

# Request for Proposal

## Mineral County Development Authority



### **Introduction:**

The MCDA seeks to develop Mineral County by promoting growth through responsible development and creating a welcoming climate for existing and new businesses and citizens.

### **Purpose Summary:**

Mineral County Development Authority is seeking bids for an accounting service to set up accounts and financial operations electronically and periodically answer questions and issue opinions on potential projects that may affect MCDA's financial position. MCDA will continue to generate payments and perform daily record keeping duties in house.

### **Duties and Responsibilities**

- Generate quarterly analysis for board review
- Generate final reports for audit at the end of the fiscal year.
- Issue opinions and answer any questions about financial decisions.

Please submit proposals including monthly rate by April 10<sup>th</sup> via mail or email address. Please mail proposals to 87 N Main St. Keyser, WV 26726 or email at [kclark@mineraleda.com](mailto:kclark@mineraleda.com). MCDA will review these proposals at its Meeting on April 18<sup>th</sup> 2017.