

Lake Tyee

(A Washington State non-profit Corporation)

REQUEST FOR PROPOSAL (RFP)
TAX, ACCOUNTING AND BOOKKEEPING SERVICES

LAKE TYEE
4571 BURPEE HILL ROAD
CONCRETE, WA
98237

MAY 28TH, 2022

TABLE OF CONTENTS

1.	SUMMARY AND BACKGROUND	2
2.	PROPOSAL GUIDELINES.....	2
3.	PURPOSE AND DESCRIPTION.....	3
4.	SCOPE OF CONTRACT	3
5.	REQUEST FOR PROPOSAL AND TIMELINE	4
6.	FEEES.....	5
7.	BIDDER QUALIFICATIONS	5
8.	PROPOSAL EVALUATION CRITERIA	6

1. SUMMARY AND BACKGROUND

Lake Tyee is currently accepting proposals to provide off-site tax, accounting and bookkeeping services. We are approaching the end of a three-year contract (2 year contract plus one year renewal) on August 31st for these services and our Bylaws require us to re-bid the contract.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Lake Tyee wishes to proceed.

The Lake Tyee RV Community was incorporated in 1974. It has been operating and active since the community's inception. We are located in the forestry Zone of Skagit County and are permitted as a planned unit recreational development. Lot owners, their families and guests, may use the facilities and common property. Each individual lot may be used for vacation and recreational camping purposes only for a period not to exceed 210 days per year. The Lake Tyee recreational community is over 520 acres and has 886 individual lots. We are one of Washington's largest ownership RV communities. Our community is nestled in the North Cascade Range foothills, four miles north of Concrete, Washington. The level of our 55-acre lake is approximately 900 feet above sea level, and is in the lowest section of a basin, which is surrounded on the northeast and south by slopes cresting 200 to 250 feet above the lake. The majority of our individual deeded sites are circles of either 50' or 60' in diameter. There are also a number of rectangle-shaped lots of different sizes, as well as some pie-shaped lots. When you purchase a lot in the Lake Tyee Community, you become a voting member and are subject to the dues, charges and assessments levied by the Association. Their purpose is to maintain common areas, enforce restrictions and covenants, collect charges and assessments, and pay taxes and expenses for the operation of Lake Tyee.

Lake Tyee has approximately eight full-time, four part-time staff and three seasonal staff, including a full-time manager, administrative and maintenance staff.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm PST June 24 2022. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Lake Tyee legal representatives and will include scope, fixed monthly fees, additional costs, schedule and other necessary items pertaining to the tax, accounting and bookkeeping services.

3. PURPOSE AND DESCRIPTION

The purpose is as follows:

Lake Tyee needs to ensure the accuracy and timeliness of our monthly financial reports, lot owner monthly statements, and employee bi-weekly payroll and government filings.

Description:

Lake Tyee currently has off-site tax, accounting and bookkeeping services provided by a Washington State accountant. Our current contract ends September 1st, 2022. Yearly audit services are provided by a different Washington State CPA firm. Lake Tyee maintains a full-time bookkeeper on staff. Lake Tyee bookkeeping currently uses Quickbooks online software in conjunction with Bill.com and Method.

Lake Tyee will accept bids that continue to use Quick Books software as well as bids that propose using other accounting software. Bids that propose using software other than Quickbooks must state the software to be used and address the conversion from Quickbooks.

4. SCOPE OF CONTRACT

Lake Tyee is seeking a provider to perform the following tax, accounting and bookkeeping functions starting September 1, 2022:

**Lake Tyee
Scope of Off-Site Tax, Accounting and Bookkeeping Services to Be Performed**

MONTHLY

1. Accountant verifies bank statements and bank account(s) reconcile.
2. Accountant receives electric meter readings from Lake Tyee and imports charges into Accounting Software
3. Accounting Software automatically creates lot owner charges for member dues at the beginning of the month
4. Accountant makes month-end entries to close the books (depreciation, amortize prepaid insurance, etc.).
5. Around the 10th of the month, accountant prepares and emails monthly financial statement to the board consisting of Balance Sheet, Condensed Balance Sheet (not showing detailed

lots under foreclosure), Income Statement, YTD income statement, Cash Flow Statement, Budget vs. Actual report, Detailed lot owner receivable aging report, detailed vendor aging report, prepaid assessments, and bank reconciliation reports (which include copy of bank statements).

6. After treasurer review of the books of accounts, around the end of the month, accountant prepares (a) fixed assets and depreciation schedule; (b) lots owned by Lake Tyee schedule; (c) Equity summary; and (d) Allowance for bad debts schedule.
7. After making the appropriate entries for the month, accountant forwards a package to the treasurer consisting of Balance Sheet, Equity Summary, and Budget vs. Actual report, Cash Flow Statement, Fixed Assets Schedule, Lots Owned by Lake Tyee schedule, and Allowance for bad debts schedule.

QUARTERLY

1. Accountant prepares and files sales tax reports with WA DOR
2. Accountant makes appropriate entries in Accounting Software

ANNUAL

1. Accountant assists the treasurer in the preparation of annual budget
2. Accountant cooperate and assist the external auditors with the audit

5. REQUEST FOR PROPOSAL AND TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5pm PST June 24 2022

Evaluation of proposals will be conducted from June 27th, 2022 through July 8th, 2022.

If additional information or discussions are needed with any bidders during this 10-day window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than July 22,2022.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by August 5th, 2022.

Notifications to bidders who were not selected will be completed by August 12, 2022.

Service Contract Timeline:

Contract will be for two years plus the option for a one-year extension.

6. FEES

All proposals must include proposed costs to complete the tasks described in the Scope of Contract. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

Daily, Monthly, Quarterly and Annual	NRC	MRC
Additional services requested	NRC	MRC
Out-of-pocket costs	NRC	MRC
Other (to be specified)	NRC	MRC

NOTE: All costs and fees must be clearly described in each proposal.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in providing tax, accounting and bookkeeping services to Homeowner Associations
- Description of experience with Quick Books Accounting Software proposed in bid
- List of how many full-time, part time, and contractor staff in your organization

- Testimonials from past clients on providing tax, accounting and bookkeeping services
- Anticipated resources you will assign to this contract (total number, role, title, experience), including professional accounting designations if applicable

8. PROPOSAL EVALUATION CRITERIA

Lake Tyee will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this contract
- Previous work: Bidders will be evaluated on examples of their work pertaining to tax, accounting and bookkeeping as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this contract
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit their proposal to treasure@laketyee.org or the address below by June 24, 2022 at 5pm PST:

LAKE TYEE
ATTENTION: MA
4571 BURPEE HILL ROAD
CONCRETE, WA 98237