

# Sheridan County Public Library System

## Request for Proposals — Accounting and Bookkeeping Services

Contract Period: July 1, 2026 – June 30, 2029

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### Overview

Sheridan County Public Library System (SCPLS) is requesting proposals from qualified accounting firms or individuals for full-service accounting and bookkeeping. This will include processing grant funding, restricted and unrestricted donations, and tax revenue.

SCPLS is a county government component unit within Sheridan County, Wyoming (population approx. 32,978), overseen by a 5-member Board of Trustees appointed by the County Commissioners. Administrative staff includes the Library Director, Administrative Assistant, Community Engagement Manager, and Foundation Administrative Assistant.

SCPLS currently uses QuickBooks Online and Bill.com. We receive funding from county tax revenue, state and federal grants, and donations from two independent 501(c)(3) organizations: The Friends of the Library and the Sheridan County Public Library Foundation. We are preparing for a federal single audit in the next one to two years for a current grant funded Renovation Project.

Day-to-day contact will be the Library Director and Administrative Assistant. The selected firm will be expected onsite once per month and available for monthly Board of Trustees meetings.

### Proposal Timeline

Milestone	Date
RFP Issued & Posted	April 3, 2026
Proposals Due	April 30, 2026 by 2:00 p.m. MDT
Board Review	May 1 – May 19, 2026
Firm Selected & Notified	May 20 – May 27, 2026
Contract Executed	No later than June 15, 2026
Contract Start	July 1, 2026

### Submission Requirements

Submit three sealed copies marked "Accounting Services RFP" to:

Amy Long, Library Director Sheridan County Public Library System 335 W. Alger Street, Sheridan, Wyoming 82801

Questions: Amy Long | 307-674-8585 ext. 112 | [along@sheridanwyolibrary.org](mailto:along@sheridanwyolibrary.org)

#### Each proposal must include:

1. A signed cover sheet confirming the firm's intent to comply with all terms and conditions, signed by an authorized officer.
2. A completed and signed Attestation Form (see last page).
3. Three professional references for similar accounting work, including any county government or library system clients served in the past five years.
4. A copy of the firm's standard engagement contract and pricing model.

Proposals received after the deadline will be returned. Proposals may not be withdrawn within 30 days of submission unless acceptance is delayed beyond that period. Firms are responsible for all costs of proposal preparation.

## **Contract Terms**

SCPLS intends to award a three-year contract (FY 2026–27 through FY 2028–29). The second and third years are contingent upon satisfactory performance as determined by the Library Director and Board of Trustees. Upon successful completion, the contract may be renewed for an additional two years at the Board's option.

Either party may terminate the contract with 90 days written notice prior to July 1 of any contract year.

## **Qualifying Requirements**

- Firm must be qualified to perform accounting services for county government component units in Wyoming.
- Firm must have a Wyoming office with resident staff capable of delivering the full scope of services.
- Lead staff and the in-charge point person must be Certified Public Accountants with a minimum of two years of governmental accounting experience.

## **Scope of Work & Deliverables**

The following services are required:

### **Ongoing Bookkeeping**

- Record all cash disbursements, receipts, and journal entries (including credit card, merchant services, and miscellaneous)
- Reconcile monthly bank statements for all accounts
- Process accounts payable via Bill.com and accounts receivable deposits
- Process expense reimbursements and mileage reports
- Maintain accurate chart of accounts
- Assist with vendor tracking and accounts payable inquiries

### **Payroll**

- Process payroll for up to 50 employees, including cost allocation across funds

### **Grant & Donation Compliance**

- Process and record restricted and unrestricted donations
- Prepare monthly billings and invoices for public and private agencies
- Ensure accurate grant reporting and restricted fund compliance
- Prepare the organization for periodic government and grantor audits, including federal single audit

### **Reporting**

- Prepare monthly financial package: balance sheet, income statement, and cash flow statement for Board review
- Prepare quarterly financial summary with trend analysis and recommendations
- Prepare annual financial reports for the fiscal year budget request and annual public report

### **Advisory & Budget Support**

- Assist with budget preparation for foundation grants, government contracts, and programs
- Perform budget analysis and flag material variances to leadership
- Respond to management requests for financial guidance as needed
- Other accounting and bookkeeping duties as reasonably required

## Library Fund Structure

Proposals should reflect familiarity with fund accounting. SCPLS maintains three funds:

- General Fund — all standard financial resources
- Grant Project Fund — federal grant reimbursement tracking
- Donation Processing Fund — restricted and unrestricted donation receipts and disbursements

In addition, SCPLS maintains 16 Chase Business Credit Card accounts reconciled monthly.

## What to Include in Your Proposal

### 1. Firm Qualifications (500 words or less)

- Professional history, scope of practice, and relevant designations
- Experience with library systems, county governments, or similarly sized public agencies
- Staff assigned to this engagement and commitment to continuity

### 2. Statement of Work (500 words or less)

- How you propose to fulfill the Scope of Work above
- Key steps, responsible staff, and supervision approach
- Availability for monthly onsite visits at Fulmer Branch Library in Sheridan, Wyoming
- Transition plan from current firm, including QuickBooks Online and Bill.com data/license transfer
- Based on our financial statements, provide three recommendations you would make as our accounting firm

### 3. Independence & Licensure

- Affirmative statement of independence from Sheridan County per GAAP and Government Auditing Standards
- List any professional relationships with Sheridan County or its agencies in the past five years and confirm no conflict of interest
- Confirmation that the firm and its CPAs are licensed to practice in Wyoming

### 4. References

- Three professional references for similar accounting engagements

## Evaluation Criteria

Proposals will be evaluated by the Board of Trustees on the following factors:

5. Understanding of SCPLS's accounting needs and a clear, comprehensive approach to fulfilling the Scope of Work
6. Experience with organizations receiving federal and state funding
7. Demonstrated ability to perform the Scope of Work accurately and on time
8. Quality of references
9. Cost — a significant but not sole factor; may be the deciding factor when other criteria are relatively equal

The Board reserves the right to conduct interviews with finalists and to reject any or all proposals.

## Insurance

The selected firm must maintain professional liability (errors and omissions) insurance acceptable to SCPLS for the duration of the contract, and provide proof upon request.

## Fee Schedule

Please complete the table below with your proposed fees for each service. Include any guarantees regarding fee increases in years two and three.

Service	Frequency	FY 2026–27	FY 2027–28	FY 2028–29
Initial Setup & Cleanup (chart of accounts, historical review)	One-time			
Bank & Credit Card Reconciliation (all accounts)	Monthly			
Accounts Payable (Bill.com)	Monthly			
Accounts Receivable & Deposits	Monthly			
Payroll Processing (up to 50 employees)	Monthly			
Financial Reporting Package (P&L, Balance Sheet, Cash Flow)	Monthly			
Monthly Meeting with Director	Monthly			
Board of Trustees Meeting Attendance	Monthly			
Quarterly Financial Summary & Trend Report	Quarterly			
Year-End Audit Preparation	Annual			
Annual Budget Preparation Support	Annual			
Hourly Rate for Additional Consulting	As needed			
<b>TOTAL ANNUAL INVESTMENT</b>				

DATED this \_\_\_\_ day of \_\_\_\_\_, 2026.  
 Firm Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
 \_\_\_\_\_ Title: \_\_\_\_\_

**Attestation of Proposer**

I, the undersigned, an authorized representative of \_\_\_\_\_, hereby certify that I have read and understand the specifications, instructions, and all conditions of this Request for Proposals issued by Sheridan County Public Library System for Professional Accounting and Bookkeeping Services for fiscal years starting July 1, 2026 through June 30, 2027, June 30, 2028, and June 30, 2029.

On behalf of my firm, I attest that the services offered meet SCPLS specifications in every respect (check one):

- Without exceptions
- With exceptions as detailed in a separate attachment

DATED this \_\_\_\_ day of \_\_\_\_\_, 2026.  
 Firm Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Printed Name and Title: \_\_\_\_\_