MISSOURI PUBLIC TRANSIT ASSOCIATION REQUEST FOR PROPOSAL (RFP) FOR FINANCIAL REVIEW

Send Proposals to:

Kimberly Cella
Missouri Public Transit Association (MPTA)
kcella@mopublictransit.org
Subject line: Financial Review RFP
314.231.7272

Organizational Overview

The Missouri Public Transit Association (MPTA) is a statewide transit advocacy organization established in 1980 to provide a unified voice for the state's 32 public and specialized transportation providers. The association works to raise awareness about the importance of personal mobility, underscore the economic impact of public transit on Missouri's bottom-line, build ridership, address challenges and position transit as an investment priority. To learn more, visit www.MOPublicTransit.org or follow the association on Facebook, X, Instagram or LinkedIn. The organization's fiscal year runs January 1 through December 31. MPTA's annual operating budget is approximately $300,000.

The successful candidate/proposer will have demonstrated familiarity with accounting software applications including Quickbooks Premiere, current GAAP requirements, and Federal Cost Principles and Audit Requirements (2 CFR Part 200).

Project Description

The Missouri Public Transit Association is currently seeking proposals for a Financial Review of the association's finances for year-end. The goal will be to identify errors, anomalies, potential compliance issues and significant budget variances. The association has no staff and is operated through a management contract. The organization does have dues paying members.

Proposals

a. General Information
    a. Please include a cover sheet with the following information:
        i. Name of contractor/firm
        ii. Contact Person
        iii. Title
        iv. Mailing address
        v. Telephone number
        vi. Email

vii. Website if applicable

b. Organizational/Individual Overview & Qualifications
    a. Describe the firm, professional history, scope of practice
    b. Provide bios of proposed team with resumes attached
    c. Explain how firm is a good fit with MPTA, detailing experience with associations of similar size and scope
    d. Describe proficiency with Quickbooks Premiere

c. Proposed Work Plan and timeline
    a. Proposal to fulfill the scope of work and deliverables noted above
    b. Outline of key steps and persons responsible
    c. Your preferences and expectations working with a client

d. Program management and fees
    a. Process for managing project including communications with MPTA
    b. Proposed budget to fulfill scope of work and deliverables
    c. Budget narrative, justification and methods of calculation, as well as hourly rates for the employees

e. References
    a. List of non-profit clients (name only) for whom contractor/firm has provided similar accounting services
    b. Contact information for three specific professional references

MPTA seeks to obtain and purchase all services at the lowest possible total end-use cost, considering the primary factors of price, compliance with specifications, service, quality and timely delivery.

MPTA reserves the right to accept or reject any and all proposals deemed to be in the best interest of the entities separately and/or collectively. Additionally, MPTA reserves the right to delay making an award in order to permit additional or needed study and analysis of all proposals received.

MPTA is an equal opportunity employer and does not discriminate based upon race, sex, age, religion, national origin, disability, sexual preference or ethnicity. MPTA encourages disadvantaged, small, women-owned, and/or minority business participation.