

# **TRANSPORTATION AUTHORITY OF CALHOUN COUNTY**

## **REQUEST FOR PROPOSALS: RFP #03-2025**

### **ACCOUNTING AND FINANCE SERVICES**

***RFP Deadline: March 14, 2025, at 5:00 PM.***

#### **OVERVIEW**

The Transportation Authority of Calhoun County was established in 2023 by the Calhoun County Board of Commissioners under Public Transportation Authority Act 196 of 1986. Voters in the Cities of Albion, Battle Creek, Marshall, and Springfield approved a ballot proposal on November 5, 2024, to levy a millage to provide public transportation services in and between the four cities.

The Transportation Authority of Calhoun County Board now seeks the services of a firm or individual engaged in Accounting and Finance. The initial term of contract will be until September 30, 2025. Extensions may be approved by the Board.

The Accounting and Finance Services vendor will report to the Board and shall act as an administrator over Authority Accounting and Finance functions while working closely with the Board, Executive Director and other staff. The Executive Director and staff will be hired in the next several months. Proposals require the individual/firm who is contracted for Accounting and Finance Services to be a vendor, in good standing, with the State of Michigan.

#### **PROPOSAL REQUIREMENTS**

The proposal response must include the following sections:

Section 1 - Vendor history and experience; municipal Accounting and Finance preferred

Section 2 - Evidence of past performance that best matches this proposal's requirements

Section 3 - Summary of experience and knowledge of the required responsibilities

Section 4 - Map\Describe Accounting and Finance related activities for the contract

Section 5 - Fee schedule with hourly rates for performing specific functions

#### **Section 1 - History and Experience Requirements**

If the proposal is from a firm, describe the firm, including the year established, the size, office location(s), experience in municipal and Transportation Authority Accounting and Finance services, and a list of other municipal and Authority clients.

If the proposal is from an individual, please describe your experience in municipal and Transportation Authority Accounting and Finance services, and a list of other municipal and Authority clients.

## **Section 2 - Individual Resume, Biography and Availability Requirements**

Include a resume and cover letter from the individual or main firm representative seeking the Accounting and Finance Services contract. Address the cover letter to the Transportation Authority of Calhoun County Board and include a biography and availability. Demonstrate evidence of past performance that best matches this proposal's requirements.

## **Section 3 - Required Responsibilities Requirements**

The contracted vendor will be responsible for a full suite of services including but not limited to meeting attendance, bookkeeping, budget creation, projections, estimates, reconciliation, GAAP and FTA financial reporting schedules and standards, federal and state grant accounting, tax reporting and audit support, operational strategy development, financial systems support, and Board support resources.

Summarize your experience or capacity in providing the above-mentioned requirements. Include a full-service menu of vendor capabilities, information, samples, and references of similar scopes of work, including client redacted schedules, and financial systems overview.

Proposing individuals/firms should include a timeline for immediate deployment of resources and how quickly upon award work could begin.

## **Section 4 - Map\Describe Accounting and Finance related activities for the contract**

Map or describe how you would successfully complete the required Accounting and Finance responsibilities in Section 3. Provide details of the tools needed to perform the necessary functions to meet both GAAP and FTA requirements. Include your interactions with the Authority Board and Executive Director.

## **Section 5 - Fees Requirements**

Provide a fee schedule for additional support or operational staff, if applicable and an hourly rate for performing the required Accounting and Finance functions. Fees and Rates are negotiable with the successful applicant(s).

## **PROPOSAL SUBMITTAL**

***Proposals will be accepted until 5:00 PM EST on March 14, 2025.***

Proposals can be submitted electronically as a PDF to Authority Board Vice- Chairperson Tom Tarkiewicz by emailing [TomTarkiewicz@gmail.com](mailto:TomTarkiewicz@gmail.com) or mailing three (3) copies of the proposal to Tom Tarkiewicz 506 Forest Court Marshall, MI 49068. The Board will review

proposals and additional requirements and may request an in-person interview.

Questions may be addressed to Board Vice-Chairperson Tom Tarkiewicz by emailing [TomTarkiewicz@gmail.com](mailto:TomTarkiewicz@gmail.com) or calling 269-967-4949.

The Transportation Authority of Calhoun County is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.