



**Holmes District School Board**  
701 E. Pennsylvania Ave.  
Bonifay, FL 32425

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## **REQUEST FOR PROPOSAL FOR FINANCIAL CONSULTING AND ACCOUNTING SERVICES**

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**RFP Purpose:** It is the intent of Holmes District School Board (HDSB) to solicit proposals from qualified businesses to provide financial consulting and accounting services for the District, pursuant to the terms, specifications, and conditions set forth within this RFP.

**RFP Release Date:** March 14, 2024

**RFP Title:** Request for Proposal for Financial Consulting and Accounting Services

**RFP No.:** 24-01

**RFP Contact:** Buddy Brown/Carmen Bush, (850) 547-9341 x1221

**Deadline for Submitting Questions:** Monday, April 1, 2024, 3:00 p.m.

**Proposal Due Date and Time:** Thursday, April 4, 2024, 3:00 p.m.

**RFP Submission Address:** All proposals must be in a sealed envelope clearly marked "Request for Proposal for Financial Consulting and Accounting Services" and be personally delivered or mailed to:

***Buddy L. Brown, Superintendent of Schools***  
***Holmes District School Board***  
***701 E. Pennsylvania Ave.***  
***Bonifay, FL 32425***  
***Email: [buddy.brown@hdsb.org](mailto:buddy.brown@hdsb.org)***

Bids received after the exact time and date noted will NOT be considered for the bid process. Emailed bids will not be accepted. HDSB cannot be responsible for lateness of receipt due to mail delays.

All questions or inquiries concerning this Request for Proposal must be submitted only by e-mail to both Buddy Brown at [buddy.brown@hdsb.org](mailto:buddy.brown@hdsb.org) AND Carmen Bush ([carmen.bush@hdsb.org](mailto:carmen.bush@hdsb.org)), no later than April 1, 2024 at 3:00 p.m. Verbal responses to any inquiries are not binding to either party. RFPs, questions, and answers will be posted at [www.hdsb.org/procurement](http://www.hdsb.org/procurement).

ALL PROSPECTIVE BIDDERS/RESPONDENTS ARE HEREBY CAUTIONED NOT TO CONTACT ANY MEMBER OF THE HDSB STAFF OR OFFICIALS OTHER THAN THE SPECIFIED CONTACT PERSON(S).

M/WBEs are encouraged to participate in the bid process.

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### **SCOPE OF WORK**

Contractor will provide consulting and accounting services to Holmes District School Board in the areas listed below.

1. Provide leadership and direction for business services to support instructional programs for educational excellence.
2. Direct the preparation and administration of the annual School District budget.

3. Participate in the process of developing the district's compensation plans.
4. Provide leadership in the development of the district budget and adherence to TRIM guidelines.
5. Direct District's cash management program.
6. Monitor District and school FTEs for the four survey periods.
7. Respond to individual auditor concerns and questions during audit period and coordinate District's formal response to audits.
8. Supervise the preparation of financial reports.
9. Oversee the required audit of internal accounts.
10. Oversee the payroll processing function for the district.
11. Review budgets of departments and schools.
12. Provide overall supervision of the district's investment program.
13. Provide vision and leadership for implementation of technology in business services.
14. Provide leadership and assistance in business area to expedite District's achievement of mission and serve as team leader for the business services function.
15. Assist in the preparation for and conduct of collective bargaining negotiations.
16. Work to maintain effective community relations and interpret financial matters to the community.
17. Provide information to the Superintendent and Board on the financial status of the School District and the wide use of its resources through sound business management practices.
18. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the district.
19. Prepare all required reports and maintain all appropriate records.
20. Plan and recommend school-based financial management guidelines.
21. Provide coordination of activities between units within the business services department and assist the Superintendent in coordinating activities between departments.
22. Maintain liaison with federal, state, and local agencies regarding operations of the department.
23. Provide monthly reports to the Superintendent and School Board as directed.

*Day-to-day operational tasks will be conducted by current HDSB Finance Department employees. Said employees will be under the supervision of the District and Superintendent.*