

CITY OF MARFA

REQUEST FOR PROPOSAL

for

FINANCIAL DIRECTOR SERVICES

Proposals Due: August 4, 2022

**CITY OF MARFA
REQUEST FOR PROPOSAL (RFP)
FOR FINANCIAL DIRECTOR SERVICES**

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

I. Background Information.

The City of Marfa has a General Fund Operations Account, Enterprise Fund (Water/Wastewater and GFAS) Accounts, and some smaller special accounts as indicated in the City Budget for 2020-2021. Currently, the City Finance Staff consists of the Utility Clerk, Payroll Clerk, Special Projects Consultant and Bookkeeper. Our financial management software suite is currently hosted by ASYST but will be transitioning to Incode in the next 30-60 days. We would have flexibility to provide remote access. All financial areas will be integrated into the Incode System and there should not be a need to report from other systems.

The City of Marfa has issued an RFP for financial director services **to commence on September 1, 2022.**

Proposals must be received no later than **4:00 p.m.**, August 4, 2022.

RFP Questions

Questions regarding the RFP or the service requested will be accepted at the email address mroane@cityofmarfa.com

Scope of Accounting Services

1. Maintain City of Marfa 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 remotely with City of Marfa City Manager, Finance Staff, and Council as necessary.
3. Assist as necessary City of Marfa staff in preparation for the end-of-year audit.
4. Provide oversight of monthly financial statements including cash balance statements and detailed check registry reports.
5. End-of-month reconciliation of City of Marfa Bank Statements for all funds/accounts completed on a timely basis.
6. Prepare end-of-year Comprehensive Financial Report (CAFR).
7. Remotely monitor accounts routinely.
8. Assist with transition from ASYST to Incode software.
9. Assist with reports on City retirement programs

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 Marfa 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 Marfa (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 Marfa 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 Marfa.

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 Marfa 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 three (3) 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 Marfa 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 Marfa 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 Marfa may reasonably require.
- City of Marfa will not be liable for any cost incurred in the preparation of proposals; and
- City of Marfa may ask proposers to send a representative for an oral/virtual interview at the August 9, 2022 City Council Meeting.

V. Procedures for Submitting Proposals.

Please send one (1) original and seven (7) copies of the proposal. Proposals need to be received at the following address no later than 4:00 pm on August 4, 2022:

City of Marfa
RFP Accounting Services
Attn: Mandy Roane, City Manager
113 S. Highland Ave. (FedEx/UPS)
P.O. Box 787
Marfa, TX 79843

VI. Additional Information:

A copy of the FY 2018-2019 and FY 2019-2020 audits are available online at www.cityofmarfa.com or via email request to mroane@cityofmarfa.com