

CITY OF HONDO

REQUEST FOR PROPOSAL (“RFP”)

for

ACCOUNTING SERVICES

Proposals Due: December 1, 2017

**CITY OF HONDO
REQUEST FOR PROPOSAL (RFP)
FOR ACCOUNTING SERVICES**

The City of Hondo is requesting proposals from accounting firms familiar with governmental entities to perform Accounting services.

I. Background Information.

The City of Hondo is a Home Rule Municipal Government with a Council-Manager form of government. Pursuant to its provisions, and subject only to the limitations imposed by the Constitution, laws and statutes of the State of Texas and by this Charter, all powers of the City of Hondo shall be vested in elected City Council which shall enact local legislation, adopt budgets, determine policies and appoint a City Manager, who in turn will be held responsible to the City Council for the execution of the laws and the administration of the government of the City.

The City of Hondo shall have the power to, among others, construct and maintain, or require the construction and maintenance, within or without its corporate limits, streets, flood control and sanitary facilities, water and storm drainage facilities in, over, under or upon all public property or easements granted for that purpose and to levy assessments for the costs of such improvements.

The City of Hondo has a General Fund Operations Account, Enterprise Fund (Water/Wastewater, Electric, and Airport) Accounts, an Economic Development Corporation Account, and some smaller special accounts as indicated in the City Budget for 2017-2018. Currently, the City has an Assistant Finance Director, Human Resources Specialist, Accounts Payable/Receivable Staff. Our financial management software suite is hosted Incode and we would have flexibility to provide remote access. All financial areas are integrated into the Incode System and there will not be a need to report from other systems.

The City of Hondo has issued an RFP for accounting services **to commence on January 1, 2018.**

Proposals must be received no later than **2:00 p.m., Friday, December 1, 2017.**

RFP Questions

Questions regarding the RFP or the service requested will be accepted in written form at the email address below on or before **5:00 pm Friday, November 17, 2017.** Responses to all material questions submitted will be communicated to each prospective bidder.

dwillman@hondo-tx.org

Scope of Accounting Services

1. Maintain City of Hondo financial records in accordance with Government Account Standards Board (GASB) best-practice accounting principles and per the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the U.S.
2. Meet with City of Hondo City Manager, Finance Staff, and Council as necessary.
3. Assist as necessary City of Hondo's designated auditors in the preparation of the annual audited financial statements.
4. Prepare monthly financial statements for all funds and attend as requested meetings of the Hondo City Council and/or Economic Development Corporation.
5. Provide monthly financial statements including cash balance statements and detailed check registry reports.
6. Provide monthly investment statements and recommend to City Manager investment strategies.
7. Reconciliation of City of Hondo Bank Statements for all funds/accounts.
8. Prepare end-of-year Comprehensive Financial Report (CAFR).
9. Assists with the preparation of Government Finance Officers Association Annual Budget Award application and Texas State Comptrollers Transparency Stars Program.

The contract for Accounting services based upon Council approval of the proposal, will be for the a two year period with two additional two year options for a potential to perform Accounting services for up to six years. City of Hondo will have the sole discretion to exercise the options.

II. Proposal Content.

A. Organization

1. Describe the organization, date founded, and ownership of your firm as well as any subsidiaries and affiliates.
2. Describe the size of the firm, the size of the firm's governmental Accounting staff, the location and phone numbers of the office from which the work on this engagement is to be performed.
3. Describe the experience of the firm or employees of the firm in serving as an Accounting firm for governmental entities.
4. Describe why government accounts, if any, have dropped the firm in the past three years.
5. Submit a copy of the report on the firm's most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

B. Qualifications/Personnel

1. Identify the size of the firm's staff commitment to the public sector and the credentials of key personnel.
2. Identify who would be directly involved in providing services to the City of Hondo (brief resume). Describe their relationship to your firm, their responsibilities, their experience in accounting, and specifically with government accounts, and the number of years they have been associated with your firm.
3. Include an affirmative statement that the firm and all assigned key professional staff are properly licensed to practice as a certified public accountant in the state of Texas.
4. Provide a brief summation of the reasons you believe your firm should be selected, particularly, the unique capabilities of your firm that distinguish it from other firms. Be specific and relate this discussion to how the City of Hondo will benefit by choosing your firm.

III. Evaluation Criteria.

The following represent the principal selection criteria that will be considered during the evaluation process:

A. Mandatory Elements

- 1) The proposer is independent and licensed to practice in the State of Texas.
- 2) The proposer's professional personnel have received adequate continuing professional education within the preceding three years.
- 3) The proposer has no conflict of interest with regard to any other work requested by the City of Hondo.

B. Technical Qualifications

- 1) The proposer exhibits expertise based on past experience and performance on comparable government engagements.
- 2) The quality of the proposer professional personnel to be assigned to the engagement and the quality of the proposer's management support personnel to be assigned to the engagement.

C. Price Consideration

Cost **will not** be the primary factor in the selection of a firm. The price estimate should contain all pricing information relative to performing the accounting services, including rates of compensation. The estimated fee should include all direct and indirect costs.

If it should become necessary for the City of Hondo to request the accountant to perform additional work, that work shall be performed at the same rates set forth in the schedule of fees and expenses included in the cost bid.

IV. Conditions for Submission of Proposal.

All proposals in response to this request must meet the following conditions to be considered:

- Proposal must include a cover letter clearly stating the name of the firm and name, address and telephone number of the proposer's representative.
- Proposal must address each of the Accounting service requirements as stated in this Request for Proposal.
- List at least five (5) public sector clients in the last five years that are similar to the engagement described in this *Request for Proposal*. Indicate the scope of work, contract period, engagement partner, and the name and telephone number of the principal client contact.
- **City of Hondo reserves the right to reject any and all proposals, and to negotiate portions thereof. Proposals that address only part of the requirements contained in this Request for Proposal will not be considered.**
- City of Hondo reserves the right to select any proposal, considering the quoted estimated fee and other factors.
- The proposer shall furnish such additional information that City of Hondo may reasonably require.
- City of Hondo will not be liable for any cost incurred in the preparation of proposals; and
- City of Hondo may ask proposers to send a representative for an oral interview the week of December 4-8, 2017 prior to the selection of a Firm. The City of Hondo will not be liable for the costs incurred by the proposer in connection with such interview.

V. Procedures for Submitting Proposals.

Please send one (1) original and seven (7) copies of the proposal. Proposals need to be sent to the following address no later than 2:00 pm on December 1, 2017:

City of Hondo
RFP Accounting Services
Attn: Miguel Cantu, City Secretary
1600 Avenue M
Hondo, TX 78861

VI. Additional Information:

A copy of the FY 2014-2015 and FY 2015-2016 audits are available online at www.hondo-tx.org or via email request to Dwillman@hondo-tx.org.