

## SCOPE OF SERVICES

### GENERAL DESCRIPTION

The Port of Chelan County is soliciting Statements of Qualifications ("SOQs") from qualified Certified Public Accountant (C.P.A.) firms (hereafter "Firm" or "Firms") to provide certain professional services for and on behalf of the Port, particularly in the area of payroll, vouchers and warrants, cash management functions including coordination with the county treasurer, assistance with securing appropriate financing through bonding or other means, preparation of annual budgets and quarterly reports, preparation of annual compiled financial statements, liaison with the State auditor's office, oversight on Port real estate leases, as well as day-to-day accounting and financial support for Port staff. The Port of Chelan County's enterprises include the Confluence Technology Center which is jointly owned with Chelan County PUD; the Pangborn Memorial Airport which receives regular federal and state grant awards and is jointly owned with Port of Douglas County; and Lake Chelan Airport which is jointly owned with the City of Chelan. Firms must demonstrate technical expertise, flexibility and availability to meet the multi-faceted accounting needs and support demands of the Port of Chelan County.

### Project Description

The possible services the Port and the Firm may from time to time, agree upon, may include the following:

- (a) *Payroll assistance including processing monthly payroll in the client's version of QuickBooks, and processing Section 125 plan claims to provide assistance as needed in the administration of employee benefit programs. The Port is a public agency with PEBB benefits.*
- (b) *Review and approval of vouchers and warrants.*
- (c) *Cash management functions and coordination with the Chelan County Treasurer's office.*
- (d) *Assistance with securing appropriate and competitive financing when needed through bonding or other means.*
- (e) *Preparation of the annual budget and quarterly actual versus budget reports.*
- (f) *Preparation of annual compiled financial statements.*
- (g) *Act as the Port's liaison with the State Auditor's office on the bi-annual state audits.*
- (h) *Assistance, guidance and oversight on Port real estate leases.*
- (i) *Regular review of QuickBooks to determine appropriate classifications of accounts.*
- (j) *Provide accounting and financial assistance and/or support to Port commissioners and staff as needed.*
- (k) *Preparation of multi-year financial forecasts.*

### Statements of Qualifications must include:

- Letter of interest
- Identification and resumes of personnel who would be directly involved in services provided to the Port; and certifications of said personnel relating to accounting at a minimum.
- Experience of the Firm with providing accounting services especially to public sector clients.
- Requests by the Port most often times need a very timely response: Please discuss the Firm's ability and commitment to respond to short time frames with

- little advance notice and how the Firm's current and projected workload may impact services requested by the Port
- Reference owner and client contacts from recent similar contract services
  - Identify the point person who will act as the contact between the firm and the Port. This person will be expected to attend Port commission meetings and make occasional presentations.
  - Schedule of rates for payroll, accounting services as outlined including annual financial statement preparation.
  - Additional information may be required during the evaluation phase.

### **Selection Process and Criteria**

The selection of the Firm may involve a three-step process:

1. SOQs must be received by Port staff no later than 5:00 pm on Friday, February 19<sup>th</sup>, 2010. A Selection Committee comprised of one or more professionals, one Port Commissioner and Port staff will review all SOQs that are timely submitted. The Committee will recommend one or more Firm(s) to the Board of Commissioners.

All submitting Firms will be notified of the recommendations.

2. If more than one Firm is recommended, interviews with the Selection Committee will be scheduled. Recommended Firms will be invited to present their approach to serving the needs of the Port of Chelan County for accounting services.
3. Following the interviews, a final recommendation will be made to the Board of Commissioners.

### **Evaluation Criteria**

The Selection Committee will examine all items submitted. The Committee may request clarifications or other information before or during the interviews to enable the Committee members to better understand the capabilities of the Firm.

The Port of Chelan County encourages the utilization of Minority Business Enterprises and Women's Business Enterprises in obtaining consultant services.

Estimated time Schedule

SOQs will be due February 19<sup>th</sup>, 2010  
Short list Determination on February 24<sup>th</sup>, 2010  
Interviews, if necessary: March 1<sup>st</sup>-March 5<sup>th</sup>, 2010  
Contract Award: March 17<sup>th</sup>, 2009