

# REQUEST FOR QUALIFICATIONS

## ACCOUNTING SERVICES



### SUBMITTAL DEADLINE:

Monday, February 18, 2019

RFQ No. 2019-03

City of McLendon-Chisholm

1371 W. FM 550

McLendon-Chisholm, Texas 75032

972-524-2077

## REQUEST FOR QUALIFICATIONS

### ACCOUNTING SERVICES

The City of McLendon-Chisholm, Texas is seeking qualified individuals or firms for City Accounting Services with the expertise and experience necessary to provide routine and complex Accounting Services for a municipality.

#### **SUBMISSION DEADLINE:**

All qualifications/proposals must be submitted **by 2:00 p.m. February 18, 2019**. Qualifications/proposals shall be sealed and clearly marked and include the following information:

Name of Individual or Firm  
Accounting Services Qualifications or Proposal  
Date Submitted

Each submission should include seven (7) bound hard copies, one (1) unbound hard copy and one (1) electronic copy and shall include all information listed in the Submittal Requirements section of this RFQ. All submissions should be addressed to:

Lisa Palomba  
City Administrator/ City Secretary  
1371 W. FM 550  
McLendon-Chisholm, TX 75032  
[lisa@mclendon-chisholm.com](mailto:lisa@mclendon-chisholm.com)  
972-524-2077

#### **CITY PROFILE**

The City of McLendon-Chisolm is located between the City of Rockwall in Rockwall County and the City of Terrell in Kaufman County. The population is approximately 3,270 according to the North Central Texas Council of Governments.

The City of McLendon-Chisholm has a very small staff and does not have an employee devoted to accounting duties. As such, the City seeks a qualified professional for contracted Accounting Services. The City employs one (1) full-time City Administrator/City Secretary, two (2) part-time clerical staff members and a combination full-time/volunteer fire department. The Fire Department employs 6 full-time personnel and several part-time personnel. All other services are contracted.

## **SCOPE OF WORK**

### General Accounting

- Post all transactions to the accounting ledgers; this includes all bills, payment receipts and deposits for the Operating, Utility and Debt Service funds on a weekly basis. There are approximately 400 transactions per month.
- Reconcile all balance Sheet accounts on a monthly basis. Approximately, 24 account reconciliations per month are required.
- Properly allocate Ad Valorem Revenue between the Debt Service and Operating Funds on a monthly basis.
- Track expenditures related to the Public Improvement District (PID) for reimbursement.
- Track amounts related to sewer utility tap fees for rebate to the developer.
- Track amortization of the City's bond obligation.
- Familiarity with grant revenue recognition and administration such as Chapter 380 and FEMA grants

### Payroll

- Process biweekly payroll.
- Make required payroll tax deposits.
- Prepare and file quarterly payroll tax reports for the IRS and Texas Workforce Commission.
- Prepare and file annual W-2's.
- Prepare and file annual Form 1099's.
- Familiarity with Fair Labor Standard Act (FLSA) regarding firefighter payroll
- Familiarity with pension plan accounting, working knowledge of GASB Nos. 68 and 75

## **Financial Reporting**

- Prepare monthly financial reports comparing actual to budget for the current and prior years for each fund.
- Prepare cash tracking reports showing changes in cash balances month over month both numerically and graphically.
- Prepare all financial reporting requested by other agencies and for public information requests for financial data.

## **Budgeting**

- Prepare worksheets and forecasts to help facilitate preparation of the City's annual budget.
- Provide guidance to the City Council in setting amounts for budget line items.

## **Accounting System**

- Provide, maintain and host the City's accounting and payroll systems.
- Server must have bank level security and encryption.

## **Audit Support**

- Prepare all supporting workpapers and schedules to support the City's annual audit.
- Serve as a resource to the auditors to answer technical questions related to the City's finances.

## **Financial Advice and Guidance**

- Provide planning, organization assistance and administrative direction for all financial and related functions and activities. This includes investments, financial transaction processing, record keeping and reporting.

## **SUBMITTAL REQUIREMENTS**

Each submission should include seven (7) bound hard copies, one (1) unbound copy and one (1) electronic copy and shall include the following in the order listed below:

1) Cover letter: The cover letter should contain the name, address, phone number and email of the candidate or firm's principal contact with the City and shall identify individuals who will be authorized to make presentations on behalf of the firm.

2) Qualifications: Provide names, titles, responsibilities, certifications, experience and professional memberships of key personnel who will be responsible for providing services.

3) Scope of Work: Candidate should describe experience with scope of work as listed in previous section.

4) References: Candidate should provide 3 references preferably from municipalities.

5) Fee Proposal: Provide a detailed cost estimate of work to be performed. It is preferable for a candidate to list a proposed hourly rate and/or a flat monthly or annual (not to exceed) rate for routine work performed as listed in Scope of Work section and rate for extraordinary work performed. Explanation of extraordinary work should be provided.

### **SELECTION PROCESS:**

This Request for Qualifications is not a competitive bid process. The City Council shall select the most qualified candidate or firm believed to best serve the interests of the City. The City will not hold a bid opening. All submissions are subject to Open Records Requests. Any information that a candidate deems proprietary information must be clearly marked as propriety information in the submitted proposal. Otherwise, proposals will be provided upon request.

Once the submission deadline has passed, Staff will review all submissions and may contact candidates for additional information if needed. Council Members will then review submissions and may contact candidate for additional information. Council is expected to select a candidate or firm on the 2<sup>nd</sup> regularly scheduled Council Meeting in February. However, selections may be delayed for any reason. Council reserves the right to refuse any or all proposals with or without reason. The City may waive technicalities if in the best interest of the City.

**All qualifications/proposals must be submitted by 2:00 p.m. February 18, 2019.**