



**REQUEST FOR PROPOSALS FOR PROFESSIONAL ACCOUNTING SERVICES CONTRACT
CITY OF TAYLOR MILL, KY**

NOTICE DATE: April 20, 2019

DUE DATE: May 31, 2019, 3:00 p.m. EST

The City of Taylor Mill, Kentucky, located at 5225 Taylor Mill Road, Taylor Mill, KY 41015, hereby gives notice that it is seeking qualified individuals or firms to provide accounting services to the City of Taylor Mill. This Request for Proposal (“RFP”) gives specific instructions and requirements for submissions of proposals. All submissions must be received (not postmarked) by May 31, 2019 by 3:00 p.m. EST and addressed to:

Brian Haney, CAO
Re: RFP for City CPA
City of Taylor Mill
5225 Taylor Mill Road
Taylor Mill, KY 41015

Any proposals received after the above deadline may be rejected. The City reserves the right to reject any and all proposals, to request additional information concerning any proposal for purposes of clarification, to grant deadline extensions for documented medical reasons or other legitimate reasons, and to waive the irregularities and informalities in the submittal and evaluation process, to allow an applicant to make corrections to his/her/its proposal, and/or to make changes or additional requirements applicable to this RFP. This RFP does not obligate the City to pay any cost incurred by respondents in the preparation and submission of a proposal, or to hire any CPA or firm to work on behalf of Taylor Mill. Furthermore, the RFP does not obligate the City to accept or contract for any express or implied services. All inquiries regarding this RFP and current CPA services of the City should be directed to the City Administrator at the above address.

The City of Taylor Mill, KY (“City” or “Taylor Mill”), population 6,756 is a Mayor-Commission form of government, composed of a Mayor and (4) four Commissioners, located in Kenton County, Kentucky. Taylor Mill employs a full-time city administrator, who supervises the City CPA. The City has 42 employees, including the city administrator, city clerk, treasurer, a police department, fire department, parks department, and a public works department.

The City requires the following in any proposal:

1. **Qualifications:** Describe (either through a resume or other document) your or your firm’s

qualifications to provide accounting services to a municipality such as Taylor Mill; this should include the names of accountants in your firm, specific experience by the individual accountant, with a focus on the following:

- a. Scholastic training and years of practice (including date of CPA accreditation); highlight specifics on partners and associates;
- b. Years of experience in municipal and other local fund account practice, as a government accountant or in private practice, specializing in local fund accounting;
- c. Range of experience and years of experience with Kentucky governments and local jurisdictional accounting;
- d. Experience with Kentucky State reporting requirements as they pertain to local government entities;
- e. Affiliations with any governmental entities, boards, organizations, committees, clients, etc., that would be a potential conflict of interest with your firm representing the City financial matter;
- f. Scholastic honors and professional affiliations of your firm and your accountant(s) to be assigned to this contract;
- g. Client references;
- h. Accessibility to the City, including your office location, hours of operation, methods of contact, amount your firm will charge to provide support in Taylor Mill for travel, if any;

2. **Fee Structure and Scope of Services**: Describe how you/your firm intend to perform the services required for

the City of Taylor Mill pursuant to an hourly rate and an anticipated number of hours per month to accomplish defined services, or a monthly all-inclusive retainer;

- a. General scope of services: The Accountant/Accounting firm selected is responsible to:
 - i. Prepare monthly bank reconciliations;
 - ii. Read monthly commission meeting meetings
 - iii. Review monthly internal financial statements prepared in City's accounting software (Sage through June 30, 2019 and Quick Books beginning July 1);
 - iv. Assist with the preparation of routine bookkeeping reports using the accounting software
 - v. Assist in the preparation of annual audit, in gathering info, and application of audit adjustments at year end.
 - vi. Assist in making year-end accruals (A/P, A/R, Prepaids, etc.)
 - vii. Assist in making year-end CERs accruals and adjustments, and related disclosures;
 - viii. Prepare a monthly report for the City Administrator outlining monthly tasks and any issues or concerns that may be found
 - ix. Provide additional services as needed at the request of the City Administrator.

Selection Process, Term, and Position Details: The City Administrator along with members of the Commission will review the submitted proposals. After review, they will exclude any candidates not meeting baseline criteria. After that point, they will select finalist(s) to interview. Once interviews are complete, at least one candidate will be selected by the City Administrator to be presented to City Commission. After completing contracting negotiations and the contract process, the City may award the contract at its discretion. The Accountant is supervised by the City Administrator and serves at the pleasure of the City Commission. The Accountant may be removed at any time, except as provided by ordinance or contract.

The initial term of the contract as proposed in the RFP is **TWO YEAR TERM** that self-renews each year until terminated by either party with 60 days written notice.

It is envisioned to have the Accountant hired and ready to begin work by the first week of July 2019, absent unavoidable delays.