

Cooperative Extension Service

Franklin County
101 Lakeview Court
Frankfort, KY 40601-8750
(502) 695-9035
<http://extension.ca.uky.edu>

Bookkeeper Personal Contract Solicitation

August 2017

Solicitation Package Requirements:

The following are the requirements for Bookkeeping at the Franklin County Extension Service Office (FCES), 101 Lakeview Court, Frankfort, Ky; phone (502) 695-9035; fax (502) 695-9309; email: kbishop@uky.edu.

Bids must be received in the Extension Office on or before August 17, 2017, 1:00pm. Any bids submitted after that date/time will not be accepted. Faxed or scanned emailed information is acceptable. Bids must contain all requested information, submitted in a legible format, to be considered as a valid bid.

The Bidder shall submit the following information:

1. Cost for hourly rate OR cost for monthly rate to cover specified services.
2. Copy of any company insurance coverage documents; bonds; other such documents.
3. Documentation of company references. Include at least three (3) business references; to include name, address, phone, email, of a contact person for each reference.
4. Business name, business owner, business address, business phone, business email, and contact person for company submitting. Signature of person submitting and responsible for bid.
5. Other requirements as detailed in this request.

Franklin County Extension Information:

Primary contact- Keenan Bishop, Secondary contact Leslie Bullock, County Extension Agents, 502-695-9035, kbishop@uky.edu, 101 Lakeview Court, Frankfort, KY, 40601.

A 1099 form is provided to the contractor in January of each calendar year.

Payment for services will be twice a month, on the 15th and 30th (31st) of each month. When these dates fall on Saturday or Sunday, the payment will be issued on the Friday before the weekend dates. When these dates fall on a legal holiday, the payment will be issued the day before the holiday.

Contractor is expected to hold all licenses, insurance coverage, and other coverage as applicable by State law. Contractor shall be bonded.

Contract Parameters:

The contract established from this Solicitation shall be for the initial period of one (1) year from date of award.

This contract may be extended at the completion of the initial contract period for four (4) additional one-year periods.



Services:

The Franklin County Extension District Board Bookkeeper serves as the official bookkeeper for the Franklin County Extension District Board. This position is offered on a contractual basis.

The Franklin County Extension District Board Bookkeeper requirements and duties:

1. Attend board meetings (evenings, generally 4 times per year +) as often as possible. No one may substitute in their absence.
2. The Bookkeeper is not to be involved in any decisions of the board and does not have a vote. No family members can serve as a district board member while serving as the Book Keeper.
3. Be bonded by the board within 10 days of contract, for 125% of the largest amount that shall be in board accounts at any one time. KRS 164.650(4) The Franklin County Extension District Board will cover the cost of bonding.
4. Maintain financial records in Quickbook (or designated software) and hardcopy files. Computer and software will be provided by the district board.
5. Keep orderly records and documentation of all monies received and payments made.
6. Be in the extension office to make payments and receive deposits once every two weeks on designated day.
7. Payments shall be remitted only if the correct paperwork is completed and submitted by Extension Employees. Each payment must have: completed voucher indicating the correct budget line item, agent signature, fiscal contact signature, and attached invoice or itemized receipt.
8. Provide monthly financial statements and balance sheet to the Extension staff and to District Board members by the 10th of the following month. (Example: August balances and financials must be received by September 10th)
9. Prepare financial records and documentation for audit.
10. Assist with completing the county offset voucher, department for local government forms, and uniform financial information report.
11. Assist in the preparing of the budget.
12. Provide end of year summary financial statement for judge executive, county extension council, district board and publishing in the local newspaper. KRS 65.070, KRS 164.655(13)
13. Have books available for public review at annual open records day/time. KRS 65.070 (c)
14. Keep all records confidential, to be shared only with Extension Agents/University and Board members except for designated open records day/time and by written request.
15. Prepare and send 1099, tax exempt, and other financial forms as needed.

Authorized Expenses:

The Franklin County Extension District Board will cover the cost of postage, envelopes, check stock, and other necessary supplies.