



City of Blue Island
13051 Greenwood Avenue
Blue Island, IL 60406
www.blueisland.org

REQUEST FOR PROPOSAL (RFP): ACCOUNTING SERVICES

The City of Blue Island invites you to submit a proposal for contracted accounting services. At this time, we anticipate a 12-month engagement (dependent on performance) with option to renew. Additional information about our organization, project & scope of services are provided in subsequent pages. Submission of proposal documents must be submitted in PDF format via e-mail to twogan@cityofblueisland.org by February 21, 2022. Note All costs related to the submission of this RFP must be assumed by the submitting contractor/firm. No expenses will be reimbursed.

Organizational Overview

Blue Island (population 23,706) is located just outside the City of Chicago's corporate limits and forms part of the south suburban area. From a regional perspective, Blue Island is strategically positioned in the heart of the region's transportation infrastructure. The City is home to an extensive network of freight and commuter railroads, waterways, Interstate highways, and is accessible from Midway International Airport and O'Hare International Airport. The City of Blue Island was settled in 1835, making it one of the oldest communities in Chicagoland. Today, the City of Blue Island is known for its historic neighborhood charm, blended business and recreational downtown district, and diverse and growing population.

The City government is comprised of approximately 130 employees across ten departments and has an annual budget of approximately \$30 million. For more information, visit blueisland.org.

Deliverables

The firm/person selected will be responsible for providing the following services for a period of one year with an option to extend the contract.

Weekly:

- Manage all Accounts Payable (AP) activity for the City
- Record all cash disbursements & cash receipts, and track income & expenses by GL, Funder & Activity codes
- Prepare AP using an on-line tool such as SmartFusion

Office of the Mayor

p (708) 597 8602
f (708) 597 1221

City Clerk

p (708) 597 8603
f (708) 396 7062

City Treasurer

p (708) 396 7074
f (708) 597 1807

Finance

p (708) 396 7066
f (708) 597 1807

Fire

p (708) 396 7071
f (708) 388 5778

Building & Zoning

p (708) 597 8606
f (708) 396 2686

Police

p (708) 396 7004
f (708) 597 8223

Water & Sewer

p (708) 597 8605
f (708) 396 7062

Public Works

p (708) 597 8604
f (708) 597 4260

The Meadows Golf Club

2802 W. 123rd Street
Blue Island, IL 60406
p (708) 385 1994
f (708) 385 1996

John D. Rita Rec. Center

2805 141st Street
Blue Island, IL 60406
p (708) 926-2050



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- Record credit card & merchant services journal entries, Record other miscellaneous journal entries as needed
- Record AR entries & deposits, Prepare invoices & track receivables
- Allocate payroll (bi-weekly)

Monthly:

- Record month-end journal entries
- Complete cost-allocations
- Reconcile bank & credit card statements
- Prepare management reports
- Update audit schedules

Annually:

- Assist management in preparation of grant budgets & reports
- Assist management with annual budget development & import budget into QuickBooks
- Maintain accurate chart of accounts
- Deliver timely IRS 1099 & 1096 filings, and state tax returns
- Prepare the Partnership for external financial audit
- Make adjusting entries as requested by auditor
- Have representative on-site during audit
- Prepare Partnership for funder audits as needed
- Reconcile membership dues and event registrations

Communication:

Frequent face-to-face communication will be expected during onboarding process, audits and year end budgeting process, weekly phone check-ins during rest of year, which may change based on needs

Qualifications

- Thorough understanding of accounting principles, procedures & practices including, but not limited to: GAAP, OMB, Circulars A-110, A-122 & A-133, 2 CFR, Part 230, 28 CFR, Part 70 o FFATA sub-award & executive compensation reporting requirements

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- Non-profit financial accounting, including, but not limited to: Government & foundation grants management, Indirect & cost allocations, Match & reporting requirements, Government procurement standards, recording program revenue, Lobbying restrictions & 501(h) election
- Payroll processing functions, and applicable Federal/State wage & hour laws
RFP: Accounting Services in addition, contracted accountant will demonstrate the ability to perform the above scope of work in a timely, efficient & competent manner, be responsive to requests from administrative and Board leadership
- Manage continuity of work & ensure reliable performance of contracted deliverables

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Proposals

Those wishing to submit proposals for this contract should carefully review & submit the following information:

- Name of contractor/firm
- Contact Person
- Title
- Mailing Address
- Telephone Number
- E-mail
- Website that includes Organizational Overview & Qualifications
- Describe the contractor/firm, incl. history & scope of practice
- Provide biographies of proposed team (w/ resumes attached) including percentage of time each member of staff is expected to be working with the Partnership, and level of supervision required
- Explain how contractor/firm is a good fit with our organization, detailing experience with other non-profit clients of a similar size and scope
- Describe how contractor/firm meet the qualifications outlined above

Please provide copies of peer review report if available, and response if any. No submissions or supporting documentation will be returned to the submitting applicant. Neither party shall be liable for disclosures that are required by law.



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Proposing contractors/firms are asked to identify any conflicts of interest in serving the Partnership & to clarify, if applicable, how conflicts will be managed/mitigated to ensure the best interests of the Partnership are met.

This RFP does not commit the Partnership to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to contract for services. The Partnership reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified contractor or firm, or to cancel in part or in its entirety this RFP if, at the sole discretion of the Partnership, the organization determines that it is in its best interest to do so.

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