

SCOPE OF SERVICES

GENERAL DESCRIPTION

The Port of Chelan County is soliciting Statements of Qualifications ("SOQs") from qualified Certified Public Accountant (C.P.A.) firms (hereafter "Firm" or "Firms") to provide certain professional services for and on behalf of the Port, particularly in the area of payroll, vouchers and warrants, cash management functions including coordination with the county treasurer, assistance with securing appropriate financing through bonding or other means, preparation of annual budgets and quarterly reports, preparation of annual compiled financial statements, liaison with the State auditor's office, oversight on Port real estate leases, as well as day-to-day accounting and financial support for Port staff. The Port of Chelan County's enterprises include the Confluence Technology Center which is jointly owned with Chelan County PUD; the Pangborn Memorial Airport which receives regular federal and state grant awards and is jointly owned with Port of Douglas County; and Lake Chelan Airport which is jointly owned with the City of Chelan. Firms must demonstrate technical expertise, flexibility and availability to meet the multi-faceted accounting needs and support demands of the Port of Chelan County. The Port of Chelan County Commission is the Governing Board for Pangborn Memorial Airport, and the Governing Board will enter into a separate agreement with the "Firm" consistent with the scope of services.

Project Description

The possible services the Port and the Firm may from time to time, agree upon, may include the following:

- (a) *Payroll assistance including processing monthly payroll in the client's version of QuickBooks, and processing Section 125 plan claims to provide assistance as needed in the administration of employee benefit programs. The Port is a public agency with PEBB benefits.*
- (b) *Review and approval of vouchers and warrants.*
- (c) *Cash management functions and coordination with the Chelan County Treasurer's office.*
- (d) *Assistance with securing appropriate and competitive financing when needed through bonding or other means.*
- (e) *Preparation of the annual budget and quarterly actual versus budget reports.*
- (f) *Preparation of annual compiled financial statements.*
- (g) *Act as the Port's liaison with the State Auditor's office on the bi-annual state and annual federal audits as they occur.*
- (h) *Assistance, guidance and oversight on Port real estate leases.*
- (i) *Regular review of QuickBooks to determine appropriate classifications of accounts.*
- (j) *Provide accounting and financial assistance and/or support to Port commissioners and staff as needed.*
- (k) *Preparation of multi-year financial forecasts.*

Statements of Qualifications must include:

- Letter of interest

- Identification and resumes of personnel who would be directly involved in services provided to the Port; and certifications of said personnel relating to accounting at a minimum.
- Experience of the Firm with providing accounting services specifically to public sector clients.
- Requests by the Port most often times need a very timely response: Please discuss the Firm's ability and commitment to respond to short time frames with little advance notice, and how the Firm's current and projected workload may impact services requested by the Port
- Reference owner and client contacts from recent similar contract services
- Identify the point person who will act as the contact between the firm and the Port. This person will be expected to attend Port commission meetings and make occasional presentations.
- Schedule of rates for payroll and accounting services as outlined including annual financial statement preparation.
- Additional information may be required during the evaluation phase.

Selection Process and Criteria

Deliver hard copy submittals to: Attn: Judy Bradford, PORT OF CHELAN COUNTY, 238 Olds Station Rd., Suite A, Wenatchee, WA 98801; and electronic submittals to info@ccpd.com.

ALL SOQ submittals must be received by 5:00 PM, FRIDAY, SEPTEMBER 9TH, 2016.

The selection of the Firm may involve a three-step process:

1. A Selection Committee comprised of one Port Commissioner and Port and Pangborn Memorial Airport staff will review all SOQs that are timely submitted. After evaluating submittals received and checking references, the Committee will recommend one or more Firm(s) for interview by the Selection Committee.

All submitting Firms will be notified of the recommendation(s).

2. Recommended Firms will be invited to present their approach to serving the needs of the Port of Chelan County for accounting services.
3. Following the interviews, a final recommendation will be made to the Board of Commissioners at an open public meeting.

Evaluation Criteria

The Selection Committee will examine all items submitted. The Committee may request clarifications or other information before or during the interviews to enable the Committee members to better understand the capabilities of the Firm.

The Port of Chelan County encourages the utilization of Minority Business Enterprises and Women's Business Enterprises in obtaining consultant services.

Estimated time Schedule for submittal of Statement of Qualifications:

SOQs will be due by 5pm September 9th, 2016
 Short list Determination by September 16th, 2016
 Interviews: September 19th – September 23rd, 2016
 Contract Award: Thursday, October 27th, 2016