

RFP to Provide Accounting Services for the

City of Bristol

RFP-03-22-2023



Robin M. Hatcher, City Clerk

Rmh.cityofbristol@fairpoint.net

**CITY OF BRISTOL
REQUEST FOR PROPOSAL
RFP 03-22-2023**

The City of Bristol is seeking a qualified Certified Public Accountant or Certified Public Accounting Firm to provide general accounting services on a contract basis to perform accounting for City related functions starting the year ending September 30, 2023.

Information regarding this solicitation can be obtained from the Clerk's Office at Bristol City Hall, 12444 NW Virginia G. Weaver St., Bristol, FL or requested by email: rmh.cityofbristol@fairpoint.net or can be found on the City's website at cityofbristolfloida.org.

In order to ensure a fair, competitive, and open process, once a project is advertised all communications between interested firms and the City must be directed to Robin M. Hatcher, City Clerk at (850)643-2261 or rmh.cityofbristol@fairpoint.net.

Qualified proposers shall submit one (1) original and five (5) copies of the proposal in a sealed envelope clearly marked "SEALED PROPOSAL FOR CPA SERVICES". **The response deadline is April 24, 2023** at 4:30 pm (eastern).

Robin M. Hatcher, City Clerk
Margaret L. Rankin, Council Chair



CITY OF BRISTOL

P.O. BOX 207
BRISTOL, FL 32321

REQUEST FOR PROPOSAL FOR ACCOUNTING SERVICES

1.0 Introduction

The City of Bristol, Florida is accepting proposals from qualified certified public accountants and certified public accounting firms, with licenses in Florida, for certified public accounting services starting the year ending September 30, 2023. **Proposals are due on April 24, 2023 at 4:30 pm (eastern).**

2.0 Scope of work to be performed

The City of Bristol is seeking a qualified Certified Public Accountant or Certified Public Accounting Firm to provide general accounting services on a contract basis to perform accounting for City related functions.

The Certified Public Accountant or Certified Public Accounting Firm selected will be responsible for providing the following services for a period of three (3) years with an option to extend the contract for an additional two (2) years:

- A. Quarterly
 - 1. Review payroll
 - 2. Review quarterly financial statements
 - 3. Record journal entries as needed
 - 4. Update audit schedules related to SEFA

- B. Annually
 - 1. Maintain accurate chart of accounts
 - 2. Assist in preparation for external financial audit
 - a) Prepare requested schedules and documents
 - b) Make adjusting entries as requested by auditor
 - c) Have representative available during audit

- C. Communication
 - 1. Quarterly communication is expected, but frequency of communication may change based upon needs of management.

3.0 Qualifications

- A. At a minimum, the selected vendor will possess the following knowledge, skills and experience:
 - 1. Thorough understanding of accounting principles, procedures and practices
 - 2. In-depth understanding and application of GASB and Financial accounting for Florida municipalities
 - 3. Payroll processing functions, and applicable Federal/State wage and hour laws

- B. In addition, contracted accountant will demonstrate the ability to:
 - 1. Perform the above scope of work in a timely, efficient and competent manner
 - 2. Be responsive to requests from the City Clerk and City Council.
 - 3. Manage continuity of work and ensure reliable performance of contracted deliverables

4.0 Proposals

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the accountant/accounting firm seeking to provide services specified herein for the City of Bristol, in conformity with the requirements of the RFP. The proposal should demonstrate qualifications of the accountant/accounting firm to undertake this project. It should also specify the proposed approach that best meets the RFP requirements.

Those wishing to submit proposals for this contract should carefully review and submit the following information:

- A. General Information:
 - 1. Name of contractor/firm
 - 2. Contact Person
 - 3. Title
 - 4. Mailing Address
 - 5. Telephone Number
 - 6. E-mail
 - 7. Website (if available)

- B. Organizational Overview & Qualifications:
 - 1. Describe the contractor/firm, including history and scope of practice
 - 2. Provide biographies of proposed team (with resumes) including percentage of time each member of staff is expected to be working with the City of Bristol, and level of supervision expected.

- C. Qualifications:
 - 1. Explain how contractor/firm is a good fit with the City of Bristol, detailing experience with other local government or not-for-profit clients of a similar size and scope.

2. More specifically, describe how contractor/firm meet the qualifications outlined above (Section 3.0).
3. Provide copies of peer review report if available, and response if any.
4. Give details on staff turnover in past three years, and commitment to continuity.

D. Proposed Work Plan & Timeline:

1. Description of proposed process to fulfill the Scope of work to be performed noted above, including whether or not staff have experience with above listed programs, applications and websites (Section 2.0).
2. Outline of key steps, persons responsible, level of effort & proposed timelines to complete each item.

E. Fees:

1. Proposed budget necessary to fulfill Scope of work to be performed (Section 2.0).
2. Budget narrative, justification & methods of calculation, as well as hourly rates for the firm's employees should additional services be requested outside of the scope of this proposal.

F. References:

1. List of not-for-profit organizations, municipalities and/or governmental entities (names only) for whom contractor/firm has provided similar contracted accounting services.
2. Contact information for two (2) specific professional references including at least one (1) municipal and/or governmental client, for whom the contractor has provided similar accounting services.

5.0 Proposal Evaluation and Selection Process

Financial Accounting Services proposals will be evaluated by a Selection Committee. At the discretion of Selection, selected accountants/accounting firms submitting the top ranked proposals based from the evaluation criteria may be requested to make oral presentations as part of the evaluation process.

Evaluation Criteria

1. **Prior experience providing accounting services for like agencies (Maximum 30 Points):** Proposer shall include a description of their experience providing accounting services for not-for-profit, municipal, or government entities. This information should include business history, number of years in operation, number of employees, when the firm was established, principals of firm and any other related information that indicates the firm's experience providing services consistent with the listed tasks to be performed.
2. **Understanding of the Services to be Provided and Approach (Maximum 30 Points):** The proposer should provide information that shows the firm's understanding of the tasks that will be provided and products to be produced for the City along with the firm's approach to achieving the scope of the work required.

3. **Qualifications of Staff to be assigned to the City of Bristol (Maximum 20 Points):**
The proposer should provide information on the ability of the individuals on the proposed firm to perform the services requested. This should include a narrative describing the role of and introducing each key individual in your firm's organization who will provide the services.

4. **Time Requirements, Staff Availability and Fees (Maximum 15 Points):** The proposer should provide an estimate of the time commitment and availability of staff for performing the services, the hourly rate for each of the firm members that will work on the contract, estimated direct charges and a projects yearly fee estimate based on the listed items. This section should include a more detailed description on the proposer's approach to schedule, coordination activities and available labor resources. Information from previous projects may be submitted that pertain to the work that will be performed.

5. **References (5 points):** Furnish at least three (3) project references with contact names, titles, telephone numbers, email and mailing addresses.

Maximum Points: 100

6.0 Tentative Selection Schedule (subject to change)

Proposal Due Date: April 24, 2023

Selection Committee Meeting: April 24, 2023

Recommendation before City Council for Approval: May 8, 2023

Accounting Contract Start date: TBD

Accounting Contract Completion Date: TBD

7.0 Additional Terms

A. Applicant Rights:

All materials submitted in response to this RFP become the property of the City of Bristol upon delivery & shall be appended to any formal documentation, which would further define or expand the contractual relationship between the City of Bristol and the contracted vendor. Each applicant, as an expressed condition for the City's consideration of such proposal, agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential, proprietary & trade secret information in all technical areas, and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant. Neither party shall be liable for disclosures that are required by law.

B. Conflict of Interest:

Proposing contractors/firms are asked to identify any conflicts of interest in serving the City of Bristol and to clarify, if applicable, how conflicts will be managed/mitigated to ensure the best interests of the City are met.

C. Reservation of Rights:

This RFP does not commit the City of Bristol to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to contract for services. The City of Bristol reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified contractor or firm, or to cancel in part or in its entirety this RFP if, at the sole discretion of the City Council, the City determines that it is in the best interest of the City to do so.

8.0 Proposal Submittal:

Respondents are required to submit their response to this Request for Proposals to the City of Bristol at 12444 NW Virginia G. Weaver Street, Bristol, FL or via USPS mailing address: P.O. Box 207, Bristol, FL 32321 prior to the response deadline. Submittals shall be in a sealed envelope clearly marked "SEALED PROPOSAL FOR CPA SERVICES" and shall include one (1) original and five (5) copies of the proposal. The proposal deadline is April 24, 2023 at 4:30 pm (eastern). The City of Bristol is not responsible for late proposals.

SUBMITTAL RESPONSE COVER SHEET

This page is to be completed and included as the cover sheet for your response to the Request for Proposals. The City of Bristol reserves the right to accept or reject any and/or all proposals in the best interest of the City.

James P. Kersey, Mayor
Margaret L. Rankin, Council Chair
Robin M. Hatcher, City Clerk

This proposal response is submitted by the below named firm/individual by the undersigned authorized representative.

(Firm Name)

BY _____
(Authorized Representative)

(Printed or Typed Name)

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____ FAX _____

EMAIL _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials

Addendum #2 dated _____ Initials

Addendum #3 dated _____ Initials

DRUG-FREE WORK PLACE FORM

The undersigned Proposer in accordance with Florida Statute 287.087, hereby certifies that _____ does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

X

Proposer's Signature

Date

This Form Must Be Completed and Returned with your Submittal, if applicable

**SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A
NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER
OATHS

1. This sworn statement is submitted to _____
by _____
For _____
Whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____
(if the entity has no FEIN, include the Social Security Number of the individual signing this
sworn statement): _____

2. I understand that a "public entity crime" as defined in Section 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency of political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that "affiliate" as defined in Paragraph 287.133 (1)(a) , Florida Statutes, means:
- (a.) A predecessor or successor of a person or a corporation convicted of a public entity crime, or

- (b.) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling agreement of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person.
- (c.) A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Paragraph 287.133 (1)(e), Florida Statute, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter in to a binding contract and which bids or applied to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “persons” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, share holders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Office of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vender list. [Attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1(ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

Sworn to and subscribed before me this _____ day of _____, 2023.

Personally known _____

OR Produced identification _____

Notary Public- State of _____

My commission expires _____

[printed, typed or stamped
commissioned name of notary
public]

ANTI-COLLUSION STATEMENT

I hereby attest that I am the person responsible within my company for the final decision as to the price(s) and amount of this bid or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my company.

I further attest that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement for the purpose or with the effect of restricting competition with any other company or person who is a bidder or potential prime bidder.
2. Neither the price(s) nor the amount of this bid have been disclosed to any other company or person who is a bidder or potential prime bidder on this project, and will not be so disclosed prior to bid opening.
3. Neither the prices nor the amount of the bid of any other company or person who is a bidder or potential prime bidder on this project have been disclosed to me or my company.
4. No attempt has been made to solicit, cause or induce any company or person who is a bidder or potential prime bidder to refrain from bidding on this project, or to submit a bid higher than the bid of this company, or any intentionally high or noncompetitive bid or other form of complementary bid.
5. No agreement has been promised or solicited for any other company or person who is a bidder or potential prime bidder on this project to submit an intentionally high, noncompetitive or other form of complementary bid on this project.
6. The bid of my company is made in good faith and not pursuant to any consultation, communication, agreement or discussion with, or inducement or solicitation by or from any company or person to submit any intentionally high, noncompetitive or other form of complementary bid.
7. My company has not offered or entered into a subcontract or agreement regarding the purchase or sale of materials or services from any company or person, or offered, promised or paid cash or anything of value to any company or person, whether in connection with this or any other project, in consideration for an agreement or promise by any company or person to refrain from bidding or to submit any intentionally high, noncompetitive or other form of complementary bid or agreeing or promising to do so on this project.
8. My company has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any company or person, and has not been promised or paid cash or anything of value by any company or person, whether in connection with this or any other project, in consideration for my company's submitting any intentionally high, noncompetitive or other form of complementary bid, or agreeing or promising to do so, on this project.
9. I have made a diligent inquiry of all members, officers, employees, and agents of my company with responsibilities relating to the preparation, approval or submission of my company's bid on this project and have been advised by each of them that he or she has

not participated in any communication, consultation, discussion, agreement, collusion, or other conduct inconsistent with any of the statements and representations made in this affidavit.

10. I understand and my company understands that any misstatement in this affidavit is and shall be treated as a fraudulent concealment from the Florida Department of Transportation, of the true facts relating to submission of bids for this contract.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS, THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Signature

Company Name

Title

Address

Date

Phone Number

CONFLICT OF INTEREST DISCLOSURE FORM

Please mark which of the following applies to you/your company:

_____ I hereby attest that no City of Bristol employee(s), elected officials(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their corporation/partnership/individual business.

_____The following person(s) name(s) and position(s) with your business.

NAME(S)	POSITION(S)
---------	-------------

_____	_____
_____	_____
_____	_____
_____	_____

(Signature)

Title / Date: _____

Business Name: _____

STATEMENT OF NO SUBMITTAL

We have declined to respond to the above referenced RFP for the following reasons:

- _____ We do not offer this service
 - _____ Our schedule would not permit us to perform.
 - _____ Unable to meet specifications
 - _____ Others (Please Explain)
- _____
- _____
- _____
- _____

We understand that if the no-submittal letter is not executed and returned, our name may be deleted from the list of qualified Respondents for the City.

Company Name _____

Signature _____

Name (Print/Type) _____

Telephone No. _____

FAX No. _____