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# PUBLIC NOTICE

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## **Request for Proposal: Accounting and Payroll Services for Worland Youth Learning Center**

Worland Youth Learning Center is seeking bids for accounting and payroll services. The vendor must have experience in providing accounting services to non-profit organizations with federal grants and other funding sources. The selected vendor will be responsible for providing accounting and payroll services to the Worland Youth Learning Center.

### Scope of Services:

The vendor will be responsible for providing the following services to the Worland Youth Learning Center:

- Accounting services
- ACH payroll services
- Biweekly Payroll reporting, including quarterly payroll filings of Workers comp/Unemployment EFTPS payments, Form 940 and Form 941 filings
- Bill payment services
- Coding and expenses for reimbursement
- Bank reconciliations that include communication with the Director about where expenses should be categorized
- W-2s and 1099's completed annually

### Proposal Requirements:

The proposal must include a detailed description of the vendor's experience in providing the following services:

- Accounting services to non-profit organizations with federal grants and other funding sources
- Payroll services
- Bill payment services
- Coding expenses for reimbursement
- Monthly statement reconciliation process
- Working with non-profit organizations with federal grants and other funding sources

The proposal must also include a breakdown of the estimated cost of services, including initial set-up, monthly recurring services, and yearly tax returns.

### Selection Criteria:

The selection of the vendor will be based on the following criteria:

- Experience in providing accounting and payroll services to non-profit organizations with federal grants and other funding.
- Experience in providing payroll and bill payment services
- Experience in coding expenses for reimbursement
- Experience in providing monthly statement reconciliation process
- Experience in working with non-profit organizations with federal grants and other funding.
- Experience in working with other non-profit organizations

### Proposal Submission:

Interested vendors should submit their proposals by April 30, 2024, to Amanda Macy at Worland Youth Learning Center. The proposal should be submitted via email to [wylc@rtconnect.net](mailto:wylc@rtconnect.net). The vendor should include their contact information and any questions they may have. The Worland Youth Learning Center reserves the right to reject any or all proposals.

April 4-11, 2024

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