



To: Certified Public Accounting Firms

From: Tulsa Development Authority
O.C. Walker II, Executive Director

Date: January 22, 2010

Re: Request for Accounting Services Proposal
Submission Deadline: Friday, February 15, 2010

The Tulsa Development Authority (TDA) is accepting proposals from certified public accounting (CPA) firms to provide tax service and a multitude of accounting functions for our organization in the future. We invite your firm to submit a proposal to us by February 15, 2010 for consideration. A description of our organization, the services needed, and other pertinent information follows:

Background of Tulsa Development Authority (TDA)

TDA is a non-profit, tax exempt, public entity whose purpose is to promote the revitalization of declining areas in the City of Tulsa and to encourage private reinvestment and economic growth through rehabilitation and redevelopment. Annual revenues range from \$26 million to \$28 million per year. The organization has two (2) fulltime employees at one location. The Authority TDA has a service agreement with the City of Tulsa to administer projects and program deliverables. TDA has a June 30 fiscal year end, and is required to prepare annual audited financial statements. Currently TDA has two (2) wholly owned subsidiaries which are both non-profit

In order to assist you in deciding whether or not you wish to submit a proposal, please request a copy of the following documents from our office:

- TDA Policies and Procedures
- Tulsa Development Authority, Financial Statements from 2008 to June 30, 2009

Mailing Address:
P.O. Box 480980, Tulsa, OK 74148-0980
Phone: (918) 592-4944

Street Address:
1216 N. Lansing Avenue, Suite A, Tulsa, OK 74106
Email: office @tulsadevelopmentauthority.org

Services to be performed

Your proposal is expected to cover the following:

1. Maintain TDA's financial records in accordance with best-practice accounting principles and per the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the U.S.
2. Meet with TDA's Board of Commissioners, Executive Director, and General Counsel as necessary.
3. Assist as necessary TDA's designated auditors in the preparation of the annual audited financial statements.
4. Prepare and present quarterly financial statements at regularly scheduled Board of Commissioners meetings.
5. Provide monthly financial statements including cash balance statements, detailed check registry reports, and investment statements.
6. Manage TDA's accounts payable.
7. Manage TDA's accounts receivable.
8. Prepare TDA's annual budget, and any budget amendments that are required.
9. Prepare and file all required tax forms for TDA and its subsidiaries.
10. Advise and recommend to the Board of Commissioners investment strategies.

Previous Accounting Services Provider

The City of Tulsa has been performing all accounting services for TDA. The Board of Commissioners is requesting proposals for these services from CPA firms in order to improve its control and management of its finances.

Additional Information

TDA is a subrecipient of the City of Tulsa for some federal grants and therefore various accounts or funds have been created to manage and document the use of these monies. The City of Tulsa has managed TDA accounting services since the mid-1980s. Currently the City of Tulsa has established twenty-one accounts for TDA. Fifteen of the twenty-one accounts are associated with federal grant funds and therefore have restrictions. TDA welcomes your comments, recommendations, and insights on how to best manage the grant funds. Although this RFP is primarily focused on outsourcing TDA's general fund operational accounting services to a CPA firm, the authority welcomes your input regarding management of the various federal grant funds.

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Information to Include in your Proposal

In responding to this request, please provide the following information:

- Detail your firm's experience in providing accounting and tax services for not-for-profit companies and/or governmental entities.
- Provide information on whether you provide services to any other associations, groups, or companies involved in economic development and rehabilitation.
- Discuss your firm's staffing, including education, certifications, experience and turnover rate within the last three years.
- Identify the in-charge accountant or manager who will be assigned to TDA's account if TDA chooses your firm in this process. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
- Provide your fee proposal including the individual billing rates of any staff who may be assigned to TDA's account. While alternative pricing structures will be considered, TDA strongly prefers a fixed fee price per month for these services.
- Provide the names and contact information for other similarly sized clients of the firm.
- Describe how and why your firm is different from your competitors and why selection of your firm as TDA's independent accountants is the best decision.
- Describe any instances in which your firm has lost a client due to an unresolved auditing or accounting matter within the last five years. Describe the process of attempting to resolve the issue.

Contract Requirements

Any accounting services agreement with a respondent will include:

- Performance measurements and targets
- Pricing
- Responsibilities of the parties
- Annual review process
- Insurance, bonds, licenses required annual appropriation clause
- Financial audit rights
- Termination clause
- General terms and conditions

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Evaluation of Proposals

All proposals will be evaluated upon these criteria:

- Experience and capabilities
- References from other CPA clients
- Qualifications of key personnel
- Management philosophy and plan for TDA
- Proposed pricing*

*While an alternative pricing structure will be considered, TDA strongly prefers a fixed fee price per month.

Special Terms and Conditions

1. All material as part of the response to this request for proposal shall be considered the property of Tulsa Development Authority.
2. Respondents will not be compensated for any expenses incurred in the process of responding to the RFP or, if requested, in submitting further information or appearing for an interview
3. No person shall be excluded from participation in, denied any benefits, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or any other basis prohibited by law.
4. All respondents shall comply with the Americans with Disabilities Act (ADA) and all proposals, and subsequent contract, if any, shall include the following:

“The respondent shall take the necessary actions to ensure its facilities are in compliance with the requirements of the Americans with Disabilities Act. It is understood that the program of the Respondent is not a program of activity of Tulsa Development Authority. The respondent agrees that its program or activity will comply with the requirements of the ADA. Any cost of such compliance will be the responsibility of the Respondent. Under no circumstances will the Respondent conduct any activity which it deems to not be in compliance with the ADA.”

5. TDA has the right to modify the proposal and final determination of services required as needed
6. Although it is the TDA’s intent to choose only the most qualified respondent to interview, TDA reserves the right to choose any number of qualified finalists for interview and /or final selection.

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Key Personnel:

For information you may seek in preparing your proposal contact:

Pam Lyle, Executive Assistant TDA (918) 592-4944
Office@tulsadevelopmentauthority.org

Request for additional information, visits to our site, review of prior financial statements and/or appointments with TDA's executive director should be coordinated through TDA's Executive Assistant, Pam Lyle. Her contact information is given above.

Please submit your response to this request for proposal by Friday, February 15, 2010 to the below address. Please submit two copies of your proposal.

Mail to:
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Deliver to:
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