



ELECTRONIC SERVICES SYSTEM
8711 Windsor Parkway, Suite 2
Johnston, Iowa 50131

February 3, 2023

To: Iowa Accounting Firms

From: Phil Dunshee, ILR Project Manager

Re: Accounting Services – Request for Qualification and Quote

On behalf of the Electronic Services System and Iowa Land Records, we are pleased to invite qualified accounting, bookkeeping and CPA firms to submit information regarding bookkeeping, accounting and CPA advisory services. In 2022, ESS processed nearly 350,000 E-Submission documents with a total value of more than \$35 million. Additionally, ESS processed more than 72,000 point of sale transactions for Iowa counties valued at nearly \$5 million. These transactions represented recording services in all 99 Iowa counties, and other point-of-sale services provided by Iowa county recorders.

The Electronic Services System is an organization created under Chapter 28E of the Iowa Code. It is an intergovernmental organization sponsored by Iowa county governments. ESS administers Iowa Land Records, a statewide system for searching and retrieving land record information, and a system for electronically filing records with county governments in the State of Iowa. ESS also coordinates the operation of a point-of-sale payment system for participating Iowa counties. ESS is also authorized to provide other electronic services for Iowa counties and other public agencies.

During the past few years the Electronic Services System has taken steps to clarify its organizational structure under Chapter 28E. These actions were enabled by the passage of legislation (House File 527), and implemented through a comprehensive amendment to the 28E agreement (filed with the Iowa Secretary of State as M514302). These structural changes have required a review of how financial accounting and reconciliation functions are performed.

The Electronic Services System wishes to explore a relationship with a financial accounting firm to perform the necessary bookkeeping, accounting and reporting functions. The purpose of this letter is to invite information about bookkeeping, accounting, reconciliation and CPA advisory services which your organization may offer.

More detailed background information about the Electronic Services System and its operations is attached to facilitate communications with ESS and possibly to aid in the development of a proposal which would address the following services.

- Bookkeeping Services for Electronic Services System (subsidiary), beginning April 1, 2023
 - E-Submission Transaction Bookkeeping
 - Point of Sale Transaction Bookkeeping
- Daily transfer of NACHA files to a designated financial institution to distribute funds to Iowa counties.
- Daily retrieval and archiving of payment reports, as well as importing transaction reports into the ESS accounting system software.
- Entry of approved, coded accounts payable invoices into the ESS accounting system software.
- Monthly generation of accounts payable report for the ESS Finance meeting
- Monthly generation of accounts payable payment report and credit card payment for governing board meetings

- Producing Monthly/Quarterly generation of reconciled financial reports including a Comprehensive PL, Budgeted PL, Balance Sheet and other requested reports for governing meetings and other purposes
- Posting financial reports for public access on the organization's website
- Monthly reconciliation of checking, credit card, and escrow (Draw Down) accounts; Interim reconciliations should be completed timely with a requirement of reconciling transactions minimally on a weekly basis
- Recording, and reconciling failed payments; Assisting ESS staff with collections
- Timely processing bill payments to vendors via business internet banking or credit card payments
- Preparing a monthly reimbursement invoice to the State of Iowa
- Maintaining reports and information in the hosted ESS accounting system as specified by ESS management
- Assisting ESS management with the preparation of an annual budget and budget amendments as needed
- Assisting ESS management with an annual private audit including the preparation of reports associated with the audit including but not limited to requested sample transaction reports, asset determination reports, depreciation schedules, and pre-paid expense reports
- Provide CPA advisory services including periodic monitoring of financial reports to observe important trends, advice for best practices, or areas of concern
- Perform all other procedures outlined in the Organization's standard accounting operating procedures

Most bookkeeping and accounting functions can be performed remotely. ESS accounting utilized an Enterprise class software license through Intuit.

Financial reports and governance information about ESS can be found online at <https://iowalandrecords.org/accountability-in-reporting/>.

Responses should include information about estimated costs associated with the accounting services and activities described herein including bookkeeping, reconciliation, and CPA advisory services. Responses should also specify any fees for any other services.

Accounting firms responding to this invitation are also asked to provide the following information about themselves.

- State of incorporation, state of formation, or state of organization
- Name, address and telephone number of the respondent's representative to contact regarding all contractual and technical matters concerning the proposal
- Name, address and telephone number of the respondent's representative to contact regarding scheduling and other arrangements.

Respondents are advised that ESS will follow applicable Iowa laws, and if action is taken to select an accounting service provider, an Iowa-based respondent will receive preference. It is expected that any accounting service provider will perform professional services in a manner which will ensure that appropriate checks and balances and accounting controls are in place. The designated ESS auditor will be consulted prior to finalizing any arrangement for accounting services.

Information is requested in digital format via email and it should be sent to the address below. Content should be formatted for printing on 8.5" x 11" paper. The subject line of the email should reference "ESS Accounting Services Information".

Please reply to:
Phil Dunshee
phil@clris.com

Responses are requested by close of business on Friday, March 10, 2023.

Title Of RFQ:	ESS Bookkeeping, Accounting and CPA Services	RFQ No.:	ESS-2023-1
Agency:	Electronic Services System (28E Organization) - ESS		
Agency seeks to purchase:	Bookkeeping, Accounting and CPA Advisory services	Available to Political Subdivisions and Other 28E Organizations?	Yes
Number of <u>mos.</u> or <u>yrs.</u> of the initial term of the contract:	Five (5) Years	Number of possible annual extensions:	Five (5)
Anticipated initial Contract term start date:	April 3, 2023	Anticipated initial Contract term end date:	March 31, 2028
ESS Issuing Officer:			
<div> <div> Name: Phil Dunshee Mailing Address: Project Manager 8711 Windsor Parkway, Suite 2 Johnston, IA 50131 </div> <div> Phone: (515) 491-8939 Email: phil@clris.com </div> </div>			
PROCUREMENT TIMETABLE —There are no exceptions to any deadlines for Respondents; however, Agency reserves the right to change the dates/times, in its sole discretion.			
Event or Action:		Date/Time:	
ESS Issues RFQ to ESS website		February 3, 2023	
Respondent's written questions, requests for clarification, and suggested changes due:		5:00 pm CST February 17, 2023	
Agency's written response to RFQ questions, requests for clarifications, and suggested changes due:		11:59 pm CST February 24, 2023	
Proposals Due:		3:00 pm CST March 10, 2023	
Anticipated Date to issue Notice of Intent to Award:		March 17, 2023	
Anticipated Date to execute Contract:		April 3, 2023	
Important Websites:	URL:		
Website where any Amendments/ Addenda to this RFQ will be posted:	https://iowalandrecords.org/work-with-us		
Key Requirements:			
Number of Copies of Proposals Required to be Submitted:			1 Original, 1 Public (redacted) if necessary

Firm Proposal Terms The minimum Number of Days following the deadline for submitting proposals that the Respondent guarantees all proposal terms, including price, will remain firm:	180 Days
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