

**TOWN OF PEMBROKE PARK  
REQUEST FOR PROPOSALS (RFP)  
PROFESSIONAL FINANCIAL ACCOUNTING SERVICES**

**I. PROJECT DESCRIPTION**

Town of Pembroke Park, Florida (“Town”) is soliciting proposals from interested accounting firms, qualified under state laws and regulations, for the operation and management of the Town Finance and Budget Department. The Town intends to enter into an agreement for these services, with an initial term of two (2) years. At the Town’s sole discretion, the agreement may be extended for not more than two (2) one-year periods. The deadline for submitting a proposal is Friday, August 3 at 3:00 PM. Proposals will be recorded, but not publicly opened, on Friday, August 3, 2018 at 3:00 PM at Pembroke Park Town Hall, Town Commission Chambers, 3150 SW 52 Avenue, Pembroke Park, Florida 33023.

**II. RFP PACKAGE CONTENTS**

- A. This RFP package includes:
- Sections I through X hereof
  - Questionnaire
  - Acknowledgment
  - Public Entity Crimes
  - Conflict of Interest Disclosure
  - Acknowledgement of Addenda
- B. If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the proposer must immediately notify the Town of such error and request modification or clarification. Modifications or clarifications will be posted to the Town’s website as addenda, at [www.Townofpembrokepark.com](http://www.Townofpembrokepark.com).
- C. Questions must be submitted in writing to Natasha Joseph, Administrative Services Director, no later than 3:00 PM on July 24, 2018. Answers to questions of general interest will be posted to the Town website ([www.Townofpembrokepark.com](http://www.Townofpembrokepark.com)) as an Addendum no later than 5:00 PM on July 30, 2018. Respondents are responsible for checking the website to ensure they have all addenda prior to submitting their proposal, as failing to acknowledge any addenda may result in disqualification.

**III. BACKGROUND INFORMATION**

- A. Town is a political subdivision of the State of Florida and is located in the southeastern part of the State in Broward County. Town was first incorporated December 10, 1957 as Town of Pembroke, and later incorporated as Town of Pembroke Park on June 20, 1959. Town has a current estimated permanent population of 6,100 residents with a large influx of seasonal residents each winter. Town has a total area of 1.7 square miles.

- B. All funds, account groups and all financial activities considered to be part of the Town will be included in the work. The Town maintains one General Fund, one Sewer Enterprise Fund, one Surface Water Drainage Enterprise Fund, and one Pension Fund for the benefit of Town Commissioners. The total budgeted revenues and expenses for the fiscal year 2017-2018 are \$11,582,395.
- C. It is the intent of the Town to have the selected firm manage and operate the Town's Finance and Budget Department, as described in Section IV. Other routine financial services may be required to meet the intent of this Request For Proposals.

#### **IV. SCOPE OF SERVICES**

- A. Fund Accounting: Establish a Fund Accounting System in accordance with Generally Accepted Accounting Standards, Governmental Accounting Standard Board, the Uniform Accounting System prescribed by the Department of Banking and Finance for Governmental Accounting and the Rules of the Auditor General.
- B. Accounting Functions: selected firm shall prepare monthly financial reports to include all bank reconciliations, transaction journal entries, accruals, estimates, and shall prepare such statement in a form to be presented to Town Commission, and shall attend such presentation at the request if the Town Manager or Town Commission.
- C. Prepare a policy and procedures manual for employees to ensure that the proper procedures for financial transitions are performed in a timely and uniform manner.
- D. Accounts Payable: Provide for the timely payment of invoices, ensure compliance with all Internal Revenue Service requirements, and all applicable State requirements.
- E. Revenue Collection/Accounts Receivable: Coordinate all tax collections, franchise fees, utility taxes and other receivables. Establish systems for the billing and collection of permit fees, license fees and other miscellaneous revenues. Establish procedures for the safe and timely deposit of revenues, and advise the Town on fees and charges.
- F. Investment Management: Prepare required investment policies and procedures pursuant to Chapter 218, Florida Statutes, for Town Commission consideration; undertake appropriate investment opportunities pursuant to the Town's adopted investment policy and relevant State statutes and regulations to ensure the Town receives the maximum return on its investments while safeguarding Town funds; produce timely investment reports stating the effectiveness of the adopted investment policy. File all required reports with the appropriate agencies.
- G. Annual Audit: Prepare all required schedules for year-end audit, assist the Town's independent auditor in the preparation of the annual audit, prepare the Town's Comprehensive Annual Financial Report (CAFR) within one hundred twenty (120) days after the fiscal year end for presentation to Town Commission, and distribute to the State Chief Financial Officer and Auditor General; submit CAFR for consideration of the

Governmental Finance Officer's Association's (GFOA) Excellence in Financial Reporting Award.

- H. Payroll Administration: Coordinate all employee time cards, pay records and other required documentation in-house or with a payroll vendor as the Town may determine and administrate all contracts for compliance with the Town's specifications, prepare and submit all required tax returns for withholding and social security, and prepare and submit employee W-2 forms and IRS returns for the calendar year end.
- I. Capital Projects: Establish a recordkeeping system to include monitoring of payments and other financial records, bidding assistance and evaluation, OS preparation, and other necessary financial assistance. Assist in the evaluation and acquisition of risk/insurance for capital projects and bond issues.
- J. Human Resources: Ensure proper functioning of payroll, fringe benefits, insurance, tax and other municipality-specific and general law-provided human resource functions.
- K. Monthly Financials: Prepare monthly financial reports by the 15th day following close of the reporting period. Present or assist the Town Manager in presentation of the report to Town Commission.
- L. GASB 34: Establish and administrate a system to ensure full compliance with fixed asset requirements as outlined in Pronouncement 34 and prepare valuation schedules for all purchased and donated/acquired assets.
- M. Budgeting: Prepare in concert with the Town Manager, the Town's annual budget(s), work with the Town's departments in the budget process; provide material for and attend all budget meetings, hearings and workshops; Submit all required documentation to the Department of Revenue and provide all necessary reports and copy for public advertisements and public hearings. Assist the Town Manager in establishing goals, performance measures, program measures and accountability. Prepare a budget meeting the requirements of the Government Finance Office Association's (GFOA) Distinguished Budget Award Program. Prepare periodic actual to budget report on revenues and expenses and all necessary budget adjustments and amendments.
- N. Debt Management: Ensure timely payment of all Town obligations and proper fund accounting of all inflows and outflows; periodically evaluate the Town's obligations to ensure optimum rate, term and other applicable factors. When necessary to receive a bond rating or bond insurance, accompany the Town Manager and other appropriate Town officials to visit rating agencies and municipal insurers.
- O. Purchasing: Assist in the preparation of internal purchasing procedures manual, process all purchase orders and establish internal controls. Make payments from approved purchase orders.

- P. Risk Management: Assist the Town Manager in the preparation of a Risk Management policy for the Town; review, recommend and purchase all insurance types on behalf of the Town; process and assist in the investigation of insurance claims; ensure that the Town maintains proper insurance coverages.
- Q. Information Technology (IT): Advise the Town on IT needs and requirements. Provide an appropriate IT system to meet the Town's financial needs and requirements. Maintain such system to ensure that the Town meets all audit requirements. Provide assistance to the Town should it transition to its own system. Advise on other IT needs and developments.
- R. Internal Audit Function: Monitor all agreements and contracts to ensure the timely payment and or receipt of all obligations. Assist in the preparation and evaluation of all interlocal agreements. Ensure compliance with all grant award requirements and obligations.
- S. Other Services: Assist the Town Manager on other special studies such as pay studies, overhead rate studies, grant administration, performance audits, and policy and procedures manuals. Other financial services as determined by the Town Manager and selected firm by mutual agreement may also be performed.

**V. TIMELINE**

- A. Dates provided are best estimates and subject to change as required.

RFP Documents Available	July 18, 2018
Written Questions Deadline	July 24, 2018 3:00 PM
Written Answers Provided	July 30, 2018, 5:00 PM
<b>PROPOSALS DUE</b>	August 3, 2018, 3:00 PM
Interviews, if necessary	TBA
Commission Meeting – Contract Award	TBA
Contract Term Begins	TBA
Contract Term Ends	TBA

**VI. QUALIFICATIONS**

- A. The firm must be in good standing and properly licensed in the State of Florida.
- B. All supervising or in-charge personnel connected with the RFP must be certified public accountants licensed in the State of Florida in good standing. All personnel connected with the audit must be employees of the firm. The use of subcontractors shall not be permitted.
- C. The successful firm must have a minimum of five (5) years experience providing financial accounting services.

- D. The firm must maintain proper supervision and continuity in all levels of staff assigned.
- E. Prior to commencing work, the selected firm must provide evidence of insurance, as described in section IX, Indemnification, Insurance, and Warranty.
- F. Prior to commencing work, the selected firm must execute an agreement for financial services with Town.

**VII. AWARD PROCESS AND SELECTION CRITERIA**

- A. Contract award will be made on the determination of value and in the best interest of Town, based on evaluation criteria outlined below. In reviewing the proposals it receives, the Town reserves the right to reject, for any reason whatsoever, any and all proposals, and to waive any informality or irregularity in a proposal. The action to award a contract, in whole or in part is subject to approval by the Town Commission. The submission of a proposal does not in any way commit the Town to enter into an agreement with that proposer.
- B. Contract award will be made according to the highest proposer score, as determined by an Evaluation Committee and approved by the Town Commission. Proposer scores will be based on a maximum total score of 100 points, using the following criteria:
 

Qualifications and experience	40%	(40 maximum points)
Cost	35%	(35 maximum points)
Adherence to specifications	25%	(25 maximum points)
- C. Up to three (3) finalists may be selected to interview on-site at the Town Hall. Costs incurred for travel, food, lodging, and demonstration purposes will be the sole responsibility of the finalists.
- D. The selected firm will be given the first right to negotiate an agreement acceptable to the Town. In the event that an agreement satisfactory to the Town cannot be reached, the Town may enter into contract negotiations with one or more of the remaining qualified firms.
- E. It is anticipated that award will be made within three (3) weeks after proposal deadline, or if interviews are conducted, within three (3) weeks of completion of interviews. Award will take place during a regularly scheduled meeting of the Town Commission. Town Commission meetings are open to the public and are advertised on the Town website at [www.Townofpembrokepark.com](http://www.Townofpembrokepark.com).
- F. Upon award, a contract will be issued to the successful proposer. Work shall commence only after review and acceptance of all contract documents (including insurance certificates) by Town.

**VIII. ADDITIONAL CONSIDERATIONS**

- A. Proposals must be guaranteed through September 15, 2018.
- B. Proposals must include the attached Questionnaire, Acknowledgment Public Entity Crimes, Conflict of Interest Disclosure and Acknowledgement of Addenda forms. Any modification to the RFP will be issued as an Addendum with an accompanying Acknowledgment form; any and all Acknowledgment forms must be signed and returned with the proposal.
- C. Proposals must be in compliance with all RFP requirements. Failure to do so may result in disqualification.
- D. All proposal material submitted shall become the property of Town and will not be returned.
- E. Any information contained within the proposal that is proprietary in nature or protected by copyright, trademark, or other intellectual property law should be clearly identified for nondisclosure purposes.

**IX. INDEMNIFICATION, INSURANCE, AND WARRANTY**

The following will be required of the selected firm:

- A. Indemnification. The firm must agree to hold harmless Town, its elected officials, officers, and employees from any claims as a result of the awarded firm’s negligence.
- B. Insurance. The firm must purchase and maintain, at its own cost, primary insurance(s) with the minimum coverage limits described below. Insurance(s) must be with insurers and formats acceptable to Town, covering all premises and operations, and in force from the beginning of the project through the warranty period. The selected firm will be responsible for any deductible losses required in its insurance(s).

**Commercial General Liability**

- combined single limits of one million dollars (\$1,000,000) each occurrence
- one million dollars (\$1,000,000) aggregate

Coverage must include bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy must also contain a provision for severability of interests. Town, its elected officials, officers, and employees must be named on the certificate as additional insured.

**Professional Liability**

- one million dollars (\$1,000,000) each occurrence
- one million dollars (\$1,000,000) aggregate

**Employer’s Liability Insurance**

- six hundred thousand dollars (\$600,000) each accident
- six hundred thousand dollars (\$600,000) disease - policy limit
- six hundred thousand dollars (\$600,000) disease

Town, its elected officials, officers, and employees must be named on the certificate as additional insured.

**Worker’s Compensation** (Evidence of qualified self-insured status may be substituted)

- in an amount according to applicable laws for firm’s employees

**Comprehensive Automobile Liability** – bodily injury and property damage

- combined single limits of six hundred thousand dollars (\$600,000) each occurrence
- six hundred thousand dollars (\$600,000) aggregate

Automobile coverage shall be for each owned, non-owned or hired firm vehicle (including employee-owned vehicles) used for the project and shall also contain a provision for severability of interests. Town, its officials and employees must be named on the certificate as additional insured.

- C. Certificates of insurance must be received and approved by Town prior to the beginning of services. Certificate(s) must identify the project and indicate that cancellation, termination or material change to the policy will not occur without 30 days prior written notice to the Town. If asked, the firm must provide a certified copy of any policy and/or endorsement. Should the firm fail to purchase or maintain insurance(s) as required, the Town may either terminate the contract or purchase the required insurance and recover the cost from the firm.
- D. Warranty. The firm must warrant that the work will be performed in a professional manner in accordance with Town, State, and Federal standards applicable to the project.

## **X. PROPOSAL CONTENT / SUBMISSION INSTRUCTIONS**

- A. Minimum proposal content is as follows:

### 1. Proposer Statement of Organization

Provide information on proposer as follows:

- a. Legal contracting name including any fictitious name.
- b. State of organization or incorporation.
- c. Ownership structure of proposer’s company. (e.g., Sole Proprietorship, Partnership, Limited Liability Corporation, Corporation)
- d. Federal Identification Number.

- e. Contact information for proposer's Corporate headquarters.
- f. Contact information for proposer's Local office (if any).
- g. List of officers, owners and/or partners, or managers of the firm. Include names, business addresses, email addresses, and phone numbers.
- h. Any additional organizational information that proposer wishes to supply to augment its organizational structure.
- i. Contact information for proposer's primary representative during this RFP process. Include name, phone number, e-mail, mailing address, city, state, zip.
- j. Briefly summarize any potential conflicts of interest, pending or current litigation relating to the performance of requested financial advisory services in which proposer is a party, if applicable.

## 2. Firm Overview

- a. Provide a brief description of how your firm is organized, including the businesses in which it is engaged, the location of offices, number of public finance professionals in each office. Include a discussion of the specific expertise and services that distinguish your firm.
- b. Describe your firm's understanding of the work to be performed. In addition, state why your firm believes it is the most qualified to perform the services requested.

## 3. Personnel and References:

- a. Identify the office partners, managers, and key staff members you intend to assign to the project. Provide the planned organization of the project team, team members to be actively involved in the field work, and their roles. Briefly describe their professional experience, governmental training and experience, education certifications, and memberships.
- b. Submit at least three client references for whom your firm has provided services similar to those specified in this RFP in the past five (5) years and who are agreeable to respond to a request from Town regarding proposer's experience. Each client reference should include the following:
  - Organization name
  - Contact name(s)
  - Contact email address
  - Address
  - Telephone and fax numbers



- Dates of service (start/end)
- Scope of work (brief description)

#### 4. Approach and Capacity

- a. Describe how your firm plans to approach providing the financial accounting services requested in the RFP.
- b. Describe your firm's personal development program and its continuing education requirements as related to governmental clients.
- c. Provide an estimate of time and cost to provide the services specified in the RFP. Provide the number, type and title of personnel, estimated hours for each, and their hourly rate(s), or if applicable, the overall "blended" rate to be used.
- d. Submit a "not to exceed" total contract amount for each year of the initial two (2) year contract years.
- e. Provide any other information which you feel will assist the Town in making its decision.

#### 5. Proposal submission instructions

- a. Proposer shall submit the following documents by the deadline set forth on the cover page:
    - Proposal as discussed in this Section
    - Questionnaire
    - Acknowledgement
    - Public Entity Crimes
    - Conflict of Interest Disclosure
    - Acknowledgement of Addenda
  - b. Selected proposer will be required to return the following items:
    - Business license
    - Insurance certificate
    - Completed Form W-9
    - Signed Contract
6. Submit one (1) original proposal (marked "original") and five (5) copies for a total of six (6), and one electronic copy (CD or USB drive) in a sealed envelope.
  7. Seal and mark the proposal package "Professional Financial Accounting Services". The package exterior must bear the name of the proposing firm.

8. Submit the sealed proposal package to Town of Pembroke Park, Attn: Deputy Town Clerk, 3150 SW 52 Avenue, Pembroke Park, Florida 33023 no later than June 12, 2018 at 3:00PM. Late proposals shall not be considered.

## QUESTIONNAIRE

1. Submitted by (company name) \_\_\_\_\_
  - a. Corporation \_\_\_\_ Partnership \_\_\_\_ Individual \_\_\_\_ Joint Venture \_\_\_\_  
Other \_\_\_\_\_ Describe: \_\_\_\_\_
  - b. Florida CPA Firm License number and expiration \_\_\_\_\_
  - c. Office location responsible for providing these services \_\_\_\_\_  
\_\_\_\_\_
2. Number of people in your organization at the location in (1 b.) above \_\_\_\_\_
3. Number of people devoted to auditing at the location in (1 b.) above \_\_\_\_\_
4. Length of time the firm has been doing business under this name in Florida \_\_\_\_\_ years
5. Length of time your firm has provided financial auditing services \_\_\_\_\_ years  
Length of time your firm has provided auditing services to governmental clients \_\_ years
6. Under what other name(s) has your firm operated \_\_\_\_\_  
\_\_\_\_\_
7. What services, other than auditing services, does your firm presently provide?  
\_\_\_\_\_
8. Has or is your firm currently involved in any formal court proceedings regarding any of your auditing projects? \_\_\_\_ YES (attach a detailed explanation) \_\_\_\_ NO

**THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL**

**ACKNOWLEDGMENT**

The undersigned, having carefully read and considered the Request for Proposals for Pembroke Park Professional Financial Accounting Services, does hereby offer to perform such services on behalf of the Town of Pembroke Park, in the manner described and subject to the terms and conditions set forth in the attached Request for Proposals.

The undersigned gives permission for Pembroke Park to contact business references provided in this proposal, and any others for whom the undersigned has performed work.

The undersigned further states that this proposal is made in good faith and is not founded on, or in consequence of, any collusion, anti-competitive agreement or other type of anti-competitive activities between themselves and any other interested party, in restraint of free competition.

Proposer Business Name \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_

Authorized Representative Name/Title (print) \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL**

**PUBLIC ENTITY CRIMES**

**NOTIFICATION OF PUBLIC ENTITY CRIMES LAW**

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-Proposer, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

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Firm Name

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Signature

Date

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Printed Name and Title

**CONFLICT OF INTEREST DISCLOSURE**

The award of the agreement is subject to the provisions of Chapter 112, Florida Statutes. All Proposers must disclose within their Proposal, the name of any officer, director, or agent who is also an employee or relative of an employee of the Town of Pembroke Park.

Furthermore, all Proposers must disclose the name of any Town employee or relative(s) of a Town employee who owns, directly or indirectly, an interest in the Proposers firm or any of its branches.

The purpose of this disclosure form is to give the Town the information needed to identify potential conflicts of interest for key personnel involved in the award of this contract.

The term “conflict of interest” refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee’s professional judgment in exercising any Town duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

- To the best of our knowledge, the undersigned firm has no potential conflict of interest as defined in Chapter 112, Florida Statutes.
- The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this RFP.

Acknowledged by:

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Firm Name

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Signature Date

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Printed Name and Title

**ACKNOWLEDGMENT OF ADDENDA**

The Proposer hereby acknowledges the receipt of the following addenda, which were issued by the Town and incorporated into and made part of this RFP. It is the sole responsibility of the Proposer to ensure that all addenda have been received and receipt of each has been acknowledged. Failure to submit acknowledgement of each addendum issued may result in the Proposer being deemed non-responsive.

ADDENDA NUMBER	ADDENDA DATE

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Signature of Proposer’s Agent Title

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Printed Name Date