



## HILLCREST BUSINESS ASSOCIATION

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### Request for Quote

To: Book Keeping Companies

From: Benjamin Nicholls

Date: 6/17/2015

Fax:

Phone:

Subject: Book Keeping relating to municipal contracts

Number of pages (incl. cover): 2

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The Hillcrest Business Association (HBA) is seeking a quote for book keeping and contract reporting services for a variety of municipal contracts including the Hillcrest Business Improvement District, Hillcrest Maintenance Assessment District and various grants. Please respond to this request for a quote before 5pm on July 10, 2015 by following the directions described below.

#### Scope of Work:

Please provide a quote for a monthly fee for the following work: \$\_\_\_\_\_.

#### General Book Keeping:

- Receive invoices from the Executive Director that will be coded to various municipal contracts and budget accounts.
- Generate checks for payment through HBA's Quickbooks system and code the payments to various budget items and municipal contracts.
- Prepare checks once every two weeks for presentation to the Treasurer for signature.
- File all checks, invoices and deposit records in the HBA filing system on site at HBA offices.
- Provide a financial report each month relative to the municipal contracts, with details specified by the Treasurer, illustrating expenditures and reimbursements.
- Meet monthly with the Executive Director and Treasurer to discuss the financial report.
- If necessary, work with other HBA book keeping staff or consultants to effectively and seamlessly prepare financial documents and reports.
- Provide technology to be able to engage with HBA existing book keeping system either remotely or via regular updates.

#### Contract Management

- Provide monthly reports to the City of San Diego related to the management of municipal contracts as described by the details of the contract.
- Work with the Executive Director to provide monthly reimbursement reports to the City of San Diego for the municipal contracts.
- Work with the Executive Director to prepare financial documents as needed for annual processes relating to municipal contracts such as an organizational audit.
- With the inclusion of the Executive Director, engage with municipal contract managers to trouble shoot any issues and answer any questions.

#### Annual Audit



**HILLCREST BUSINESS ASSOCIATION**

- Work with HBA's auditor to provide all documents and records related to municipal contracts as requested.

Your quote must be received by mail, email or fax by 5pm on July 10, 2015

**Additional information:**

- Direct service providers only. Third party contracts will not be considered.
- Please provide any further information concerning this project, including suggestions for how to better complete the project, as an attachment to this document. You may provide any relevant materials about your company that should also be included as an attachment to this RFQ.
- All contractors hired by the HBA must conform with state and local laws; City of San Diego insurance, workers compensation and equal employment provisions; and shall indemnify the City of San Diego and the HBA.
- All contractors will provide their own materials and labor, and shall be a registered company within the City of San Diego.

Please forward any questions concerning this RFQ to Benjamin Nicholls at (619) 299-3330 or [benjamin@hillcrestbia.org](mailto:benjamin@hillcrestbia.org).