

# TOWN OF HUACHUCA CITY



## Request For Proposals Consulting Services for Municipal Accounting

### Submission Deadline

3:00 P.M. Local Time  
October 10, 2023

### Proposal Must be Submitted To

Town Clerk  
Huachuca City  
Bthorpe2@huachucacityaz.gov

## **PUBLIC NOTICE**

Notice is hereby given that the Town of Huachuca City, Arizona will receive sealed proposals for consulting services for municipal accounting until 3:00 P.M., local time, October 10, 2023, when they will be opened by the Town Manager and Town Clerk.

All proposals must be directed to the following email address: [bthorpe2@huachucacityaz.gov](mailto:bthorpe2@huachucacityaz.gov). All proposals shall have "PROPOSAL FOR CONSULTING SERVICES FOR MUNICIPAL ACCOUNTING" written in the subject line. The full solicitation packet may be obtained from the Town Clerk at the same email address.

The Town is not responsible for the pre-opening of, post opening of or the failure to open a proposal not properly addressed, submitted or identified. The Town reserves the right to reject any and all proposals or waive any informalities in the best interests of the Town. However, late proposals will not be considered.

# HUACHUCA CITY

## REQUEST FOR PROPOSALS (RFP) Consulting Services for Municipal Accounting

### 1. INTRODUCTION

The Town of Huachuca City invites qualified and experienced firms to submit proposals for consulting services in the field of municipal accounting. This RFP outlines the specific areas for services required, the scope of work, and the terms of engagement.

Proposals will be received by the Town Clerk until 3:00 P.M., local time, October 10, 2023. Proposals must be emailed to the Town Clerk, bthorpe2@huachucacityaz.gov. Proposals which are submitted after the deadline will not be accepted. All proposals shall have "PROPOSAL FOR Consulting Services for Municipal Accounting" written in the subject line.

Questions concerning this proposal must be submitted in writing to the Town Clerk at the above email address. Written response(s) will be provided to all firms or individuals who have been provided copies of this RFP.

### 2. BACKGROUND

The Town of Huachuca City is seeking a consulting firm with expertise in municipal accounting to provide insights and guidance to improve our financial processes and compliance.

### 3. SCOPE OF WORK

The firm or individual selected shall provide the following services to the Town for an initial period beginning on or about October 26, 2023 through November 1, 2025, with options to extend for successive periods by mutual agreement.

The selected consulting firm will be responsible for the following tasks:

- a) Review and Recommend CASELLE Software Configuration Changes:

Assess the current CASELLE software configuration; propose changes and updates as needed.

b) Review and Recommend Process Flows:

Evaluate existing process flows, recommend modifications, and suggest improvements to policies and procedures.

c) Review Accounting Activity:

Conduct a thorough review of accounting activity on a monthly and quarterly basis and recommend adjustments as necessary.

d) Prepare Reports and Perform Analysis

Provide analysis of revenue and expenditure trends and prepare reports to Town Manager and Town Council.

e) Assist in the 2024 Home Rule Option Election:

Gather the necessary accounting data to prepare the required schedules for submittal to obtain approval from the Arizona Auditor General's Office. Coordinate with City Staff to prepare the ballot for the November 2024 general election.

f) Assist in the Development of the FY25 Annual Budget with Truth in Taxation:

Work with the Town Manager and Department heads to present to the Mayor and City Council a comprehensive budget proposal adhering to Truth in Taxation principles.

### **3. SUBMITTAL REQUIREMENTS**

Respondent's proposal shall contain the following information. For convenience and clarity of evaluation, please organize your response in accordance with the following outline:

A. Cover Letter

B. Qualifications and background experience in municipal accounting.

- C. Qualifications and background experience with Caselle or other accounting software.
- D. Compensation: Proposals should include a detailed breakdown of compensation. The Town will consider multiple options such as hourly, biweekly or monthly rates and proposers are encouraged to provide several compensation options.
- E. Supplementary data that will enable the Town to more adequately evaluate the firm or individual qualifications.
- F. References
- G. Sample engagement agreement.

It is understood that any firm or individual responding to this RFP shall have sufficient time or staff to be able to serve the Town.

It is further understood that the successful proposer shall not assign, transfer, convey, sublet, or otherwise dispose of the contract to any other person(s), company or other entity without prior written consent of the Town.

Either party, upon sixty (60) day written notice, may terminate the services of the successful firm/individual. In the event of such action, the firm/individual will comply immediately and provide the necessary best effort to transfer records and historical data to the Town and/or succeeding counsel.

#### **4. PROPOSAL EVALUATION CRITERIA**

The Town will evaluate each proposal based the following:

- Relevant experience in municipal accounting
- Relevant experience with modular accounting systems. Experience with Caselle Software preferred.
- Qualifications of key personnel
- Approach and methodology
- Cost-effectiveness
- References

#### **5. SELECTION PROCESS**

- A. Proposals which are submitted after the deadline will not be considered.

- B. The top proposals will be selected and, at the Town's option, will be scheduled for an oral interview/presentation.
- C. Once selection is made, a professional services contract will be negotiated with the selected firm/individual.
- D. The final negotiated contract will then be submitted to the Council for review and approval.
- E. The Town reserves the right to reject any and/or all proposals and to re-advertise for any reason the Town determines.
- F. The proposal must be signed by an individual authorized to bind the respondent and shall be a firm offer for a minimum of 60 days following submittal deadline. The submission of a proposal indicates that the proposer understands all the requirements set forth in this request for proposals.

**The Town is an equal opportunity employer and requires all contractors to comply with policies and laws concerning equal opportunity. The Proposer, in performance of any services, agrees to not discriminate because of race, color, religion, creed, national origin, ancestry, sex, pregnancy, marital status, sexual orientation, gender identity, gender, age, disability, honorably discharged veteran or military status, or other protected status.**