

**Bridgeport Downtown Special Services District**  
**REQUEST FOR PROPOSAL**  
 Accounting/Bookkeeping Services Consultant Contract



**INTRODUCTION**

The Bridgeport Downtown Special Services District [hereafter “DSSD” or “the District”] serves as the business improvement district for the Park City’s central business corridor. The DSSD is charged with fostering a safe, welcoming urban environment, a center for cultural activity, and competitive setting for business. To accomplish this charge, DSSD provides environmental maintenance, beautification, and security services. Furthermore, the DSSD – in collaboration with the City of Bridgeport and local/regional cultural organizations – implements special events and also markets downtown businesses, institutions, and cultural events.

The DSSD is one type of special taxing district Connecticut law authorizes whereby property owners in a geographical area oversee and fund the maintenance, improvement, and promotion of their commercial district. DSSDs deliver services above and beyond those provided by the City of Bridgeport, all funded by a special assessment paid by property owners within the district. Property owners within the Bridgeport DSSD contribute an additional three mills on top of their property tax assessment to pay for programming and services. The DSSD is operated under the direction of a nine member Board of Commissioners representing property owners in downtown Bridgeport. The DSSD’s fiscal year (FY) is July 1 to June 30. The budget for the most recent and current fiscal years were as follows:

<b>REVENUES</b>	<b>FY 2018</b>	<b>FY 2019</b>
Property Tax Assessment	\$555,000	\$568,215
Grants and Event Sponsorships	\$93,300	\$76,300
Other Revenue	\$1,125	\$2,235
<b>TOTAL REVENUE</b>	<b>\$649,425</b>	<b>\$646,750</b>
<b>EXPENSES</b>		
General + Administrative	\$200,559	\$178,069
Streetscape	\$332,893	\$348,000
Marketing + Events	\$88,240	\$55,401
Creative Placemaking	\$25,000	\$65,280
<b>TOTAL EXPENSES</b>	<b>\$646,692</b>	<b>\$646,750</b>
<b>Net Revenue (Expense)</b>	<b>\$2,733</b>	<b>\$0</b>

**SCOPE OF CONTRACTOR**

The Bridgeport DSSD is requesting a three-year accounting and bookkeeping proposal from several firms with experience providing services to not-for-profit and government organizations. This scope of work is contract-based (IRS Form 1099). Proposals are not to exceed up to a maximum of \$24,000 per year for this scope of activity. The DSSD reserves the right to adjust the billable hours, and staffing levels, of any contractor on a regular basis. It should be noted that either party may cancel services for the second or third year by written notice to the other party no later than six months after the start of the fiscal year.

The firm will provide the following services:

#### Bookkeeping Services

- Accounts Receivable: Receive and record revenue as dictated by IRS Guidelines
- Accounts Payable: Make payments to vendors; prepare annual form 1099 filings
- Maintain costs by program and/or grant designation
- Assist with Grant Reporting
- Process and enter Payroll information into accounting system
- Maintain Deposit and Vendor files by Fiscal Year
- Amortize Insurance Policies
- Follow Accrual Accounting method for maintaining the books
- Monthly reconciliation of bank accounts as well as reconciliation of all balance sheet accounts
- Monthly reconciliation of payments made for invoicing to the City grantor
- Identify areas for management review regarding process and practice to improve efficiency and ensure compliance
- Availability to answer questions throughout the entire year

#### Reporting Requirements

- Budget to Actual Summary and Detail
- Prepare monthly statements of Income & Expense, Balance Sheet, or other reports as necessary
- Prepare periodic reports as required by Executive Team, Board, and funders
- Present financials to Management and Board of Commissioners, as requested
- Maintain fixed asset inventory and depreciation

#### Budget Preparation

- Prepare budgets and allocations for multiple programs and funding sources
- Prepare and submit periodic budget amendments to Management and Board of Commissioners

#### Audit Preparations

- Participate in financial audits and reviews conducted by funding agencies, including document preparation and onsite support
- Prepare year end reports, schedules and other documents requested by auditor
- Provide audit process support as needed; research and resolve issues as they arise
- Provide reports and data as requested for the completion of annual tax returns

### **HOW TO APPLY**

#### **Proposal Specifications**

Applicants should submit a proposal meeting the following specifications in the order requested.

1. Provide a description of your firm. (staff size, number of professionals, industries served, etc.)
2. Describe engagements your firm currently conducts in the not-for-profit and government sectors. Include a list of not-for-profit and government clients that you believe are comparable to our organization in size, mission focus, and complexity. If partners or other employees serve in an advisory/consultative capacity within the not-for-profit and government sectors, please list such positions as well.
3. Describe the level of experience of the individuals who would be assigned to our account.

4. Describe your firm's basic approach to performing accounting and bookkeeping services and the resulting advantages that will accrue to our agency. Include description of the activities undertaken by your firm to promote/ensure service quality.
5. Describe the extent to which our organization's personnel will be expected to contribute to the work effort.
6. Describe any existing or potential relationships between your firm and our agency and any employee or officer of the agency that could affect your independence and objectivity because of an actual or perceived conflict of interest.
7. Identify the engagement team which would be performing accounting and bookkeeping services for our organization and include a resume of the qualifications and experience for partners, managers, and staff.
8. Provide any additional information, not specifically requested previously, considered essential to your proposal.

**Proposals are due no later than 12:00 p.m. on Wednesday, September 19, 2018** to Lauren Coakley Vincent via email at [lauren.dssd@infobridgeport.com](mailto:lauren.dssd@infobridgeport.com) or in hard copy to:  
Bridgeport Downtown Special Services District  
Attn: Lauren Coakley Vincent  
938 Broad Street  
Bridgeport, CT 06604

No proposals received after this date will be considered. The DSSD will review all proposals for completeness; any that are incomplete may be eliminated. Criteria by which all proposals will be evaluated include:

1. Ability of the proposer to satisfy all requirements for successful completion of the assignment;
2. Cost to the Bridgeport DSSD;
3. Experience in providing the services being requested; and
4. Interview evaluation process, if interviews are conducted.

The DSSD reserves the right to reject any or all of the proposers, to waive any informalities in the proposals received, and to accept the proposals deemed in the best interest of the DSSD. The Bridgeport DSSD also reserves the right to interview and negotiate with selected respondents after all proposals have been reviewed and award a contract as it deems is in its best interest. All proposal submissions will be responded to once a decision has been made.

If you are interested in submitting a proposal, contact Lauren Coakley Vincent via email at [lauren.dssd@infobridgeport.com](mailto:lauren.dssd@infobridgeport.com) or (203) 908-3622 and we will make available to you:

- current financial statements
- latest audited financial statements
- an organizational chart
- other documents as requested by you for preparation of a proposal

**Pre-Bid Conference:** The DSSD will hold an optional pre-bid informational meeting on **Monday, September 10, 2018 at 1:00 PM** at the DSSD offices (938 Broad Street, Bridgeport, Connecticut) for contractors interested in submitting proposals.

**Other Proposal Instructions:** Proposers are expected to examine the specifications and all instructions contained in this invitation for bids. The proposals must be signed by a duly authorized representative. Consideration may be given to such matters as contractor integrity, record of past performance, and financial and technical resources.