



Polk County Information Center and Tourism Council
710 Hwy 35 South *St. Croix Falls, WI
(715) 483-1410 *www.polkcountytourism.com

Request for Proposal
Polk County Information Center
Bookkeeper Requested

The Polk County Information Center is requesting proposals for a qualified independent firm/individual to perform our monthly financial reports. These reports include an end of the month report on all accounts, complete payroll bi-weekly, monthly reports will be due prior to the monthly council meeting which occurs the first Wednesday of the month. Reporting also includes; preparing profit and loss, balance sheets, and others as needed for grant applications and reporting.

ORGANIZATIONAL OVERVIEW

The mission of the Polk County Tourism Board and Polk County Information Center is to market and promote Polk County and Western Wisconsin to attract visitors and grow the economy.

This is an exciting time in our history as we are undergoing a process of growth. We are currently looking to find solutions that create impact and long-term change for tourism in our county and the state. To learn more, please visit at: <http://www.polkcountytourism.com/>

Summary of Request

The Polk County Tourism Council/Polk County Information Center (PCIC) is a 501c(6) nonprofit corporation. We are seeking proposals from an experienced practitioner or vendor that can provide bookkeeping/accounting services for the PCTC, and prepare the required year end returns. Preference will be given to individuals or vendors who have experience with small nonprofit organizations.

Specific Information Requested Within Proposal

- Explanation of Experiences: Preferences will be given to vendors who have experience with small not-for-profit organizations.
- Abilities and Backgrounds of Personnel: Vendors should list key personnel who will be responsible for providing the monthly Bookkeeping and Accounting services, and provide resumes for those individuals. Include all relevant experience during the last 3 years with similar nonprofit corporations, and CPA licenses.
- Ability to Complete the Scope of Work:
Individuals and vendors should comment on their ability to complete the scope of work listed below, being sure to list any items they do not feel they would be able to complete, and any additional items they can provide above the scope.
- Detailed Explanation of Costs: Explain in detail how costs are calculated and what the PCTC can expect to pay for the services provided.
- References: Include a minimum of three (3) references for the AACCW to contact. At least two references should be a former client.

SCOPE OF WORK

Services that will be required from the individual or vendor include:

- Bookkeeping Services
- Receive and record expenses
- Prepare and process monthly payroll
- Prepare annual 1099s and W2s
- Financial Reporting

PROPOSAL REQUIREMENTS

The following must be received by the proposal due date:

- Title Page –The title page shall show the proposal subject, the firm’s name, address, and contact person.
- Cover Page –The cover page shall briefly state your understanding of the work to be performed and statements as to why the firm believes it is qualified to perform the work.
- Firm’s Qualifications and related experience –There must be sufficient information provided regarding experience with nonprofit organizations.
- References –Provide a listing of three (3) clients who are like the PCIC for which your firm is providing bookkeeping /accounting services. At least two (2) references should be a former client. This section to include the services being provided and a short description of the client. Please provide contact information for the references. information.

How to submit a proposal

Proposals must be received by 3 pm February 28, 2018 by mail, in person or email at info@polkctytourism.com subject line: Bookkeeper proposal
Polk County Information Center Executive Director,710 Hwy 35 S., St. Croix Falls
WI 54024