Solicitation of Temporary Staffing for Bookkeeping Services
Statement of Work and Request for Proposals

Background and Statement of Work: The National Forest Foundation is seeking an entity to provide staffing for a part time, temporary bookkeeping position. Work is projected at 24 hours per week for 26 weeks, for a total of 624 hours.

Information Requested
If interested in this project, please provide a bid for the above statement of work by providing approach, work experience, and cost. Please also include your capacity for this project and efficiency in similar business service staffing projects in the past, if any.

This is a request for proposals only and quotations furnished are not offers. This request does not commit the National Forest Foundation to pay any costs incurred in the preparation of submission of the quotation or to contract for supplies or services.

General Specifications
(a) Description of Work – This Request for Proposals is for bookkeeping services, including the following:

1. Process receipts and contributions. Daily deposits of funds received. This includes maintaining the deposit upload spreadsheet, filing of appropriate documentation, and entry of cash receipts into Great Plains.

2. Process and reconcile weekly credit card receipts. Review weekly credit card report from our third-party credit card processor. Create upload file in Excel following the current standard format. Review each item for accuracy in revenue coding, date, name of donor and amount.

3. Process Accounts Payable. Enter, review and verify vendor payments and employee reimbursements. Attention to detail, accuracy and knowledge of correct expense coding is extremely important. Assist the Accountant in preparing analysis of payables ready for processing.

4. Provide outgoing grants and contract financial support. Review and process outgoing payments to grantees and contractors, ensuring completeness and accuracy of submitted information. Input project organizational and financial data for new agreements, perform financial closeout of completed projects, and file other project records.

5. Assist with quarterly Federal agreement reports and requests for reimbursement. Assist the Controller with filing, scanning and requesting reimbursements. This task is accomplished quarterly.

The Contractor shall identify which efforts and materials they can supply in terms of materials, labor, equipment, supplies, supervision, quality control, and incidentals required to complete the work described. The Contractor shall perform all work in a safe and conscientious manner.
(b) **Project Location**- Missoula, Montana in office, or virtual

(c) **Work Schedule**- Monday – Thursday, 9am – 3:30 pm Mountain Time.

### Pricing Schedule
Contactor shall price work according to the schedule below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping Services</td>
<td>Hr</td>
<td>$624</td>
<td>624 Hrs</td>
<td>$</td>
</tr>
</tbody>
</table>

### Other Project Requirements and Specifications
(b) **Specifications** – Placed bookkeeper shall be have with the following characteristics:

1. Associates degree, or a minimum of 5 years' bookkeeping experience.
2. Proven experience with computerized accounting systems, preferably Great Plains.
4. Ability to represent the NFF in a clear and professional manner through excellent written and oral communication skills, as well as excellent interpersonal skills at all levels.
5. Ability to effectively identify all components of a task, prioritizing and balancing them against the schedule of the Controller and NFF departments, as well as overall organizational needs.
6. Ability to be detail-oriented, double checking work to ensure accuracy.
7. Ability to work well, and be flexible, in a team-oriented environment.
8. Excellent organizational and time-management skills.

### Contractor Qualifications
(a) **References** – Please provide three references.

(b) **Past Experience** – Please provide a brief explanation of previous work experience in similar business service staffing projects in the past, if any.

### Insurance Requirements
Upon selection of the winning bid, chosen contractor will be asked to affirm that it has and shall maintain State minimum workers’ compensation insurance coverage for its employees, if any. The selected contractor shall also maintain broad form general liability, property damage, and automotive liability insurance in the minimum amount of $1,000,000 for bodily injury, death, or damage to property of any person and $2,000,000 for bodily injury, death, or damage to property of more than one person. The Contractor shall name NFF an Additional Named Insured and provide NFF with documentation evidencing such coverages.
Bid Submission
Submit bids via email to rhill@nationalforests.org by August 28, 2020.

Contractor Selection Process
The NFF will use the Evaluation Factors below to review each submitted bid. Based on the outcomes of that selection process, the NFF will notify successful and unsuccessful bidders by September 4, 2020 and will prepare a separate contract document.

Point of Contact
For questions about the details of producing the bid, please contact:

Robin Hill
National Forest Foundation Controller
(406) 598-4919
rhill@nationalforests.org

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