



CZECH VILLAGE  
**SSMID**  
NEW BOHEMIA

## **Czech Village New Bohemia SSMID Request for Proposals**

The Czech Village New Bohemia Self-Supported Municipal Improvement District (CVNB SSMID) is seeking proposals for an administrative and fiscal agent. The CVNB SSMID is pleased to present the following request for proposals. Below are the requirements and duties that the administrative and fiscal agent will be asked to complete during their tenure.

**A. Organization Submitting Proposal:**

1. Please provide the name and brief history of the organization that is responding to this proposal.
2. What qualifications does the organization have to serve as the CVNB SSMID administrative and fiscal agent?
3. Please provide the names and job titles of the people from your organization that will be working directly with the CVNB SSMID commission.
4. Please confirm that your organization is a 501(c)(3)

**B. Duration of Contract:**

1. The CVNB SSMID will want to enter into a two-year contract with the administrative and fiscal agent. Please note that the CVNB SSMID will need the ability to cancel all written contracts with a 60-day written notice.

**C. Responsibilities of Administrative and Fiscal Agent:**

Below is a list of basic tasks that the CVNB SSMID expects out of its administrative and fiscal agent. The agent's responsibilities are not limited to these duties and responsibilities. The CVNB SSMID is looking for an agent that is able to assist the SSMID in growing its overall effectiveness and efficiency as a city commission. The SSMID wants to be sure that taxpayer dollars are being used in a positive manner, and the citizens of the Czech Village and NewBo neighborhood see their tax dollars being spent on tangible projects. Please provide additional ideas and responsibilities to assist the CVNB SSMID to complete this goal.

**1. Commission Meetings:**

- a. Plan, attend, and organize each commission meeting. Meetings are currently held the third Monday of each month.
- b. Create and publish agenda for commission meetings.
- c. Keep accurate minutes for each commission meeting.
- d. Take attendance at each commission meeting.
- e. Provide a location in the district for the commission to hold its monthly meetings.

- f. Provide appropriate content to be discussed at each meeting.
- g. Attend commission sub-committee meetings. These sub-committees only meet when it's necessary.

2. **Financials:**

- a. Assist the commission in developing a detailed annual budget. Make sure that the commission follows that annual budget.
- b. Work with the City of Cedar Rapids to report an accurate dollar amount collected through the SSMID Tax.
- c. Create invoices and letters to be sent to the non-profit entities that reside in the district. Collect donations from the non-profit entities that reside in the district.
- d. Create and keep accurate monthly financial reports. These financial reports will be shared with the commission at the monthly meetings, so the reports should be simple and easy to comprehend.
- e. Provide guidance to the commission on approving an appropriate levy rate to tax the district.
- f. Keep track and pay all invoices to third party contractors hired by the commission to complete projects around the district.

3. **Project Development:**

- a. Assist the commission in developing a list of realistic and innovative projects to be completed throughout the district.
- b. Compile all of the necessary information in order to complete projects.
- c. Hold meetings with district stakeholders to ensure the projects being carried out by the commission are ones that benefit the district.

4. **Strategic Planning:**

- a. The CVNB SSMID needs to develop a strategic plan for the future. Please provide a detailed outline on how your organization will lead us through this strategic planning process.

5. **Compliance:**

- a. Make sure the CVNB SSMID is in compliance with all applicable rules and regulations set forth by local, state, regional, and national governing bodies.

D. **Compensation:**

- 1. Please provide an estimate on how many hours per month your organization will spend on providing the above-mentioned services plus any extra services to act as the CVNB SSMID administrative and fiscal agent.
- 2. Please quote an hourly rate on what your organization will charge the CVNB SSMID. Please keep in mind that the CVNB SSMID is in its infancy stage, so the commission will be putting in great consideration for cost of services when reviewing the RFPs.

The CVNB SSMID asks that your organization responds to this RFP no later than February 14, 2018, by submitting (via email) the RFP to Craig Byers, Chair of the CVNB SSMID. The CVNB SSMID will review each RFP submitted by the applicants at their February 19, 2018, commission meeting. The top applicants will then be asked to present to the CVNB SSMID Commission at the March 19, 2018, commission meeting. Additional information regarding the presentation will be shared with the

applicants at a later date. If your organization has any additional questions or comments, they can be directed to Craig Byers.

Craig Byers  
[cbyers@pivotrealestate.com](mailto:cbyers@pivotrealestate.com)  
319-360-7017

We thank you for your submission, and look forward to reviewing each applicants RFP.

Sincerely:  
CVNB SSMID Commission Members