



REQUEST FOR INTEREST
March 1, 2024

BOOKKEEPING SERVICES

Town of High River Library Board
High River, Alberta

CLOSING DATE:
Monday, May 1, 2024 at 12:00 p.m. (Mountain Time)

Invitation to Proponents

The Town of High River Library Board (“High River Library”) is seeking a provider of on-site bookkeeping services to maintain complete and accurate records related to the library’s business operations.

Scope of Work

The contractor will organize documents for and prepare the following:

- Weekly data entry including daily sales entries and weekly bill payments
- Monthly financial reports including income statement and balance sheet
- Monthly bank and credit card statement reconciliations, with subsequent report generation
- Semi-annual GST filing and reporting
- Annual registered charity information return
- Annual WCB return and payment

The contractor will also prepare documentation for the High River Library’s annual review engagement.

Communications

The contractor will communicate with the Director promptly in writing to report any issues, irregularities, or uncertainties.

Professional Obligations

The contractor will have a strong working knowledge of QuickBooks. They will perform all services in accordance with generally accepted accounting practices and principles.

Review

The Director will meet with the contractor quarterly to review the quarter.

Term

The agreement will extend from May 15, 2024 to June 30, 2026 and may be renewed at the discretion of High River Library. High River Library may terminate the agreement upon 60 days written notice to the contractor if the library determines that service is unneeded, inadequate, or unsatisfactory.

Submission Requirements

Interested parties should submit an electronic response. Responses should include:

- A brief description of your personal background and experience or your company's background and experience.
- Statement of the services you or your company are able to provide including a summary of capacity and availability to perform the requested services.
- If you represent a company, identify the individual who will be responsible for supplying bookkeeping services and provide their résumé.
- A detailed outline of the anticipated cost based on the previously stated scope of work.
- One reference from a similar organization including a description of the proponent's experience in performing similar service.

Proponents may be asked to submit clarification or additional information pertaining to their past experience, qualifications or other information that High River Library might reasonably require.

Submission Guidelines

Interested parties are asked to submit responses via email by **12:00PM MST on May 1, 2024** to:

Mary Zazelenchuk , Director, High River Library, director@highriverlibrary.ca

This is an open and competitive process for qualified service providers. Responses must be signed by an authorized officer or agent of the group making the submission. Responses will only be accepted electronically. High River Library is not responsible for any submissions not received for any reason, such as, but not limited to, incorrectly used email, server issues, or spam filters.

High River Library reserves the right to reject all submissions at its sole discretion, accept a submission based on considerations other than cost, and waive or modify any provisions of this request for information.