



CLEAN AIR *&* CLEAN ENERGY
ARE GOOD BUSINESS

**REQUEST FOR QUALIFICATIONS
for
BOOKKEEPING SERVICES**

September 28, 2021

OHIO AIR QUALITY DEVELOPMENT AUTHORITY
REQUEST FOR BOOKKEEPING SERVICES

The Ohio Air Quality Development Authority (the Authority) is issuing this Request for Qualifications for bookkeeping services (the RFQ). If you wish to submit a response to this RFQ, please observe the following requirements:

1. The response must provide the information requested (see **Information to be provided**). Responses to the RFQ are limited to 20 pages, not including exhibits. All exhibits should be numbered and referenced, but included in the text of the proposal. The Authority may request more detailed information regarding any proposal submitted.
2. Your proposal must be delivered to the Authority via email to info@aqda.state.oh.us by 12:00 pm (EST), on November 08, 2021.
3. The Authority will entertain electronic requests for additional information in connection with this RFQ, if such requests are received by the Authority by October 15, 2021, by 12:00 pm (EST). Any such request should be sent by e-mail to info@aqda.state.oh.us.

Any responses to requests for additional information will be sent to all the recipients of this RFQ and posted on the Authority's website (www.ohioairquality.org) by the close of business on October 25, 2021. The Authority will respond only to requests seeking specific information regarding the RFQ. The Authority will not respond to requests seeking an indication of the Authority's preferences or intentions. In addition, the Authority reserves the discretion to decline to respond to any request.

4. It is the policy of the Authority to provide an equal opportunity to all qualified applicants who respond to the RFQ. To achieve this, the Authority will take affirmative steps to administer this process without regard to race, sex or other protected status, and to base all decisions on valid selection criteria. Unlawful discrimination against qualified applicants is strictly prohibited.
5. Responses to the RFQ and requests for additional information are property of the Authority and will be considered "public records" subject to disclosure pursuant to the Authority's records policy and Ohio law. Potential respondents are advised that the Authority will not sign non-disclosure or confidentiality agreements.

THE AUTHORITY

The mission of the Authority is to improve air quality by supporting businesses, creating jobs and improving communities while enhancing the health and safety of all Ohioans. Its primary purpose is to contribute to cleaner air in Ohio by assisting Ohio businesses to invest in air quality through the provision of conduit financing for the purchase, construction and/or installation of air quality facilities.

The Constitution of the State, particularly Article VIII, Section 13, and Ohio Revised Code Chapter 3706 are the sources of, and enabling legislation for, the exercise of the powers of the Authority.

The Authority consists of seven members. Five public members are appointed by the Governor with the advice and consent of the Senate. No more than three members may belong to the same political party. Each member's term of office is eight years. The terms are staggered. The two remaining members serve ex-officio. They are the Director of the Ohio Environmental Protection Agency and the Director of the Ohio Department of Health.

The Authority elects from its appointed members a Chairperson and a Vice-Chairperson. The Secretary-Treasurer is elected, but need not be a member of the Authority. The Executive Director serves as the current Secretary-Treasurer and is responsible for daily operations as well as oversight of Authority staff and contractors.

The Authority operates on a cash basis and converts financial records to GAAP for the annual financial audit. The Authority maintains funds that are part of the State of Ohio operating budget, administers funds in a custodial account, and is responsible for funds that are held in trust

SCOPE OF SERVICES

The Authority is seeking on-site bookkeeping services from qualified applicants who have governmental accounting and bookkeeping experience. The bookkeeping consultant will assist the Authority's Fiscal Officer and is expected to have the skills or experience in the following areas outlined below:

- A. Payment processing and preparation of federal IRS 1099 forms
- B. Expertise and experience with QuickBooks software including but not limited to recording transactions, performing reconciliations, creating invoices, creating purchase orders, and reporting
- C. Preferred experience with the state of Ohio Administrative Knowledge System (OAKS), such as creating requisitions, creating purchase orders, voucher processing, deposit processing and Business Intelligence (BI) reporting
- D. Knowledge of State Asset and fiscal guidelines and requirements or demonstrates quick ability to acquire knowledge
- E. Experience with grants management and protocols for proper disbursement and accounting to meet requirements
- F. Clear and concise verbal and written communication

The scope of services being requested shall include, but is not limited to, the following:

- 1. General accounting and bookkeeping services such as:
 - a. Payment processing and recording of transactions on a cash basis
 - b. Requisition and purchase orders creation
 - c. Receivable invoice creation
 - d. Revenue processing
- 2. Performance of internal and external communication and follow-up, as needed
- 3. Prepare reports or statements as requested
- 4. Assist with preparing federal IRS 1099 forms
- 5. Assist with annual debt confirmation and annual financial audit processes
- 6. Assist with updating and development of fiscal policies and procedures

BASE OF SELECTION

Selection will be based upon, but not limited to, the following:

- (a) Articulation of ability to fulfill the scope of work by identifying the areas of expertise as outlined in the Scope of Services (identified from 1 – 6); and
- (b) Experience servicing the State of Ohio, its agencies and departments and other political subdivisions in the capacity of a bookkeeping consultant; and
- (c) Qualifications, education and experience of the individuals assigned to perform services; and
- (d) Cost; each proposal should include specific compensation amount, with the understanding that the payment amounts and schedules will be negotiated with the successful proposer; and
- (e) Organizational history, structure, insurance policies, and ability to certify regarding conflicts of interests; and
- (f) Physical presence within the State of Ohio and Responsiveness – ability to quickly respond to requests from The Authority’s personnel with respect to any services is essential; and
- (g) References

The Authority reserves the right to accept or reject in whole or in part—without incurring liability of any kind—any or all proposals submitted pursuant to this solicitation. Respondents are responsible for all costs associated with preparing and submitting their response to this RFQ.

PROPOSED SCHEDULE OF EVENTS

The Authority intends to use the following schedule of events for the solicitation, selection and award of bookkeeping services:

| <u>Date</u> | <u>Description of Event</u> |
|----------------------|--|
| September 28, 2021 | RFQ Released |
| October 15, 2021 | Deadline to submit requests for additional information |
| October 25, 2021 | Deadline for the Authority to respond to requests for additional information |
| November 08, 2021 | Deadline for proposals to be submitted |
| November 15-19, 2021 | Possible interviews with entities submitting proposals |
| December 14, 2021 | Authority's selection of Bookkeeping Consultant |

INFORMATION TO BE PROVIDED

1. Articulation of ability to fulfill scope of work (five-page maximum).
2. Information regarding applicant or individual and specific areas of expertise. Identify ownership and legal organization.
3. The number and location of offices, the number of professional specialists and types of expert specializations, number and type of support employees, the location of headquarters and principal place of business, the location of offices in the State of Ohio and the number of professional specialists and other employees located at each of those offices.
4. An overview of experience in providing bookkeeping services with emphasis on services provided to a state, its agencies and departments and other political subdivisions in the state. Focus should be on the experience of current employees or principals who are proposed to work on this assignment, not just of the firm in general.
5. Description of approach in providing bookkeeping services.
6. Evidence of professional liability insurance.
7. Identify the individuals to be assigned to provide bookkeeping services to the Authority, their areas of expertise, experience, title, position, office location and time in current position, time in the organization. Identify professionals primarily responsible for services and indicate services to be performed by individuals identified. Brief resumes of each should be provided (may be attachment or exhibit).
8. Anticipated division of duties among the assigned individuals.
9. Proposed compensation amount, either hourly rate and/or retainer amount
10. References for each individual identified.
11. Any existing or potential conflicts(s) of interest arising from relationship with or representation of other parties and if selected, potential conflicts(s) between other parties and the Authority.
12. Any litigation, administrative and/or investigative proceedings regarding a violation or alleged violation by the applicant or the identified individuals of any State or federal law or regulation that is currently pending or concluded since January 1, 2010.
13. Any other relevant factors that should be considered by the Authority.

OTHER TERMS AND CONDITIONS

In connection with this RFQ, the Authority reserves the right, in its sole discretion, to:

1. Rescind or amend this RFQ, and distribute the amendments prior to the submittal deadline to any potential respondent known to the Authority to have requested this RFQ;
2. Reject any or all proposals;
3. Select one or more applicants as bookkeeping consultants in the future, in addition to any selected pursuant to this RFQ, or to re-issue an RFQ for the services listed herein or similar services at any time;
 1. Request an interview with, or request additional information from individuals or organizations prior to selection of the bookkeeping consultant;
 2. Investigate the references and past performance of any respondent with respect to its successful performance of similar services, compliance with specifications and contractual obligations.
5. Select any organization(s) for further negotiations which, in the Authority's judgment, will best meet the Authority's needs;
6. Change the proposed schedule of events;
7. Waive any technicalities and make any award(s) that is determined to be in the Authority's best interests; and
8. Disqualify any response to this RFQ if any individual lobbies or attempts to influence any member or staff of the Authority regarding the selection of the bookkeeping consultant.

The Authority assumes no responsibility for any costs incurred by any person or entity in response to this RFQ.