



## **Request for Quote (RFQ): Bookkeeping Services for Grimsby Downtown BIA**

Date Issued: May 13th 2024

Deadline: June 15th, 2024

RFQ Number: GDBIA0022024

### **Introduction**

The Grimsby Downtown Business Improvement Area (BIA) is seeking proposals from qualified bookkeepers for monthly bookkeeping services. This RFQ outlines the requirements and expectations for services from July 1st, 2024, to June 30th, 2025. The contract may be eligible for annual renewal, subject to the approval of the BIA Board, contingent upon a satisfactory performance evaluation reflecting a year of commendable service.

### **Background**

The Grimsby Downtown BIA is a local board of council dedicated to enhancing and promoting the downtown area as a vibrant and inclusive commercial and cultural district. Our organization plays a pivotal role in community engagement, event planning, and economic development within Grimsby's downtown core.

### **Scope of Work**

The selected bookkeeper will be expected to provide comprehensive bookkeeping services, including but not limited to:

- Recording of financial transactions against budget
- Maintenance and reconciliation of financial records in QuickBooks Online.
- Preparation of monthly financial statements.
- Management of accounts payable and receivable.
- Liaison with the BIA's Treasurer and Board of Directors to ensure accurate and timely financial oversight.
- Assistance with the annual budget preparation and audit process.
- Other bookkeeping services as required
- Tax Preparation and Filing Assistance

The estimated time commitment is 1-3 hours per month. However, flexibility is required to accommodate periods of increased activity.

### **Qualifications**

Proposals will be evaluated based on the following qualifications:

- Certified bookkeeper with a minimum of 2 years of experience in bookkeeping.
- Proficiency in QuickBooks Online is mandatory.
- Prior experience with not-for-profit organizations is highly desirable.
- Excellent organizational, analytical, and communication skills.
- Ability to work independently and meet deadlines.
- Experience with municipalities considered an asset.

### **Proposal Submission**

Proposals must include:

- Your qualifications and experience, emphasizing your experience with not-for-profits and proficiency in QuickBooks Online.
- Hourly rate and estimated monthly costs.
- At least two references from previous clients, preferably from the not-for-profit sector.
- Proposals should be submitted via email to [amanda@grimsbydowntown.com](mailto:amanda@grimsbydowntown.com) with the subject line "Bookkeeping Services Proposal - [Your Name or Company]". The deadline for proposal submission is June 15 2024.

### **Evaluation Criteria**

Proposals will be evaluated based on the bookkeeper's experience, the relevance of their skills to the scope of work, cost-effectiveness, and references.

### **Terms and Conditions**

The Grimsby Downtown BIA reserves the right to reject any or all proposals or to accept any proposal that is considered in the BIA's best interest. The contract will be awarded based on the BIA's evaluation criteria and at the BIA's sole discretion. The selected bookkeeper will enter into a contract with the Grimsby Downtown BIA, outlining the terms of engagement, confidentiality, and data protection requirements.

### **Inquiries**

All inquiries related to this RFQ should be directed to [amanda@grimsbydowntown.com](mailto:amanda@grimsbydowntown.com)

We look forward to receiving your proposal and thank you for your interest in providing bookkeeping services to the Grimsby Downtown Business Improvement Area.