



REQUEST FOR QUALIFICATIONS & PROPOSAL BOOKKEEPING AND ACCOUNTING SERVICES

The Tri-Valley Transportation Council (TVTC) 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 January 1, 2011 through June 30, 2012, with an opportunity for two (2) one-year extensions.

GENERAL INFORMATION

The Tri-Valley Transportation Council (TVTC) 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 January 1, 2011 through June 30, 2012.

DESCRIPTION OF THE GOVERNMENT AGENCY

Overview

The Tri-Valley Transportation Council (TVTC) is an association of seven (7) municipalities formed to provide for the joint preparation of a regional transportation plan; a forum to review, plan and coordinate the implementation of transportation facilities; and a framework to enact a Tri-Valley Transportation Development Fee (TVTDF), a uniform regional fee on development within the Tri-Valley for the purposes of resolving regional traffic problems.

TVTC's member agencies include the Town of Danville, City of San Ramon, City of Dublin, City of Pleasanton, City of Livermore, County of Contra Costa and County of Alameda. It is comprised of elected officials from the member agencies' governing councils and boards. The TVTC's day-to-day operations are managed by the Technical Advisory Committee (TAC) comprised of member agency staff, with a lead agency that services as the Chair on a rotating basis.

The TVTC's accounts are currently managed and tracked by one of its member agencies, the City of San Ramon, serving as Treasurer.

Volume of Financial Activity

TVTC's volume of financial activity is small compared to other governmental entities. The annual activity in the TVTC account is approximately 28 deposits (4 quarterly deposits from each of the seven member agencies), and historically an estimated 1-4 withdraws per year.

SCOPE OF WORK

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

- Maintain monthly bookkeeping;
- Prepare monthly Profit & Loss Statements and Balance Sheets;
- Prepare the annual Financial Report (working with the TVTC Treasurer and TAC);
- Receive invoices from contractors (approx. 6-12 per year), generate checks for proper signature authorization through the TVTC Treasurer ; and
- Generate checks to designated agencies (approx. 1-4 per year), and mail to TVTC Treasurer for signature and disbursement, as outlined in the TVTC financial transaction process.

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, TVTC 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 eighteen-month 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 eighteen months (January 2011 through June 2012, to align with the fiscal year), 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): adillard@danville.ca.gov

Postal Address:

Tri-Valley Transportation Council (TVTC)
Attn: Andy Dillard
510 La Gonda Way
Danville, CA 94526

The deadline for the submittal is **November 19, 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	October 19, 2010
Proposals Due	November 19, 2010
Interviews with Firms	November 30 – December 2, 2010
Successful Firm Selected	December 2010
Contract Term Begins	January 2011

CONTACT

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

Andy Dillard, Tri-Valley Transportation Council (TVTC)
E-Mail: adillard@danville.ca.gov
Telephone: (925) 314-3384

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):	\$