

REQUEST FOR PROPOSALS

To Provide Certified Public Accountant (CPA) Services to the

**State Environmental Improvement and  
Energy Resources Authority**

October 7, 2019

IMPORTANT DATES

Due Date for Questions/clarifications:      October 11, 2019

Due Date for Proposals:                              October 25, 2019

## Request for Proposals for Certified Public Accountant Services October 7, 2019

The State Environmental Improvement and Energy Resources Authority (EIERA) is seeking the services of a Certified Public Accountant. We invite you to submit a proposal to perform accounting services for the EIERA for the fiscal years 2020 and 2021 (July 1, 2019 - June 30, 2021), with an optional three year renewal period. Proposals will be due electronically no later than 12:00 p.m. (noon) Friday, October 25, 2019.

The EIERA is a “body corporate and politic” quasi-governmental entity created by and organized under Chapter 260 of the Revised Statutes of the State of Missouri.

The EIERA employs an internal accountant whose duties include, but are not limited to, processing payments, processing receipts, creating and submitting invoices for payment of receivables and coordinating transfer of funds between accounts for all aspects of the EIERA. EIERA’s accountant is responsible for recording the transactions in the software with correct account codes and the transfer of information to our CPA within a few days following the end of each month. Payroll services are now provided through the State of Missouri Accounting System.

The CPA is expected to process the month and return a draft general ledger within a week for review. EIERA management is responsible for approving payments, signing checks, investing EIERA funds, coordinating and providing staff support for annual audits, transferring funds, reviewing general ledger drafts, reviewing financial statement drafts and certain payroll functions including determining the quarterly allocation of each staff members’ salary to various revenue sources and informing the CPA of any changes to payroll. It is expected that these duties will continue through the term of the anticipated contract.

The EIERA currently uses CS Professional Suite – Accounting CS by Thomson-Reuters as its bookkeeping software. It is anticipated that EIERA would continue with this software if possible. Our current CPA has remote access to Accounting CS to securely access our accounting records. If it is not possible to accomplish this, then new software would need to be vetted and purchased based on compatibility with the new CPA’s software. It is anticipated that historical data would be migrated into any new system.

The EIERA has approximately \$1.0 Billion in revenue bonds issued and outstanding. These funds are maintained and tracked by various trustee banks. It is not contemplated that CPA services for the EIERA will include work relating to such bonds.

CPA services will include the preparation of separate quarterly financial statements in accordance with Generally Accepted Accounting Principles, including applicable governmental accounting standards. Currently, the EIERA is using multiple locations and departments to segregate their different revenue sources. The following quarterly financial statements are needed:

1. General EIERA operations (Authority fund). The EIERA maintains several accounts for its general operations and has funds invested in various instruments. EIERA income

is derived primarily through issuance fees assessed and received at closing from entities financing projects through the issuance of EI ERA bonds and from the reimbursement of staff time and other expenses for services provided to the Department of Natural Resources (accounted for quarterly). Other sources of income include application fees for bond issuance (paid at the time of application for financing), investment earnings (payment timing varies based upon the instrument) and other reimbursed expenses in relation to specific programs (accounted for quarterly). Expenses include typical office-related transactions for overhead, staff and service providers.

2. Missouri Market Development Program. The EI ERA provides financial and technical assistance to Missouri businesses producing products from recycled materials through the Missouri Market Development Program (MMDP). One bank account (separate from other EI ERA accounts) is maintained for the MMDP. Funding for the MMDP is through the Department of Natural Resources' Solid Waste Management Fund and is provided on a quarterly reimbursement basis. MMDP expenses include financial assistance to businesses, typical office related expenses, payments to service providers and reimbursement to the EI ERA for MMDP staff salaries and fixed overhead costs.
3. Weatherization Program. The EI ERA administers a fund created, pursuant to a settlement of an administrative action, by six investor owned utilities to provide weatherization assistance in their service territories. One bank account (separate from other EI ERA accounts) is maintained for the Weatherization Program. The Weatherization Program receives one deposit per year from each utility. Other income is limited to investment earnings. Expenses include payments to various individual community action agencies, as well as accounting, legal and banking fees which are prorated between the utilities depending on the remaining balance of their accounts.
4. Missouri Brownfields Revolving Loan Fund (BRLF). The EI ERA provides loans and grants to entities to remediate environmental contamination. One bank account (separate from other EI ERA accounts) is maintained for the BRLF. Funding for the BRLF is primarily through a grant from the US EPA and is provided on a quarterly reimbursement basis. Other funding sources include matching funds equal to 20% of the EPA grant provided by the Authority and repayment of prior loans. BRLF expenses are paid from Authority funds which are reimbursed to the Authority once per quarter. BRLF expenses are assigned accounting codes indicating the type of expense, the source (federal, match or repayments) of funds to be used and whether they are for hazardous substance or petroleum work. BRLF expenses include financial assistance to projects, typical office related expenses, staff and payments to service providers.

The following documents will also be posted on the EI ERA website with this RFP for reference:

- Fiscal Year 2018 budgets for the Authority Operations, Missouri Market Development Program and Brownfields Revolving Loan Fund
- Fiscal Year 2018 audited financial statements
- Fiscal Year 2018 general ledger

It is expected that the financial statements for each program will be completed no later than 30 days following the end of each quarter.

In addition to periodic financial statements, the EIERA expects its CPA to offer advice and recommend necessary training as needed for EIERA in matters relating to bookkeeping/accounting practices, systems, software and related matters. Further, certain schedules, descriptions and other materials will need to be prepared, transmitted to and if needed explained to the EIERA's auditors each year. A copy of the most recent EIERA audit report is attached hereto as Exhibit I.

The EIERA is seeking proposals for the performance of the CPA services described above. Please submit your fee structure in the following format, including an estimate of hours needed to complete each item:

1. Fixed monthly fee for maintaining the monthly general ledger and working with EIERA staff to advise on any necessary changes;
2. Fixed quarterly fee for preparing quarterly financial statements for the general operations of the EIERA;
3. Fixed quarterly fee for preparing quarterly financial statements for the MMDP;
4. Fixed quarterly fee for preparing quarterly financial statements for the Weatherization Program;
5. Fixed quarterly fee for preparing quarterly financial statements for the BRLF;
6. Hourly rate for consultation, training and audit assistance (other than the initial orientation/system startup);
7. Fixed hourly rate for 1099 preparation for all required vendors;
8. Total cost for any necessary accounting/bookkeeping software, including hourly rate for training; and
9. The amount and timing of any inflationary adjustments over the term of the contract.

In addition to the activities described above, please describe your firm's experience providing accounting services, including providing such services to government and quasi-governmental entities; list the staff to be assigned to provide accounting services to the Authority noting their qualifications and experience as it relates to the needs of the Authority as well as their accessibility to Authority staff; the accounting/bookkeeping software required; and a description of your proposed transition plan and orientation to be provided to EIERA staff. Describe your firm's commitment to female and minority employment opportunities and note whether your firm is a W/MBE. Please provide the name and telephone numbers of three references.

Please note that cost will be an important consideration, but not the sole determining factor, in proposal evaluation. Proposals will be evaluated on a number of factors including the experience and qualifications of the firm and staff assigned as they relate to the EI ERA, the proposal's demonstration of an understanding of the EI ERA and its needs as well as the transition plan and complexity. It should be noted that points may be deducted if the proposal is non-responsive in any area.

To be considered, an electronic copy of your proposal must be received in our office by no later than 12:00 p.m. (noon) on Friday, October 25, 2019. Proposals should not exceed 10 pages (inclusive of cover pages, tables of contents, introductory letters, appendices and all other items) and should be e-mailed to us at: [EI ERA@eiera.mo.gov](mailto:EI ERA@eiera.mo.gov). If you do not receive a confirmation of receipt by noon of the business day following your submittal, contact us at (573)751-4919.

If you have any questions regarding this solicitation, please e-mail them to [EI ERA@eiera.mo.gov](mailto:EI ERA@eiera.mo.gov). All questions must be submitted by noon on Friday, October 11<sup>th</sup>, and the responses will be available for viewing as soon as practical, but no later than noon on Monday, October 14, 2019, via a link on the Authority's website at [www.eiera.mo.gov](http://www.eiera.mo.gov). Questions submitted after the deadline will not be answered. Additional clarification or responses to questions unanswered at the pre-bid meeting will also be posted by this date.

It is each potential proposer's responsibility to check the website for responses to questions and RFP revisions. We will not be sending questions and responses or RFP revisions to individual firms. Do not contact EI ERA Board Members, Staff or the EI ERA's current CPA directly. Questions must be submitted to the EI ERA in the manner described above.

It is anticipated that selection of the CPA will occur during November 2019, although a meeting to finalize a staff recommendation, if any, may not occur until December 2019.

The EI ERA reserves the right to cancel this solicitation, reject any or all proposals, request additional information, select any proposal and negotiate with the firm which meets the EI ERA's needs regardless of the estimated costs in proposal. The EI ERA is not liable for any costs incurred by parties submitting proposals.