



Bookkeeper Request for Proposal

Enquiries and proposals should be submitted to the

Grants/Cibola County Chamber of Commerce

Office: 505-287-4802 Fax: 505-287-8224

P.O. Box 297 / 100 Iron Avenue Grants, NM 87020

discover@grants.org

www.grants.org

2019



100 Iron Avenue, Grants, NM 87020 – (505) 287-4802 – discover@grants.org

Bookkeeping/Accounting Services for Grants/Cibola County Chamber of Commerce and New Mexico Mining Museum

SUMMARY OF REQUEST

The Grants/Cibola County Chamber of Commerce, a 501(c)(6), and the New Mexico Mining Museum, a 501(c)(3) non-profit corporation are seeking proposals from seasoned practices to provide bookkeeping/accounting services for G/CCCC and the NMMM beginning September 2019. The position is part-time with an average of 7 hours per week spent on both organizations.

To be considered, a proposal must be received via email in Adobe Acrobat PDF or Microsoft Word format on or before Monday, Oct. 21, 2019 at 3:00 pm at the following email address: discover@grants.org.

***Questions should be directed to
Tammy L. Legler, Executive Director at 505-287-4802.***

I. Background of the Grants/Cibola County Chamber of Commerce

Grants/Cibola County Chamber of Commerce is a vibrant ever growing organization focusing on our members, the community, and business climate. Our Chamber has been actively promoting tourism, engaging tourist and continuing to draw attention to our local area to increase awareness of our hidden treasures in Cibola County.

II. Background of the New Mexico Mining Museum

The New Mexico Mining Museum is the "Only (simulated) Uranium Mining Museum in the World!" The mission of the NMMM is to preserve the rich historical legacy of mining and the related culture of Grants/Cibola County and to promote its significant mining heritage by educating the public. The New Mexico Mining Museum in Grants, NM, is a simulated underground uranium mine built by miners. The museum is a tribute to the historical uranium boom that led to Grants being referred to as the "Uranium Capitol of The World." The self-guided tour is a unique opportunity to see, touch, feel and absorb the atmosphere of the underground world.

III. SCOPE OF WORK TO BE PERFORMED AND STANDARDS TO BE FOLLOWED

The firm selected will be responsible for providing the following services. Services that may be required from the contractor include:

1) Bookkeeping Services

Enter New Vendors in the Vendor file, with accurate information: contact, billing and remit to, terms, tax settings.



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Enter Vendor invoice / credit memo with detail information and the proper "class" designated.

Pay invoices / print checks in a timely manner.

Apply a credit memo to an open invoice.

Receive a vendor refund check and apply to an open Credit Memo.

Have possible MISC 1099 vendors fill out W9.

Print year end MISC1099/1096 forms as required.

Enter new Customers in the Customer File, with accurate information.

Create invoices / credit memos as required with detailed information and the proper "class" designation.

Create quarterly Bar-S billboard invoice. Create monthly NMMM admin services invoice.

Create annual Membership Renewal invoices and keep this list updated and accurate.

Receive payments against open invoices.

Apply a credit memo to an open invoice.

Create a refund check and apply to an open credit memo.

Create Sales Receipts.

Create and print deposits tickets to be taken to the bank, making sure the money is going into the correct bank account.

Create and print Statements of outstanding invoices to be sent to Customers.

Create / maintain Employee records with accurate information.

Have employees fill out W4 & I9.

Fill out Excel Time Sheet as requested.

If an employee is given a raise retroactive to a specific date, determine the retro-active pay and create an unscheduled payroll cycle to pay this amount.

Pay all State and Federal payroll taxes in a timely manner, generating & filing required reports. (CRS-1, WC-1, ES903A, F940, F941, W2/W3).

Determine the projected total payroll costs to the company.

Must create new Chart of Accounts as requested.



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Calculate and create annual Depreciation General Journal as required.

Create City of Grants Lodger's Tax monthly invoices for both the G/CCCC and New Mexico Mining Museum. All expense with a "class" of Lodgers Tax must be invoiced to the City of Grants. Print the invoice, make sure all backup documentation is attached. Make a copy of the invoice and backup documentation for the files. Quarterly create Administrative Fee invoice and add to Lodger's Tax Invoice.

Print Quarterly Lodger's Tax profit & loss statement for the City of Grants.

Create, post and pay Expense Reports with all verified receipts attached.

Company Credit Card - enter all charge receipts. Reconcile statement and pay / print check for the credit card balance.

Reconcile all bank statements monthly.

Create an Excel working copy of the annual budget. After changes and board approval input the budget information in the accounting software.

Print reports as requested.

File form with NM Secretary of State - Corp Annual Renewal.

Complete Workers Comp Insurance Annual Audit.

Must have the ability to audit and track transactions.

IV. IMPORTANT DETAILS WHEN WORKING WITH BOTH Grants/Cibola County Chamber of Commerce & New Mexico Mining Museum

If a customer payment is run on the NMMM credit card, make sure the funds are received from NMMM and posted properly to the Chamber's customer account.

If the Chamber uses NMMM petty cash money to pay a Chamber expense, make sure to reimburse the NMMM and record the expense to the appropriate Chamber account.

If the NMMM makes a purchase using the Chamber's credit card, Amazon Prime account, create a bill for these purchases and send with proper backup documentation to the NMMM. Use the Other Income / Expense accounts of Pass Thru for NMMM accounts.

If the NMMM accepts a payment using the Chamber's Square payment device, make sure the income is sent to the NMMM with proper documentation. Use the Pass Thru for NMMM accounts as outlined above.

Track all Denis Moler's Scholarship donations, the scholarship awards and the award recipients.

V. PROPOSAL REQUIREMENTS



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The following must be received by the proposal due date or the firm will not be considered:

1. Title Page – the title page shall show the proposal subject, the firm’s name, address, contact person, and the firm’s New Mexico CPA or business license number and federal identification number.

2. Cover Letter – The cover letter should briefly state the proposer’s understanding of the work to be performed, commitment to perform the work and statements as to why the proposer believes that their Firm is the best qualified firm to perform the engagement. The cover letter should also include a statement that the offer is a firm and irrevocable offer for 30 days.

3. Table of Contents

4. Firm’s Qualifications

a. Qualifications and Related Experience - Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work.

b. Provide a listing of current clients in the New Mexico area for which your firm is providing bookkeeping/accounting services. This section shall include the services being provided, a short description of the client, the amount of revenue generated, and contact information of the client. This section should not be more than two pages.

c. Please confirm your firm’s independence with respect to the Grants/Cibola County Chamber of Commerce and the New Mexico Mining Museum.

d. Please comment on your commitment to staff continuity for personnel assigned to this engagement.

5. Personnel Qualifications

a. Provide sufficient information and related experience of personnel who will perform GCCCC/NMMM bookkeeping/accounting services. Include resumes of the persons directly responsible for this contract and other professionals directly involved. Resumes shall include all relevant experience during the last three years with nonprofit corporations similar to GCCCC/NMMM, education, CPA licenses and continuing education of the individuals, if applicable. Include an affirmative statement that the firm and all assigned key professional staff are properly registered/licensed to practice in New Mexico.

b. Please provide your firms most recent peer review reports, the related letter of comments, and your firms response to the letter of comments. If there are no peer review reports, please explain why there are none.

6. Approach to Provide Bookkeeping/Accounting Services

a. Provide in sufficient detail the firm’s approach to GCCCC/NMMM bookkeeping/accounting services. Include procedures to be performed, by whom they will be performed by, tasks to be



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accomplished, the utilization of computers in the engagement, consideration of laws and regulations, assistance that will be provided to GCCCC/NMMM staff, the Board and Committees.

b. Additional Information - Interested firms are encouraged to provide any additional information not otherwise requested that may aid GCCCC/NMMM in awarding this professional service contract. Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response to the solicitation are not desired and may be construed as an indication of the firm's lack of cost consciousness.

7. Professional Service Work Sample

The firm shall provide with its proposal, sample financial report(s) prepared for a client that the firm believes is representative of professional work of the firm, preferably in an area related to the services being requested. This document will be used in the evaluation process in selecting a firm to provide services to G/C CCC. At the request of the firm, the document can be returned immediately after the contract for these services is awarded. Identity of the client may be masked. G/C CCC shall treat the professional work sample as confidential.

8. Fees/ Billing and Payment

The firm shall provide with its proposal a total all-inclusive monthly fee and shall present an invoice to G/C CCC on a monthly basis for services rendered. Any adjustments expenditure or other service shall be preapproved.

VI. Evaluation Criteria

The below factors will be used when evaluating the proposals. The factors are not listed in order of importance.

- ❖ Responsiveness to Request for Proposal specifications
- ❖ Project cost
- ❖ Qualifications of firm
- ❖ Qualifications and experience of the staff
- ❖ References
- ❖ Demonstrated capability to perform the type of work requested

During the evaluation process, GCCCC/NMMM reserves the rights to request additional information or clarifications from proposers and the right to reject any or all proposals. Proposals will be evaluated by a panel and the most qualified firm(s) may be requested to make oral presentations.



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There is no expressed or implied obligation for GCCCC/NMMM to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

As a courtesy, we would appreciate a response even if you decline to submit a proposal.