. Review, prepare and present for the District's approval all invoices, with proposed payment attached, drawn on the District's debt service, construction and

general operating funds as appropriate on a monthly basis (or as determined by the District).

16. Prepare monthly statements showing all activity within each of the above funds, and the current distribution of monies within each fund.
17. Maintain and reconcile all journals and ledgers pertaining to the District's debt service, construction general operating, general fixed assets, and general long-term debt funds in accordance with the General Accepted Accounting Procedures and the Texas Commission on Environmental Quality Water District Financial Management Guide.
18. Maintain a general ledger for the tax receipts posted from monthly reports supplied by the District's tax assessor / collector.
19. Complete postings and close all journals and ledgers within sixty (60) days after the end of the District's fiscal year.
20. Attend meetings as necessary.
21. Provide additional information or work as required by the District or the District's financial advisor or as authorized by the Board.

## 2. **Financial Reporting**

1. Budget to Actual Summary and Detail
2. Prepare annual budget proposals
3. Provide multi-year revenue and expenditure projections.
4. Maintain and report Living Unit Equivalents (LUE's). File any necessary forms for State and Federal government agencies.
5. Monitor annual budget and furnish monthly budget / actual comparisons.
6. Make quarterly recommendations on appropriate budget revisions.
7. Prepare monthly statements of Income & Expense, Balance Sheet, or other reports as necessary
8. Provide quarterly investment of District funds and monitor collateralization and / or insurance of these funds.
9. Provide financials to the Board of Directors on a monthly basis.

## 3. **Audit Preparation**

1. Coordinate with auditor in preparation of reports, schedules and in preparation of annual reports.
2. Prepare year end reports, schedules and other documents requested by the Treasurer.
3. Assist the District's auditor to efficiently perform the annual audit.
4. Provide reports and data as requested for the completion of annual tax returns.

## 4. **Reporting Requirements**

1. Prepare monthly reports as required by the Board of Directors.
2. Maintain fixed asset inventory and depreciation.

## 5. **Budget**

1. Provide assistance to the Treasurer with the preparation of an annual Budget.
2. Input the adopted budget into the accounting software.

## Proposal Details

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.

Interested parties are encouraged to provide any additional information not otherwise requested that may help in awarding this professional service contract.

## Financial details

Responders are invited to provide projected total monthly cost for the services noted above.

Responders may choose to respond to some elements in the Scope of Work or to all of them.

Responders are obliged to provide prices only for services that they are able to provide directly.

Subcontracting is not allowed by this RFQ.

## Signature Page

Each proposal must contain the signature of a duly authorized agent or officer of the company submitting the proposal.

## Submission Timeline

Date	Deadline
March 31, 2023	Publication of request for qualifications
April 17, 2023	Deadline for questions to be submitted by email to <a href="mailto:Makenzi.Scales@Inframark.com">Makenzi.Scales@Inframark.com</a>
April 21, 2023	Answers to questions submitted by email will be provided to all parties.
April 28, 2023	Deadline for proposals to be submitted by email to Makenzi Scales at <a href="mailto:Makenzi.Scales@Inframark.com">Makenzi.Scales@Inframark.com</a>
May 18, 2023	The Board aims to notify vendors by this date.

## Contract Terms

- Initial contract will be for 1 year with an option to extend the contract for 4 one-year contract periods.

- The District reserves the right not to award a contract. In any contract awarded, the District will require the vendor to agree to certain minimum legal terms acceptable to the District, such as audit rights, representations and warranties, indemnification, compliance.
- All confidential information included in the response will be treated as confidential, but a listing of bidders and the general terms of the winning bid will be made publicly available.
- The RFQ can be withdrawn at any point without reason.
- No compensation will be given to any entity submitting a proposal or working on a proposal.
- The vendor selected for this proposal will be solely at the discretion of the District's Board of Directors.

### **Changes to this document during the RFQ Process**

This RFQ document version may be occasionally updated to include additional information based on the questions we get from potential vendors and the version number at the top of this document will be changed as necessary.