

Request for Proposals: Accounting Services

Huerfano County Solicitation #2023-01
January 3, 2023

Summary of Request

The Huerfano County Board of County Commissioners (“the County”) is seeking proposals from qualified firms of certified public accountants to provide general accounting services including, but not limited to, general ledger maintenance, month-end closing, audit preparation, and updates to internal controls. The County is seeking a multi-year engagement to assist with increased workload from a number of special projects, including an anticipated increase in federal and state grants.

Submission Information

Written submissions for the supply of the services described herein will be accepted until Tuesday, January 31, 2023 at 4PM MT. Any proposal received after that time will not be considered. Submitted materials may be submitted via email in PDF format to administrator@huerfano.us.

Procedural and technical questions are to be submitted in writing to Carl Young at cyoung@huerfano.us by 4PM on January 20, 2022.

Background

Huerfano County encompasses 1,593 square miles and is home to approximately 6,800 residents. The County is governed by a three-member Board of Commissioners, elected by districts to four year terms. Huerfano County is home to two incorporated communities: Walsenburg and La Veta as well as two unincorporated communities, Gardner and Cuchara.

Huerfano County through its staff and officers provides a variety of services including, but not limited to: zoning and code enforcement, law enforcement, revenue assessment and collections, Road and Bridge construction and maintenance, social services, and general government administration.

Inclusive of elected officials and staff, the County employs approximately 130 full-time employees and has an annual operating budget that is typically around \$16 Million or \$17 Million, but includes a significant number of grants. The current FY23 Budget is approximately \$20M. The County has recently switched to Computer Information Concepts for its Enterprise Resource Planning software. The Treasurer uses Avenu Insights and the systems are reconciled monthly. The current county budget and most recent audits can be viewed here: <https://huerfano.us/board-of-county-commissioners/budgets-and-audits/>

Outline of Services to be Provided

Huerfano County seeks a qualified accountant to provide general accounting services. Selected firm will be required to understand the County’s financial policies and procedures as well as evaluate the effectiveness of the County’s internal controls. These services include, but are not limited to the following:

- Review the County’s General Ledger. Provide guidance and assistance to County Finance Staff to perform all operations necessary to prepare monthly and annual reports to the Board of

County Commissioners and in preparation for the annual audit.

- Review the County’s internal controls and provide recommendations for improvements.
- Assist with establishing financial reporting policies and procedures to ensure timely submission of monthly and annual reporting.
- Assist with developing fixed asset accounting policies and procedures.

Qualifications

The selected proposer must be led by a certified public accountant licensed to practice in Colorado by the Colorado Board of Accountancy.

Experience working with local governments, particularly county governments, is highly desirable.

Selection Process

Selection will be made through a four-step process. The County reserves the right to select a qualified individual or firm without holding interviews. The scoring in the first two steps is cumulative. If it is determined that interviews are not to be held, the scoring will be based on the first step, Review of Proposals submitted. The process for selection and award of the Professional Contract for Services will be as follows:

Step One	Review and scoring of Proposals submitted
Step Two	Interviews (if required)
Step Three	Selection of successful firm, negotiation of Professional Contract for Services
Step Four	County Commissioner approval of Professional Contract for Services

Anticipated Timeline

Dates are approximations for the process steps and are subject to change.

Step	Date	Selection Process
One	January 3, 2023	Solicitation Issued
	January 20, 2023	Questions may be presented prior to 4PM MT on this date.
	January 31, 2023	Proposals due at 4PM MT
	February 1, 2023	Committee Review of Proposals
	February 2, 2023	Notifications of Interviews (if required).
Two	February 10, 2023	Interviews conducted (if required).
Three	February 14, 2023	County notifies the selected proposer.
Four	February 28, 2023	Professional Contract for Services executed.

Submittal Requirements

Written submissions for the supply of the services fully described herein will be accepted until the date set forth in the Anticipated Timeline above. Any proposal received after that time will not be considered.

Submissions should be no longer than 25 pages and include:

1. Brief overview of the history and structure of the firm including structure, time in business, number of employees, and other data to assist in characterization of the firm.
2. Statement of the particular expertise and experience providing accounting services for local governments, including any experience with Colorado local governments, county governments, government enterprises, state and federal grants, or development projects.
3. A description of the firm’s approach to client service including onboarding process, communication methods and approaches, as well as availability to take on projects and answer

questions.

4. Brief description of 3 or 4 similar engagements performed by the Firm within the past five years. Please provide contact information for these clients. Letters of reference also accepted.
5. A listing of and resumes for the project lead and any others that would support the project with a summary of each team member's area of responsibilities, expertise, experience and qualifications for this work. Provide an organizational chart of the project team.
6. Cost proposal with specific payment terms and arrangements (e.g. hourly rate vs. retainer or a combination).
7. The proposing firm shall include as part of the proposal a disclosure of the name of any employee or official of Huerfano County who could be directly and personally benefited if the proposing firm is awarded a contract pursuant to this RFP. If there is nothing to disclose, the proposal shall so state.

Step 1: Review of Proposals

Following an initial screening of the proposals, the committee will select what it considers the most highly qualified individuals or firms to provide the services outlined in the scope of services. Selection will be based on the evaluation criteria set forth below. The firms or individuals submitting proposals will be ranked, and the committee will then recommend the most qualified individual or firm.

The County reserves the right to award this project to the individual or firm that best fits the requirements outlined in the request for proposals. The County reserves the right to waive any informality in any submittal and/or reject all requests for proposals, and to accept the proposal that is in the best interest of the County.

The following selection criteria will be the basis for the ranking of most qualified proposer:

Criteria	Points
Qualifications and prior experience in performing similar work.	30 Points
Familiarity with financial considerations for County Governments	30 Points
Approach and process to be used in performance of work	20 Points
Quality of references and results of reference checks.	20 Points
Total	100 Points

Step Two: Interviews (if required)

If the County determines that interviews are required in the best interest of the County, interviews will be conducted for the purpose of determining which of the individual or firm is the most highly qualified for the project; which individual or firm has the personnel best able to complete the scope of services; and which individual or firm most fully understands and is able to perform the work envisioned by the County.

Key personnel from the proposing firm or the individual to be assigned to the project are required to be present and participate in the interview.

Step Three: Selection of Finalist(s) and Negotiation of Professional Contract for Services

1. The County will negotiate with the selected finalist(s), whether individuals or firms, on a mutually agreeable payment arrangement and fee structure.
2. After the successful individual or firm is selected, the County will negotiate a final Professional Contract for Services.

Step Four: County Commissioners Approval of Professional Contract for Services

The successful individual or firm is encouraged to attend the Commissioners' meeting to answer any questions concerning the proposal, or the individual or firm's qualifications.

The County reserves the right to undertake or award supplemental or successor contracts for work related to this Contract.

This solicitation shall not be binding upon the County and individual or firm, and no services shall be performed under the terms of the proposal or the Professional Contract for Services until the Contract has been reduced to writing and approved by the County Commissioners.

Selection and Contracting Provisions

Notifications

The County will provide timely notifications in writing (letters and/or emails) of the following actions to individuals or firms responding to the Request for Proposal as follows:

- Selection of short-listed individuals or firms for interviews (if required);
- Individuals or Firms not short-listed;
- Selection of recommended individual or firm and County Commissioner approval.

Right to Reject

The County reserves the right to waive informalities in the proposals or fees and to reject any and all proposals and re-advertise this solicitation at any time prior to County Commissioner approval of the recommended firm or individual and the negotiated professional contract for services if doing so would be in the public interest, as determined by the county in its sole discretion. The County reserves the right to award this solicitation to the individual or firm that best fits the requirements outlined in the request for proposals. The County reserves the right to waive any informality in any submittal and/or reject all proposals, and to accept the proposal that is in the best interest of the County. The County further reserves the right to: (1) negotiate a final professional contract for services that is in the best interests of the county and the public; and (2) request any additional information county deems reasonably necessary to allow the County to evaluate, rank and select the most qualified proposer to perform the services described in this solicitation.

If the County and the selected individual or firm cannot agree on the contract, the negotiations will be terminated, and the County reserves the right to begin negotiations with the next highest ranked proposer.

Procedure Requirements

Any individual or firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

All costs incurred by individuals or firms choosing to participate in this process shall be borne by the proposing individual or firm.

All proposals submitted regarding this solicitation are the property of the County and will only be returned to the individual or firms if requested in writing to the County at the sole discretion of the County.

Late submittals shall not be accepted. It is the responsibility of the individual or firms to ensure that the

proposal arrives at the Huerfano County Administrator's Office, prior to the date and time stated in this solicitation.

Conflicts of Interest

Any conflicts of interest whether real or perceived by the individual or firm submitting a proposal should be fully disclosed and explained within the proposal.