



HOBBY AREA DISTRICT

PO BOX 22167 • HOUSTON, TX 77227 • 713.595.1217

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The Board of Directors of Hobby Area District and its affiliated local government corporation, Hobby Area Improvement Corporation, seeks a proposal from a qualified, experienced public accounting firm to perform general accounting services for all funds according to generally accepted accounting principles for governments. Services shall include, but not be limited to, maintenance of the District's and Corporation's accounts and investments in accordance with all applicable board policies and state and federal laws; financial reporting; assistance with budget preparation and monitoring; investment monitoring and reporting; check preparation, account reconciliation, and monthly board meeting attendance.

The District Board meets regularly at 1:00 p.m. on the second Thursday of the month. The Board of the Improvement Corporation meets only as needed.

Specific services may be included in this RFP for guidance, but they are not intended to preclude proposers from recommending alternative solutions offering comparable or better performance or value.

Interested and qualified firms are invited to submit proposals, which will be accepted until November 20, 2020. Proposals should be addressed to:

Hobby Area District

Attn: Beth Strobe

8121 Broadway, Suite 199

Houston, TX 77061

Parcel Delivery, FedEx, UPS or DHL. No Hand Delivered Parcels will be accepted.

FORMAT: Five (5) hard copies

One (1) electronic in PDF Format



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Qualification proposal envelopes should be clearly labeled and indicate the following:

SEALED PROPOSAL [Accounting Firm Name]

ACCOUNTING SERVICES Request for Proposals

RFP SCHEDULE Request for Proposals Issued: October 20, 2020

Deadline to Submit Questions: October 27, 2020

Responses to questions due: October 29, 2020

Effective Start Date of Contract: January 1, 2021

Questions may be submitted via email to bstrope@hadistrict.org

BACKGROUND:

The Hobby Area District was Established in 2007 by the Texas Legislature, the Hobby Area District's mission is to establish and attractive, connected, talented and celebrated place to invest and live. The Hobby Area District is a *municipal management district* created by the Texas Legislature to promote and benefit commercial development and commercial areas, eliminate unemployment and underemployment, and develop or expand transportation and commerce by engaging in improvement projects or services that carry out a public purpose in the William P. Hobby Airport area and its nearby neighborhoods. The District receives annual revenues of approximately \$2 million. Its affiliated Improvement Corporation produces special events designed to publicize and market the District and Airport area. The District's mission is to keep residents, visitors, business, and property owners safe and secure. To enhance the landscape of the District with physical improvements. Our long-term vision is focused on transforming the Hobby Area District into a celebrated place where commerce and community thrive.



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PROPOSAL REQUIREMENTS:

1. Firm's Qualifications.
2. Qualifications and related governmental bookkeeping and accounting experience.
3. Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work.
4. Provide a listing of current governmental clients for which your firm is providing bookkeeping/accounting services.
5. Personnel Qualifications Provide sufficient information and related experience of personnel who will perform bookkeeping/accounting services for the Authorities Additional Information
6. Provide a monthly cost rate for bookkeeping services and a flat rate for end of year accounting services.

Bookkeeping Service Scope:

1. Input all transactions into the QuickBooks or similar software (transactions are generally under 75 per month), with information on revenue, expenses, and receivables.
2. Prepare the monthly reconciliation of all bank, vendor, bank cards and all other material accounts.
3. Maintain supporting documentation to monitor and detail all transactions.
4. Process payments for invoices in a timely manner and send all checks by secure mail delivery to the District's office for signature.
5. Attendance at all regularly scheduled district meetings
6. Management of the District's investments in accordance with all applicable board policies and state and federal laws.
7. Preparation of quarterly investment report.
8. Prepare monthly Comparative Statements of Financial Position and Statement of Activities reports.
9. Prepare any other reports or statements as requested by the Board or Executive Director.
10. Prepare all required tax filings for related entities and transactions.



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11. Prepare all 1099 and 1096 filings and any other federal, state or local tax filings as required.
12. Provide assistance to the Board and the Executive Director.
13. Input the adopted budget into the accounting software.
14. All other functions that may arise out of the normal course of business associated with reasonable bookkeeping duties.

Accounting Service Scope:

1. Review year end bank reconciliations for accuracy and completeness and prepare journal entries where appropriate.
2. Prepare investment schedules as of year-end and reconcile to the general ledger and prepare journal entries where appropriate.
3. Prepare detail of revenues, reconcile to general ledger, and prepare journal entries where appropriate.
4. Review detail general ledger and trial balance as of year-end and prepare and record appropriate journal entries.
5. Read board minutes for financial statement report footnote disclosure purposes.
6. Read any new contracts for financial statement reporting purposes.
7. Prepare detail schedule of capital expenditures incurred during the year and prepare journal entries to record these transfers where appropriate.
8. Perform search for unrecorded liabilities and prepare detail of accounts payable as of year-end from subsequent disbursements and related supporting documentation. Prepare journal entries to record accounts payable.
9. Prepare long-term debt schedules, if applicable and prepare appropriate journal entries.
10. Prepare financial report, including the MD & A, footnote disclosures and supplemental schedules as required by accounting standards generally accepted in the United States of America.



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Note that your firm may choose to respond to some elements in the Scope of Work, but not all. Please provide pricing for those services you are prepared to provide. Instructions for RFP Submission Prior to actual submission of proposals, any firm who wishes to meet with representatives of the District will be allowed to do so. All such meetings must be arranged in advance and any travel costs associated with such a meeting are the responsibility of the proposing audit firm. When the District has tentatively selected a firm's proposal, it may request an interview with that firm to clarify any unclear areas or discuss any prominent points concerning the proposal. Each firm choosing to submit a proposal should be willing to attend such an interview, if necessary, at its own expense. Based upon the District's proposal review, the proposal will be forwarded along with a recommendation for contract approval to the Board of Directors of the District. Upon that approval, a contract will then be executed. The District reserves the right to reject any and all proposals, and to waive any informalities in the proposals received whenever the District determines that such rejection or waiver is in its best interest.