



Request for Proposal
Bookkeeper
Downtown Sudbury

1.0 Background

1.1 Who we are

Sudbury Metro Center, o/a Downtown Sudbury, is your Downtown Business Improvement Area (BIA) Association dedicated to the growth of Downtown through policy development, advocacy, special events and economic development. All 90+ property owners and 400+ businesses that own or lease property within Downtown Sudbury are members. On their behalf, Downtown Sudbury manages, creates and administers programs and the promotion of area interests.

1.2 History of Downtown Sudbury

- Established in 1977, through the Ontario Municipal Act and a By-Law of the City of Greater Sudbury
- One of over 310+ BIAs (Business Improvement Areas) throughout the Province
- The early focus was primarily on beautification and marketing/events
- Current focus includes economic development
- Today, the organization has evolved into the leading agency for Downtown Economic Development
- As a Business Improvement Area, is the largest concentration of small business, financial & medical services, government & entertainment for the City of Greater Sudbury and Northern Ontario
- Managed by a volunteer Board of Directors, directly elected by the Downtown Businesses and Property Owners
- Represents approximately 90 Downtown Property Owners ... 400+ Businesses & Services ... 7,500+ employees
- Is a private sector-driven, not-for-profit organization representing Downtown Businesses & Property Owners
- Is funded directly by the membership through a levy collected with Property Taxes and passed through to the organization
- Works for the collective good of 'Downtowners' through advocacy, advertising, special events, communications, networking, parking, street beautification, security, safety, economic development

2.0 Project Goals and Background

We are seeking a meticulous and experienced Bookkeeper to oversee all financial aspects of our organization. The Bookkeeper will play a crucial role in ensuring accurate

financial records, managing payroll, accounts payable and receivable, banking activities, audits, and financial reporting.

Advisory: The successful proponent shall be the sole contracted bookkeeper for Downtown Sudbury However specific services may be contracted out if deemed necessary by the board.

3.0 Time and Place of Submission of Proposals and Communications.

All submissions must be delivered via email to Kyle@DowntownSudbury.com on or before 5 pm on their respective due dates. You will be emailed to confirm receipt of your submission.

4.0 Timeline

Event	Time and Date
RFP issue Date (Original)	May 15
Submission of Letter of Interest	May 20
Submission of Questions and Requests for clarification (via email)	May 20
Response to Questions for clarification (via Email)	May 24
Proposals Due	May 27
Short List Notification	June 3
Short List Interviews	June 13/14
Notice of Award	June 21

5.0 Purpose

- The purpose of this RFP is to find a qualified Bookkeeper who can manage the financial operations of Downtown Sudbury BIA efficiently and accurately.

6.0 Scope of Work

The Bookkeeper will be responsible for:

1. Utilizing Sage 50 Premium for departmentalized accounting purposes.
2. Processing bi-weekly payroll and managing remittances to CRA, WSIB, and EHT.
3. Recording and posting invoices, preparing payments accurately and in a timely manner.
4. Reviewing monthly statements of Gift Card Accounts and maintaining required balances.
5. Preparing invoices, recording payments received, and maintaining reports for funded programs.
6. Reconciling bank accounts monthly, monitoring and maintaining required balances.
7. Assisting with audits, preparing audit files, and drafting financial statements.
8. Preparing departmental reports for the board and ensuring levy allocation comparisons to budget are accurately documented.
9. Managing HST filings on a quarterly basis and preparing rebate applications.
10. Ensuring proper allocation of payments to the City and managing levy allocation to departments.

7.0 Bookkeeper Requirements

7.1 Submission Format

All submissions must adhere to the submission guidelines or will be rejected.

Submissions must include a table of contents matching the requirements in the order below. Submissions should not exceed twelve (12) pages excluding pricing tables.

1. Company Background and Experience:

- a. Overview of your company or organisation, including years of experience in Accounting/Bookkeeping.
- b. Describe how the agency differentiates itself in the marketplace
- c. Describe how the agency's experience and capabilities are a "best fit" for Downtown Sudbury
- d. Description of similar services provided to organisations of relative similarities
- e. Describe protocols for providing deliverables on time
- f. Describe process for billing

2. Proposed Approach:

- a. Detailed plan outlining how you intend to fulfil the scope of work, Deliverables and any timeline phases as outlined in the RFP.

3. Team Composition:

- a. Information about your team members who will be involved in the bookkeeping process. Please provide their Cv's
- b. Their roles and responsibilities within the team.

4. Demonstrated Experience:

- a. A list of previous Clients
 - i. Clients with similar requirements will result in a more favourable scoring.
- b. Two (2) letters of reference from past clients; qualifying partners would include those who you have worked with or provided bookkeeping services for in the past or currently

5. Budget Proposal:

- a. Detailed budget breakdown, including all anticipated expenses for annual bookkeeping services and for relaying any information to us
- b. Any proposed fees or charges for their services.

6. Insurance and Licensing:

- a. Proof of liability insurance coverage.

7. Additional Information:

- a. Any additional information or qualifications they believe are relevant to their proposal.
- b. Responses to any specific questions or requirements outlined in the RFP.

7.2 Bookkeeping Outcomes

Successful management of financial operations, accurate records, and timely reporting.

7.3 Time Involved

Based on previous bookkeeping activities we expect to need around XX per week or XX per month of service.

7.4 Timelines/Deliverables

As an organisation we require

- Monthly Financial Overviews in time for our Board Meetings
- Quarterly Expense Reports and Financial overviews
- Annual Audit prep
- Annual Financial statement for Submission

Deliverable	Objective	Frequency
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Bookkeeping services	Regular tracking of day to day operations	ongoing
Financial Overview	To inform Staff and Board	Monthly
Expense reports and financial statements	To inform Staff and Board	Quarterly
Financial Reporting	For end of year submission	Annually
Madatory Audit preparation	Collaborate with City appointed auditor	Annual

7.5 Reporting and Communications

- Bi-weekly communication regarding payroll.
- Monthly communications to include:
 - Payment schedules
 - financial reporting/overviews
- Quarterly communications to include
 - Information meeting with Managing Director
 - Expense reports/Financial statements for board distribution
- Annual Communications to include:
 - Dispersal of Annual Financial statements
 - Mandatory audit report in collaboration with the City of Greater Sudbury

8.0 Services Agreement and Term

- The term of agreement will run from contract start date to [Insert End Date].
Renewal based on performance.

9.0 Key Considerations

9.1 Governing Standards:

- Governing Standards: Provincial and Municipal Acts.
- Pricing: Exclusive of HST.
- Fees: To be disclosed upon request.

9.2 Advisory:

- Where Downtown Sudbury identifies a preferred proposal, the proponent should be prepared to reveal any and all set fees and/or billable rates for services used in completing the Pricing Response. Further, such identified fees and/or rates subsequently accepted by Downtown Sudbury (in the successful proposal) shall hold for the Initial Term of any agreement resulting from this RFP.

10.0 Shortlisting and Interviews

- Up to 3 candidates shortlisted based on scoring. Interviews conducted by a committee including Board members and staff.

11.0 Awarding of the RFP

- Based on overall fit and qualifications. Final decision by Downtown Sudbury Board.
- For further details, including submission guidelines and Appendix A, please contact Kyle@DowntownSudbury.com.
- [Optional: Include any additional information or disclaimers as needed.]

APPENDIX A

SCORING

Pass/Fail criteria and minimum threshold requirements must be met for a proponent to be shortlisted for an interview.

Legend: P/F = Pass/Fail

Section	Criterion	Relevance/ Maximum Score	Minimum Score Required
	Proposal Requirements		
	Mandatory		
	Confirmation statement – shall sign contract within 10 days	P/F	
	Conflict of Interest disclosed or statement that there is no conflict	P/F	
	Proof of Insurance	P/F	
	Understanding RFP Requirements		
	Clarity in comprehending the objectives and scope of the RFP	5	
	Demonstration of understanding through proposal content.	5	
	Alignment of proposal with RFP specifications.	5	
	Clear milestones and deliverables outlined in the proposal.	5	
	Consideration of potential risks or delays and mitigation strategies.	5	
	Proposal Quality		
	Overall coherence and professionalism of the proposal.	5	
	Clear articulation of solutions or offerings.	5	
	Appropriateness of proposed methodologies or strategies.	5	
	Innovative Approach		
	Creativity and originality in proposed solutions or approaches..	5	
	Incorporation of innovative technologies or methodologies.	5	
	Potential for the proposal to deliver unique value to the project	5	
	Budget and Cost Effectiveness		
	Accuracy and reasonableness of cost estimates.	10	
	Cost-effectiveness of proposed solutions relative to anticipated benefits.	10	
	Transparency in pricing and cost breakdown.	P/F	
	Experience and Expertise		
	Relevant experience in similar projects or industries.	10	
	Demonstrated expertise in addressing challenges outlined in the RFP.	5	
	Qualifications of team members involved in the proposal.	10	

	References and Past Performance		
	Positive references from previous clients or projects.	10	
	Track record of delivering projects on time and within budget.	5	
	Reputation for quality and reliability in past work.	10	
	Risk Management		
	Identification and assessment of potential project risks.	5	
	Clear strategies for mitigating risks and ensuring project success.	5	
	Proactive approach to addressing unforeseen challenges during project execution.	5	
	Compliance and Legal Considerations		
	Adherence to legal and regulatory requirements relevant to the BIA.	10	
	Compliance with RFP submission guidelines and instructions.	10	
	Awareness of any industry-specific standards or best practices.	10	
	Pre-Interview Total	170	
	Interview	100	
	Maximum Final Score Possible	270	