



Boulder County Purchasing
1325 Pearl Street
Boulder, CO 80302
purchasing@bouldercounty.org

REQUEST FOR PROPOSAL
COVER PAGE

RFP Number: **7435-23**

RFP Title: **BRETSA Financial Officer**

RFP Questions Due: March 27, 2023 – 2:00 p.m.

Submittal Due Date: April 10, 2023 – 2:00 p.m.

Email Address: purchasing@bouldercounty.org

Documents included in this package:

- Proposal Instructions
- Specifications
- Insurance and W-9 Requirements
- Submittal Checklist
- Evaluation Criteria
- Signature Page



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PROPOSAL INSTRUCTIONS

1. Purpose/Background

The Boulder Regional Emergency Service Telephone Authority (BRETSA) is seeking an individual or firm to provide bookkeeping and related services on an Independent Contractor basis. (see position summary below for details)

2. Written Inquiries

All inquiries regarding this RFP will be submitted via email to the Boulder County Purchasing Office at purchasing@bouldercounty.org on or before 2:00 p.m. **March 27, 2023**. A response from the county to all inquiries will be posted and sent via email no later than **April 3, 2023**.

Do not contact any other county department or personnel with questions or for information regarding this solicitation.

3. Submittal Instructions

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on April 10, 2023**. **Vendors must answer whether line-item pricing information submitted with a bid is confidential or closely held.**

Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.

NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).

Electronic Submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as **RFP # 7435-23** in the subject line.

All RFPs must be received, and time and date recorded by authorized county staff by the above due date and time. Sole responsibility rests with the proposer to see that their RFP response is received on time at the stated location(s). Any responses received after due date and time will be returned to the proposer.

Americans with Disabilities Act (ADA): Americans with Disabilities Act: If you need special services provided for under the Americans with Disabilities Act (ADA), please contact the Boulder County ADA Coordinator or Human Resources office at (303) 441-3525 as soon as possible to allow sufficient time for service delivery ahead of applicable due dates.



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SPECIFICATIONS

Position Summary

The Boulder Regional Emergency Service Telephone Authority (BRETSA) is seeking an individual or firm to provide bookkeeping and related services on an Independent Contractor basis. BRETSA is a “governing body” as defined by C.R.S. § 29-11-101(16), which collects an emergency telephone surcharge from all telephone companies and their customers within Boulder County. The total annual revenue collected by BRETSA is approximately \$4.5 million. These funds are utilized for the purposes of funding Emergency Telephone Service and Emergency Notification Service as defined in C.R.S. §§ 29-11-101(11), (13) pursuant to C.R.S. § 29-11-104(2)(a). The Financial Officer is an independent contractor-provided service requiring an average time-commitment of 20 hours per month. The Contractor reports directly to the BRETSA Board of Directors, but will work with the BRETSA Executive Assistant, Administrative Assistant, and from time-to-time with 911 Dispatch Center Directors, outside legal counsel, and other consultants. All financial activities are executed in compliance with the BRETSA intergovernmental agreement, bylaws, and specific policies approved by the BRETSA Board. Expectations of this role are outlined below.

- Process receipts and disbursements, enter transactions in Quickbooks or other bookkeeping solution, and review bookkeeping entries by other BRETSA representatives. Reconcile accounts monthly.
- Develop annual budget, working with BRETSA Executive Assistant, Administrative Assistant, contracted technical consultants and legal counsel. Upon Board approval of annual budget, oversee distribution to parties to BRETSA Intergovernmental Agreement for approval and file with the State by annual deadline.
- Regularly maintain ledger in accordance with annual, approved budget and generally accepted accounting best practices.
- Reconcile expenditures with budget appropriations and bank records
- Work with BRETSA Executive Assistant, outside auditors and legal counsel to periodically review and update financial policies, and implement use of e-banking services with appropriate division of responsibilities to deter and interdict improper use of funds.
- Prepare financial reports (Budget vs. actual; Cashflow; Financial risk; Notes to financial statements; Statement of net assets; Statement of revenues, expenses, and changes in net assets; etc.) for the Board.
- Attend scheduled bi-monthly Board meetings and address the Board regarding the budget status and respond to financial-related questions

- Work with Executive Assistant designated “Responsible Purchaser” (Purchasing Agent) or other Board designee to determine funds available for considered or proposed transactions and Budget impact of such transactions.
- Coordinate annual audit and prepare applicable records
- Prepare 1099 forms for all contract employees
- Maintains various banking functionalities such as business credit cards and fund transfers
- Monitor investment portfolio

Experience and other Expectations

- A bachelor’s degree in accounting or related field, preferred but not required
- Four years professional bookkeeping experience
- Proficiency in desktop and online editions of the QuickBooks application
- Experience with online banking applications
- This position does not process payroll, since BRETSA does not have any employees
- Credit and police background checks will be completed on applicants.
- Contracted Financial Officer must be bonded or have professional liability or fidelity insurance with a minimum coverage of \$_____.
- As an Independent Contractor, Financial Officer will be responsible for providing their own workspace, equipment, payroll taxes, unemployment taxes, workers compensation insurance, and benefits, and setting their own schedule, for example. Financial Officer or an employee of Financial Officer firm will be expected to attend BRETSA Bi-monthly Board Meetings, which currently can be attended remotely.

Benefits

This is a contracted, hourly position. Hourly rate TBD.



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INSURANCE AND W-9 REQUIREMENTS

INSURANCE REQUIREMENTS

Professional Liability or Errors and Omissions

\$1,000,000 Per Loss

\$1,000,000 Aggregate

Coverage maintained or extended discovery period for 2 years

Third Party Fidelity or Crime Insurance

\$1,000,000 Per Loss

Privacy / Cyber Liability Insurance

As a provider of a service which *may* require the knowledge and retention of personal identifiable information including but not limited to, names, dates of birth, social security numbers, usernames, and passwords, and/or HIPAA sensitive personal information of clients served, the following minimum insurance limits are required:

Contractors with 10 or fewer County clients: \$50,000

Contractors with 11 – 15 County clients: \$500,000

Contractors with more than 25 County clients: \$1,000,000

Fidelity Bond

\$9,000,000

Note that the above insurance amounts are the minimum required for this project. Proof of current insurance must be provided with your proposal in the form of a sample certificate. You are NOT required to include additional insured status until the time a contract is executed.

If you require a waiver of insurance requirements, you may request one in your response with an explanation.

W-9 REQUIREMENT

Provide a copy of your business's W-9 with your proposal.



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SUBMITTAL SECTION

The proposer’s attention is especially called to the items listed below, which must be submitted in full as part of the PROPOSAL. Failure to submit any of the documents listed below as a part of your PROPOSAL, or failure to acknowledge any addendum in writing with your PROPOSAL, or submitting a proposal on any condition, limitation or provision not officially invited in this Request for Proposal (RFP) may be cause for rejection of the PROPOSAL.

THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE: Proposer will check each box indicating compliance:

INCLUDED	ITEM
	Name and Address of the Partners and Subcontractors if applicable
	Information on the relevant experience of key personnel
	Submit three references for similar contracts or jobs your company has completed within the last three years and contact information. Boulder County will review all contractor evaluation forms from previous County projects.
	Insurance Certificate
	W-9
	Signature Page
	Addendum Acknowledgement(s) (If Applicable)

THIS QUESTION MUST BE ANSWERED AS PART OF YOUR BID PACKAGE: Proposer will answer Yes or No indicating compliance:

YES OR NO	ITEM
	Do you customarily keep line-item pricing information, such as the information being submitted with this proposal, confidential or closely-held?



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EVALUATION CRITERIA

Proposals will be screened for minimum requirements. Qualified applicants will be invited to interview with members of the BRETSA Board. All applicants are subject to a comprehensive criminal background check and a review of references provided in their proposal.

Note: The BRETSA Board will determine the interview questions and scoring.



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SIGNATURE PAGE

Contact Information	Response
Company Name including DBA	
List Type of Organization (Corporation, Partnership, etc.)	
Name, Title, and Email Address of Person Authorized to Contract with	
Company Address	
Company Phone Number	
Company Website	

By signing below, I certify that:

**Signature of Person Authorized to Bid on
 Company's Behalf**

Date

Note: If you cannot certify the above statements, please explain in a statement of explanation.