



REQUEST FOR PROPOSALS FOR ACCOUNTING SERVICES

Board of Trustees
ROBERTS PARK PROTECTION DISTRICT
8611 S. Roberts Road
Justice, IL 60458

Submission Deadline:
November 8, 2024
3pm



Roberts Park Fire Protection District
8611 S Roberts Road, Justice, IL 60458
Main (708) 598-6758
Fax (708) 598-6778

October 8, 2024

RE: Local Government Accounting Services

Dear Proposer:

The Roberts Park Fire Protection District is located in Cook County in Illinois. It has an annual budget of approximately \$6,500,000 and employs approximately 49 people. The Board of Trustees of the District is currently seeking requests for proposals for several accounting and finance duties. Enclosed you will find information concerning the exact scope of services required.

The deadline for submissions is **November 8, 2024 by 3pm**. Any submissions received after this date will not be considered.

The Board appreciates your participation in this RFP process. Should you have any questions regarding this request for proposals, please contact Fire Chief Jeffrey Ketchen @ 708.598.6752 or jketchen@rpfpd.org.

REQUEST FOR PROPOSALS FOR ACCOUNTING SERVICES

GENERAL INFORMATION

1. PREPARATION OF SUBMISSION

Proposals must be submitted no later than *3pm on November 8, 2024*. Inquiries concerning this RFP should be directed to Fire Chief Jeffrey Ketchen @ 708.598.6752 or jketchen@rpfpd.org

2. TIMELY SUBMISSIONS

The receipt of submission will cease at the date and time set forth above. Any submission received after the scheduled date and time **will not be considered**.

3. QUALIFICATIONS OF PROPOSERS

Only Certified Public Accountants licensed in the State of Illinois may respond to this RFP. Prior to entering into a contract, proof of qualification may be required.

4. AWARD SELECTION

The RFP will be awarded to the most qualified responsive submitter. This work involves considerable accounting and public finance skills and is exempt from public bidding laws. The award may not necessarily be awarded to the lowest proposer.

Although price is a major consideration in the award of bids, **the contract will not be awarded on price alone**. The District reserves the right to award the Contract to one proposer for the entire project or to any series of proposers for an appropriate portion of the project. The District also reserves the right to determine whether the selection, in its judgment, meets the needs or purposes intended, to reject any and all price or proposals submitted and to waive any formality or technicality. Such decisions shall be final and not subject to recourse.

6. INVOICING AND PAYMENT

Terms for payment are as follows: The Proposer shall issue an invoice monthly for services performed.

7. COMPLIANCE WITH LAWS

All services must comply with all federal, state, county and local laws, ordinances, rules, regulations, and orders that in any manner affect the production and sale of the product or service contained herein. Additional certifications, attached as addenda, will be required in the event federal or state funds are being used to fund this contract. Lack of knowledge on the part of the vendor will in no way be cause for release of this obligation.

TERMS AND CONDITIONS OF THIS REQUEST FOR PROPOSALS

1. SCOPE

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officer(s) is an independent certified public accountant, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Proposer" to perform the listed financial and accounting services for the District.

2. PROJECT IDENTIFICATION AND SCOPE

All services are expected to be provided in accordance with Generally Accepted Accounting Principles (GAAP). Proposer is to produce the following deliverables according to the following schedule:

Scope of Services Requested

1. Review and Process Accounts Receivables
2. Review and Process Accounts Payables
3. Post and reconcile end of the month journal entries
4. Prepare Bank Reconciliations
5. Process payroll
6. Post payroll journal entries (paid semi-monthly)
7. Maintain fixed asset accounting records including depreciation
8. Assists auditors with preparation of annual audit including accrual adjustments
9. Produce monthly financial report for the board/staff to include purchasing activities to ensure compliance with budgetary constraints
10. Preparation of any additional financial reports requested by the governing board or administration
11. Provide guidance on the current and potential future fiscal impact of current and proposed activities
12. Accounting and Financial Reporting support (for Governmental Accounting including Budget and Appropriations, Tax Levy Ordinance, Miscellaneous other)
13. Review of budget vs actual with Fire Chief
14. GEMT reporting
15. CMS study filing
16. Assist in referendum
17. Assist District in achieving GFOA's COA for Excellence in Financial Reporting

3. TERM OF THE CONTRACT

It is anticipated that the governing board will enter into an open-ended contract, terminable at the will of either party, with the firm chosen.

4. PRICE

The proposed price should be a fixed cost for the entire year billed monthly.

5. TECHNICAL QUALIFICATIONS

The Proposer, in its proposal, shall, as a minimum, include the following:

A. Prior Fire District Accounting Experience. The Proposer should describe its prior fire district accounting experience including the names, addresses, contact persons, and telephone numbers of prior organizations served by the accounting firm. Experience should include other local governmental or tax-funded agencies.

B. Organization, Size, and Structure. The Proposer should describe its organization, size (in relation to accounting services to be performed) and structure. Indicate, if appropriate, if the firm is a small or minority-owned business.

C. Staff Qualifications. The Proposer should describe the qualifications of staff to be assigned to the accounting services. These descriptions should include, at a minimum:

- Accounting team makeup.
- Overall supervision to be exercised.
- Prior experience of the individual accounting team members.

D. Understanding of Work to be Performed

The Proposer should describe its understanding of work to be performed, including accounting procedures, ability to assist with annual audits, collateralization requirements, and assistance with preparation of budget and tax levy.