



City of Homer, Alaska Request for Proposals

Certified Public Accountant Municipal Finance Services

Sealed Proposals Due 4:00 p.m.,
Tuesday, September 15, 2022

**CITY OF HOMER
HOMER, ALASKA
REQUEST FOR PROPOSAL
CERTIFIED PUBLIC ACCOUNTING MUNICIPAL FINANCE SERVICES
TERM CONTRACTS**

SCOPE OF INVITATION: The City of Homer desires to receive proposals from qualified persons to provide certified public accounting services on a temporary basis. The services will focus on providing general municipal finance support to the City's Finance Department. The scope of work includes but is not limited to:

- Accounting Software Analysis/Conversion
- Governmental Fund Accounting
- Enterprise Fund Accounting
- Municipal bond Accounting
- Capital Project Accounting
- Internal Auditing
- Data Visualization
- Budget Development
- PCI Compliance
- Online Payment Rollout

Sealed proposals will be received at the Office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska, until **4:00 p.m. Tuesday, September 15, 2022**. The time of receipt will be determined by the City Clerk's time stamp. Proposals received after the time fixed for the receipt of the bids shall not be considered.


All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List to be considered responsive. The Plan Holder registration form and the Request for Proposal (RFP) documents are available on line at <http://www.cityofhomer-ak.gov/rfps>

Please direct all technical questions regarding these proposals in writing to: Melissa Jacobsen, City Clerk/Deputy Director of Administration, City of Homer, fax 907-235-3140 or email clerk@ci.homer.ak.us

The City of Homer reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award contracts to the most qualified proposer.

DATED this 19th day of August, 2022.

CITY OF HOMER


Robert Dumouchel, City Manager

Homer News: August 25 and September 1, 2022
Anchorage Daily News: August 28, 2022

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HOMER, ALASKA
REQUEST FOR PROPOSAL
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TERM CONTRACTS**

- I. **Overview.** The City of Homer, Alaska is requesting proposals from qualified CPA firms to provide financial services under multi-year Term Contracts. The intent is to issue Term Contracts to multiple firms capable of providing one or multiple Categories of Service, as outlined below. The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award Term Contract(s) to respondents that best meet the selection criteria and the City's needs.
- II. **CATEGORIES OF SERVICES** – Task Orders will be issued for individual projects as needs arise during the duration of the Term Contracts. Following is a list of areas:
- Accounting Software Analysis/Conversion – the City currently utilizes Caselle and is open to a potential migration within the next two years
 - Governmental Fund Accounting
 - Enterprise Fund Accounting
 - Municipal bond Accounting – assist with Bond Bank applications/financial analysis/financial statements accounting work
 - Capital Project Accounting – reconciliation spreadsheets/tracking models
 - Internal Auditing – help us get this program up and running successfully
 - Data Visualization – Council/Public outreach
 - Budget Development – Operating and Capital; GFOA Budget Award Criteria
 - PCI Compliance
 - Online Payment Rollout – software research/issue RFP

III. RFP SUBMISSION

Interested firms shall submit one original and four copies of the completed proposal in an opaque envelope marked as follows:

CERTIFIED PUBLIC ACCOUNTING MUNICIPAL FINANCE SERVICES

Proposal dated September 15, 2022

The proposals shall be addressed to:

City Clerk's Office
City of Homer
491 E. Pioneer Avenue
Homer, Alaska 99603

Proposals shall be received at the office of the City Clerk **until 4:00 p.m., September 15, 2022**. Faxed or emailed proposals are not accepted.

An electronic copy of the RFP documents and plan holder registration forms are available online at <https://www.cityofhomer-ak.gov/rfps>. Paper copies of the Proposal Documents may be purchased at the Office of the City Clerk upon payment of \$10 per set (\$15 for priority mail delivery). All fees are non-refundable.

For **proposal specifications, evaluation criteria** contact: City Clerk's Office, City of Homer 491 E. Pioneer Avenue, Homer, Alaska 99603, 907-235-3130 or clerk@ci.homer.ak.us.

Please direct all questions in writing regarding this project to the City Clerk’s Office by email to clerk@ci.homer.ak.us or by fax to 907-235-3140. Questions and answers will be distributed by the Clerk’s Office to all those listed on the plan holders list for this RFP.

The City of Homer reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed.

IV. PROPOSAL FORMAT AND CONTENT

A. Letter of Transmittal (two pages maximum) – The transmittal letter should briefly introduce your firm, identify the Categories of Services you are interested in providing and give the name, title, address, and phone number of the person(s) authorized to make representations for your firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.

B. Proposal Narrative – The Proposal Narrative shall provide the following information:

1. **Lead Accountant (30 Points)** – The Lead Accountant will be the City’s main point of contact for the duration of the Term Contract. For this section, introduce the proposed Lead Accountant and describe their experience.
2. **Accounting Team (45 Points)** – This section shall present the Key Personnel and indicate which Categories of Service they are qualified to provide. These Key Personnel will be expected to actively participate in financial activities. For this section, introduce the Key Personnel and demonstrate their experience in the areas in which your firm is interested in providing service.
3. **References (10 Points)** – List the names, titles, and phone numbers of at least three clients who obtained similar services from your firm. References must reflect work performed by the proposed Lead Accountant and the Accounting Team.
4. **Cost (15 Points)** – Submit the Billing Rate Schedule you propose to use in the first year of the term contract including the hourly rates for the personnel you would be using for each Category of Service you propose to provide.

V. EVALUATION CRITERIA AND SELECTION PROCESS

A selection committee will evaluate the proposals and make a recommendation to the City Manager. Homer City Code requires City Council action for authorization to award most professional service contracts. Evaluators may investigate proposer’s prior work experience and performance, including projects referenced in the proposal, and may contact listed references or other persons knowledgeable about a proposer's past performance. Factors such as overall experience relative to the proposed Categories of Service, quality of work, cost control, and the ability to meet schedules may be addressed during the evaluation.

Submittals will be evaluated and scored in accordance with the following criteria:

A.	Lead Accountant	30 points
B.	Accounting Team	45 points
C.	References	10 points
D.	Cost	<u>15 points</u>

Maximum Score 100 points

The Proposals will be ranked according to the criteria set forth in this Section. The City of Homer may award multiple Term Contracts for each Category of Service. Once a Term Contract is awarded, the City will work with selected firms to issue Task Orders identifying a scope, schedule and budget for a particular scope.

VI. CONTRACT TERM

A Term Contract will be for three years following the date of Contract Execution. The City may issue extensions for an additional two years.

VII. PROPOSED TERM CONTRACT AWARD SCHEDULE

Proposals Due	September 15, 2022 @ 4:00 p.m.
Selection Committee Recommendation	September 21, 2022
City Council Award	September 26, 2022 @ 6:00 p.m.