



REQUEST FOR QUALIFICATIONS & PROPOSAL
BOOKKEEPING AND ACCOUNTING SERVICES

The Measure J Traffic Congestion Relief Agency (TRAFFIX) is issuing a Request for Qualifications & Proposal (RFQ/RFP) from certified public accountants and/or accounting firms ("Consultant") to maintain the Agency's bookkeeping and accounting system for the period of August 1, 2010 through June 30, 2011, with an opportunity for two (2) one-year extensions.

GENERAL INFORMATION

The Measure J Traffic Congestion Relief Agency (TRAFFIX) is requesting proposals and qualifications from qualified certified public accountants and/or accounting firms to maintain the Agency's bookkeeping and accounting system for the period of August 1, 2010 through June 30, 2011.

DESCRIPTION OF THE GOVERNMENT AGENCY

Overview

The Measure J Traffic Congestion Relief Agency, known as TRAFFIX, is an independent joint powers authority. Formed in October 2008, TRAFFIX was established to provide student transportation services in the San Ramon Valley for the purpose of reducing traffic congestion.

As a Joint Powers Authority (JPA), TRAFFIX's member agencies include the Town of Danville, City of San Ramon, County of Contra Costa and the San Ramon Valley Unified School District. Operations began in the 2009/2010 School Year.

The Agency is a public entity separate and distinct from the municipalities and school district with a 7-member board of directors comprised of officials from the member agencies' governing boards. TRAFFIX's day-to-day operations are managed by the Technical Advisory Committee (TAC) comprised of member agency staff, and a contract program manager. In fiscal years 2008/09 through 2009/10, the Town of Danville serves as the chair and the City of San Ramon serves as the vice-chair for the TAC. The City of San Ramon serves as Treasurer for the Agency.

Financial Tracking

The Agency's accounts are managed and tracked using Intuit QuickBooks Online software.

Volume of Financial Activity

TRAFFIX's volume of financial activity is small compared to other governmental entities. Nearly all transactions automatically synchronize daily between TRAFFIX's banking institution and the QuickBooks Online register. The monthly activity between both accounts average sixty (60) transactions per month. This includes approximately fifty (50) automatic deposits from student bus pass sales, two (2) checks received and eight (8) checks issued each month.

SCOPE OF WORK

The accountant would be responsible for maintaining TRAFFIX's banking account(s), including:

- Maintain monthly bookkeeping (reconciling the QuickBooks Online banking registers with the banking account statements, to meet requirements of the Agency's independent auditors);
- Prepare monthly Profit & Loss Statements and Balance Sheets (printed out from QuickBooks Online);
- Prepare the annual Financial Report (working with the TRAFFIX Treasurer);
- Collect checks from customers (approx. 6 per year) once a month and mail to TRAFFIX's banking institution for depositing; and
- Write checks to vendors (approx. 2-4 per month) twice a month, mail to TRAFFIX Treasurer for signature, received signed checks and mail to vendor as payment.

SELECTION CRITERIA

The successful Contractor will be selected based on a combination of technical qualifications and price. A Selection Committee consisting of member agency staff will evaluate the proposals submitted.

During the evaluation process, TRAFFIX may request additional information or clarifications from the proposers. The Agency reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal was selected.

PAYMENT FOR SERVICES

This is an annual service contract. The Contractor shall be paid for services rendered and invoiced each month, unless otherwise agreed upon between the Agency and the Firm. Proposers are expected to estimate the price for services per year and complete Form B: Pricing Summary.

TERM OF CONTRACT

The contract would be valid for one year (July 2010 through June 2011), with the ability to allow for two (2) one-year extensions upon mutual agreement of the Agency and the Contractor.

INSURANCE COVERAGE

The selected Contractor shall be required to procure and maintain automobile liability of \$300,000 or greater for each occurrence and \$100,000 or greater per person for bodily injury and property damage. If the Contractor hires any employees, Worker's Compensation as required by the State of California, and Employers' Liability Insurance, one million dollars (\$1,000,000) per accident for bodily injury or disease.

RESPONSE FORMAT

All submittals shall include the following information:

- 1. Form "A" – Applicant Information:** Please complete all fields listed in Form "A" describing information about the Contractor.
- 2. Form "B" – Price Summary:** Please complete all fields listed in Form "B." The price summary shall include an estimate of the cost for services. It should also include a fee scale or hourly rate for development of additional site functions.
- 3. Description of Experience and Qualifications:** Provide a description of your firm's experience, training and educational and professional background of your firm's staff. This should include any relevant information in providing professional accounting services for a government entity.
- 4. References:** Please provide at least three professional references (past clients or employers) relevant to this type of service.

DEADLINE AND DELIVERY

All RFQ/RFP responses must be submitted via e-mail in a single PDF file (preferred method to save resources) or postal mail to the following address:

E-Mail (preferred): nrojanasathira@ci.danville.ca.us

Postal Address:

Measure J Traffic Congestion Relief Agency (TRAFFIX)
Attn: Nat Rojanasathira
510 La Gonda Way
Danville, CA 94526

The deadline for the submittal is **June 30, 2010 at 4:00 p.m., Pacific Time**. Submittals received after the deadline will not be accepted. Proposals submitted via e-mail will be acknowledged within one business day.

CONTRACTOR SELECTION SCHEDULE

The successful Contractor shall be selected based on a combination of relevant past experience, qualifications and the cost proposal.

Milestone	Date
Release RFQ/RFP	June 10, 2010
Proposals Due	June 30, 2010
Interviews with Firms	Week of July 5, 2010
Successful Firm Selected Contract Term Begins	Week of July 26, 2010

CONTACT

Any questions on this Request for Qualifications/Request for Proposals (RFQ/RFP) shall be directed to:

Nat Rojanasathira, Measure J Traffic Congestion Relief Agency (TRAFFIX)
E-Mail: nrojanasathira@ci.danville.ca.us
Telephone: 925.314.3382



FORM A
Applicant Information

Applicant Last Name (if individual is applying)		Applicant First Name		Applicant Middle Name	
Other Names Applicant is known by (if individual is applying)					
Applicant Business Name (if a Contractor is applying)					
Applicant Business Representative Name (if Contractor is applying)					
Applicant Address			City		State
					ZIP Code
Phone ()		Fax ()		Mobile ()	
E-Mail Address					

FORM B
Price Summary

Annual Cost Estimate	\$
Hourly Rate (Please specify if hourly rate varies depending on staff):	\$