

**HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
REQUEST FOR LETTERS OF INTEREST
QUICKBOOKS PRO 2019 TECHNICAL ASSISTANCE SERVICES
October 2019**

BACKGROUND

Humboldt County Resource Conservation District (HCRCD) is a special district established by popular vote in 1987. Resource Conservation Districts (RCDs) are legal subdivisions of state government that work to protect natural resources and improve water quality and soil health. HCRCD is governed by a seven-member Board of Directors appointed by the Humboldt County Board of Supervisors. A small staff conducts the day-to-day operations of the District.

The District's work is funded by securing cost-reimbursement contracts for restoration projects through a competitive grants process from a variety of federal, state and local sources, and also through a limited number of fee-for-service contracts. Many of the larger grant contracts impose per-invoice retention amounts, usually 10%, to assure project completion. HCRCD uses generally accepted accounting principles and complies with requirements for an annual audit of financial statements. Depending on the level of federal funding received HCRCD is occasionally subject to single audit act requirements. The fiscal year: June 30 - July 1 has been adopted for accounting purposes.

SERVICES TO BE PERFORMED:

In January of 2019 HCRCD adopted Quickbooks Desktop Pro 2019 as its accounting software for use in-house. Prior to that, Thompson Reuter desktop CBS software had been utilized since the establishment of HCRCD, along with the support of a local, outside bookkeeping/accounting service for generating payroll and providing assistance with the software as needed.

HCRCD is interested in retaining the services of a qualified firm or individual to work one-on-one with the HCRCD Office Manager to provide training and assistance with the following items:

1. Review existing Quickbooks Pro 2019 set-up and accounts and offer guidance and training as needed to assure set-up is correct, including, but not necessarily limited to:
 - Confirming beginning balances as of June 30, 2018, and
 - Reviewing advance fund entries.
2. Provide training and assistance with adjusting journal entries for prior period balances/partial paid invoices, unpaid invoices, and revenues received on invoices from prior year.
3. Provide assistance with reviewing payroll accounts for accuracy, including tracking leave, vacation, and holiday hours in accordance with HCRCD personnel policies.

4. Provide assistance with setting up an account to accurately track retention balances.
5. Provide technical assistance for other corrections and adjustments as may be necessary.

Ideally, HCRCDD would like to enter into an ongoing relationship with the selected firm or individual to provide technical assistance on an as-needed or quarterly basis.

Please respond by November 25, 2019 with your Letter of Interest which must include:

1. Name and contact information for you or your firm. The name, phone and email of the primary contact person for this project. If the name of the contact person is different from the person who would actually be providing the technical assistance, please list both.
2. A short description of the qualifications and experience of the person who will provide the technical assistance and training being requested.
3. The names and contact information of at least two clients for whom the person provided services similar to those being requested.
4. A general outline of how the services needed would be provided by you or your firm, including a general indication of the estimated time involved for each task listed above and a discussion of any potential issues that may be encountered, based on past experience.
5. Whether you or your firm propose a per hour cost for accomplishing the tasks or an all-inclusive cost bid to complete all tasks and what fee or bid amount you propose.
6. Whether or not you or your firm are interested in providing ongoing assistance or if are only interested in assisting with the tasks listed above.

HCRCDD will evaluate proposals on the basis of qualifications, experience, approach, references and cost.

Letters of interest may be mailed, delivered in person to HCRCDD, or emailed and must be received no later than 5p.m. November 25, 2019. Physical address: 5630 South Broadway, Eureka, CA 95503. Email address: hcrccd@yahoo.com.