

## Arch Cape Domestic Water Supply District

### REQUEST FOR PROPOSAL

1. Objective:

The Arch Cape Domestic Water Supply District is seeking to contract the services of an Administrative Assistant to provide support in bookkeeping, reporting, banking, and assistance to the Arch Cape Domestic Water Supply Board of Commissioners, Sanitary District Board of Directors, and District Manager.

2. Submission of Proposals

Proposals are due in the office of the Arch Cape Water District, Attention: Mr. Phil Chick, **by 3:00 p.m. on November 30th, 2016**. No late proposals will be accepted. No facsimile quotes are allowed.

3. Responsibilities of Administrative Assistant:

*See Scope of Services Attachment*

4. Contract Requirements:

- a. The selected proposer must agree to maintain accurate financial reports that conform to generally accepted accounting principles.
- b. The selected proposer must comply with all applicable Federal, State, County and local statutes, rules and funding criteria governing insurance, workers compensation, services and facilities.
- c. A copy of the Personal Services Agreement the selected proposer is expected to execute is attached hereto. A Proposer must notify District in writing of any exceptions to the Contract at the time of submission of its quote.

5. Proposal Contents:

Proposer is to provide one original and 2 copies of its proposal to the location and by the due date specified in Section 2 above. The proposal should address the following:

Demonstrate substantial experience performing this type of work.

- a. Submit a minimum of 3 references for existing contracts; References shall demonstrate a minimum of three (3) complete years of satisfactory service by Proposer to the Reference. References should include government entities of comparable size, with comparable facilities.
- b. Describe Proposer's program model and service strategy. Indicate clearly what the measurable service objectives and outcomes will be.
- c. Describe Proposer's pricing structure and fees and/or compensation required.

*Consideration will be given to proposals that demonstrate each of the following:*

- a. At least five (5) years experience in bookkeeping including accounts payable/receivable
- b. Prior experience with Quickbooks
- c. Prior experience with public funding mechanisms
- d. Prior experience working with and reporting through PERS
- e. Prior experience in Public Meeting and Public Records laws, minute taking
- f. Prior experience in Microsoft Excel and MS Word
- g. Prior experience with Oregon public water, sanitary, or Special Districts

The proposal shall further describe the proposer's abilities and experience in each of the following:

- a. Punctuality in managing customer accounts, Board requests, vendor billings.
- b. Ability to organize and manage data and records
- c. I.T. Skills
- d. Budgeting/Forecasting/Analysis Skills
- e. Customer Service

6. Protest:

Any person submitting a quote who disagrees with the selection decision must submit a written protest within 7 days of receipt of the notice of decision.

7. Reservation of Rights:

Arch Cape Water District reserves the right to:

- a. Reject any or all Quotes or any portion thereof, or to select the Proposal which, in its sole opinion, is in the best interest of the District. Proposals are subject to rejection if any omissions, conditional proposals, or irregularities of any kind exist.
- b. Accept a Quote and subsequent offers for Contract from other than the lowest cost proposed.
- c. Waive or modify any irregularities in Proposals received.
- d. Make the award to any Proposer whose Quote, in the opinion of management and the Board, is in the best interest of the District.

proposals may be submitted to:

Mr. Phil Chick  
Arch Cape Water District  
32065 East Shingle Mill Lane  
Arch Cape, OR 97102  
503-436-2790

**Deadline: Wednesday November 30<sup>th</sup> by 3pm**