



October 14, 2026

RE: Request for Proposals for the Corpus Christi Downtown Management District's
Outsourced Bookkeeping and Financial Management Services

To Whom it May Concern,

The enclosed Request for Bids invites your company to review the Corpus Christi Downtown Management District's (CCDMD) **Outsourced Bookkeeping and Financial Management Services** scope of services and submit your proposal by email for consideration.

Please direct any questions relative to the Request to Arlene Medrano, Executive Director,
arlene@cctexasdmd.com.

I look forward to receiving and reviewing your proposal!

Sincerely,

Arlene Medrano, MPA
Executive Director
Corpus Christi Downtown Management District (CCDMD)
PO Box 2527
Corpus Christi, TX 78403
361-286-0479



CORPUS CHRISTI
DOWNTOWN MANAGEMENT DISTRICT (CCDMD)

REQUEST FOR PROPOSALS
Outsourced Bookkeeping and Financial Services

Issued: October 14, 2026
Proposal Due: October 30, 2026



Section 1: Background

CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT

Who We Are:

The Corpus Christi Downtown Management District (DMD), established in 1992, is a professional Municipal Management District representing property owners and stakeholders within the area bounded by I-37 to Furman Ave (per district expansion in 2024), and Lower Broadway to the Corpus Christi Marina L and T-Heads. In 2023, the property owners voted to renew the district through 2033. The adopted FY 2026-2027 budget is \$2,211,511.99. The DMD directly employs eight full-time employees, one part-time intern. In addition, the DMD maintains a contract for environmental maintenance and cleaning services that includes seven dedicated personnel. The DMD anticipates an annual contract value not to exceed **\$25,000** for the services described in this Request for Proposals.

Vision & Mission Statement:

The vision of the Corpus Christi DMD is to create the most vibrant downtown on the Gulf Coast by:

- Instituting A Clean, Safe, And Beautiful Environment;
- Creating A Welcoming, Well-Designed, And Accessible Waterfront;
- Developing A Robust, Sustainable, And Desirable Neighborhood;
- Promoting Remarkable, Prismatic Cultural Experiences; And
- Growing Our Team, Team Mentality, And Local Capacity To Accomplish The Vision.

This combined Vision & Mission Statement states where we are going and how we will get there.

Values:

Values define what an organization stands for. The following values communicate how we function as an organization.

1. Dependable – We want you to know you can count on us!
2. Optimistic – We have a realistic and positive outlook on the future of downtown!
3. Creative – We value outside the box thinking, new solutions, and new perspectives!
4. Passionate – We are resolved to accomplishing our vision!
5. Collaborative – We make an impact with partnerships!
6. Inclusive – We believe Downtown is a place for everyone!



Section 2: Scope of Service

Outsourced Bookkeeping and Financial Services

Project Overview:

The Corpus Christi Downtown Management District (DMD) is soliciting proposals from qualified firms or individuals to provide outsourced bookkeeping and financial management services for the Corpus Christi Downtown Management District (DMD) and its affiliated nonprofit organization, the Downtown Revitalization Alliance (DRA).

The selected contractor will serve as the organizations' day-to-day financial administration partner, responsible for maintaining accurate financial records, processing financial transactions, reconciling bank accounts, and preparing monthly financial reports. Services will be performed using QuickBooks and in coordination with the Executive Director.

The DMD seeks a responsive and detail-oriented provider capable of delivering reliable bookkeeping services, maintaining organized financial records, supporting annual audit activities, and providing timely financial information to assist management and the Board of Directors in making informed decisions.

The successful proposer will demonstrate experience providing bookkeeping and financial management services to governmental entities, nonprofit organizations, special districts, or similar organizations and possess the capacity to manage financial operations for two separate but related entities while ensuring accurate tracking of inter-entity transactions and reporting.

The anticipated scope of work includes accounts payable and receivable processing, payroll administration, bank reconciliations, financial reporting, maintenance of supporting financial documentation, tracking of in-kind contributions, and management of financial transactions between the DMD and DRA. **The selected contractor shall assist the DMD with the implementation, configuration, and ongoing use of cloud-based financial management systems, including QuickBooks Online and Bill.com.**

The resulting contract will be for an initial term of one (1) year, with the option for renewal upon mutual agreement of both parties.

Project Scope of Work:

A. Bookkeeping Services

The contractor shall maintain complete and accurate financial records for the DMD and DRA utilizing QuickBooks. Services include:

- Entering accounts payable and accounts receivable transactions.
- Preparing invoices for DMD and DRA.
- Recording customer and sponsor payments.
- Preparing deposits.
- Entering vendor bills and expenses.
- Preparing checks and electronic payments for Executive Director approval.
- Maintaining vendor and customer records.
- Recording journal entries as needed.



B. Cash Management and Bank Reconciliations

- Record and monitor all banking activity.
- Complete monthly bank reconciliations.
- Investigate discrepancies.
- Maintain supporting reconciliation documentation.
- Prepare monthly cash summaries.

C. Payroll and Benefits Administration (Negotiable)

- Process biweekly payroll in coordination with the Executive Director.
- Record payroll transactions in QuickBooks.
- Track retirement contributions.
- Process employee benefit payments.
- Maintain payroll and benefits records.
- Coordinate reporting with third-party payroll providers.

D. Financial Reporting

Prepare monthly financial reports including:

- Balance Sheet
- Profit and Loss Statement
- Budget-to-Actual Report
- Cash Flow Summary
- Accounts Receivable Aging
- Accounts Payable Aging

Reports shall be delivered no later than the 6th day of each month.

E. Fund and Entity Management

- Maintain separate financial records for DMD and DRA.
- Record and reconcile inter-entity transactions.
- Track restricted funds when applicable.
- Record and track in-kind contributions.
- Maintain documentation supporting all financial activity.

F. Audit and Compliance Support

- Prepare annual schedules requested by auditors.
- Assist management with annual audit preparation.
- Provide documentation during audit reviews.
- Assist with annual 1099 preparation.

G. Board and Management Support

- Provide financial information requested by the Executive Director.
- Attend up to four Board meetings annually, in person.
- Respond to reasonable financial inquiries regarding monthly reports.

H. Financial Systems Implementation and Process Transition



The selected contractor shall assist the DMD with the implementation, configuration, and ongoing use of cloud-based financial management systems, including **QuickBooks Online** and **Bill.com**.

Services shall include, but are not limited to:

- Assisting with the migration of financial records from existing accounting platforms to QuickBooks Online and Bill.com.
- Reviewing and recommending chart of accounts structure, classes, customers, vendors, and reporting categories.
- Configuring QuickBooks Online to support the financial operations of both the DMD and DRA.
- Assisting with the setup and implementation of Bill.com for accounts payable management and payment processing.
- Coordinating data imports and ensuring accuracy of migrated financial information.
- Providing training and guidance to DMD staff on the use of QuickBooks Online and Bill.com.
- Recommending best practices to improve financial controls, efficiency, recordkeeping, and reporting capabilities.
- Supporting troubleshooting and optimization efforts during the implementation and transition period.
- Ensuring the successful integration of QuickBooks Online, Bill.com, payroll systems, and banking platforms where applicable.

Section 3: RFP Timeline

- Completed Proposals Shall Be Submitted By 5:00pm On Friday, October 30, 2026
- Proposal Selection Will Be Completed By Wednesday, November 4, 2026

Section 4: Selection Process

A committee of CCDMD staff shall review submissions and will use criteria including but not limited to the following to evaluate and select a winning proposal:

- Experience in Similar Services & Proven Success & Quality Performance
- Demonstrated Value & Budget

Section 5: Submission of Proposals

Proposal Content Requirements:

Proposals shall include the following:

- Title Page:
 - Company Name, Address, Phone Number, Email Address, & Primary Contact Information
- Scope of Services:
 - Plans for All Requested Services in ***Section 2: Scope of Service***
- Budget:



- ITEMIZED Estimate for Cost of Labor for All Requested Services
- Insurance:
 - The vendor shall obtain and maintain insurance coverage in the amounts described below and shall provide CCDMD with a Certificate of Insurance furnishing documentary evidence that the coverage and requirements set forth below are met and remain in effect. See details in **Attachment A**.
- Indemnification:
 - To the fullest extent permitted by law, the vendor (the Indemnitor) shall defend, indemnify, and hold harmless CCDMD and their directors, officers, agents and employees (the Indemnitees) from all claims that may arise from the performance of Indemnitor's work or the acts or omissions by Indemnitor, its subcontractors, employees, agents or others employed directly or indirectly by any of them in connection with the performance of the contract with CCDMD. This indemnification agreement shall include indemnification for all reasonable costs and attorneys' fees in connection with any claim subject to indemnification or in connection with the enforcement of this Agreement, including, in each case, costs and fees on appeal.

Submission Instructions:

Please Submit a Single Electronic PDF File Via Email To:

Arlene Medrano
Executive Director
Corpus Christi Downtown Management District
arlene@cctexasdmd.com

Deadlines & Notifications:

Proposal Submission Deadline: Friday, October 30, at 5:00pm

- The awarded vendor will be notified via email by Wednesday, November 5, 2026 by EOD.

*Please direct any questions to Arlene Medrano, Executive Director, Downtown Management District at arlene@cctexasdmd.com.



Attachment A: Insurance Details

A. Insurance

The selected contractor shall maintain insurance coverage throughout the term of the agreement and provide Certificate of Insurance upon contract award. Required insurance includes:

Professional Liability (E&O): \$1,000,000

General Liability: \$1,000,000 per occurrence

Workers Compensation: Statutory limits

Cyber Liability: \$500,000 minimum (preferred)