

**Request for Proposal**  
**To Provide Accounting Consultant Services For**  
**Southeastern Utah Association of Local Governments**

***BACKGROUND INFORMATION***

Southeastern Utah Association of Local Governments (SEUALG) is an association of governments in Carbon, Emery, Grand, and San Juan counties. SEUALG was formed in 1969 to address problems that extend beyond traditional jurisdictional boundaries and affect the entire southeast region. SEUALG was also designed to eliminate duplication of effort and to provide a stronger role for local government officials in planning, coordinating and administering state and federal programs at the local level. SEUALG's sources of funding include various federal, State, local, and other contracts/grants.

Total revenue for all funds and component organizations was \$4,100,373 for the fiscal year ended June 30, 2020.

SEUALG uses CYMA19 accounting software for its governmental accounting applications.

To assist in managing its financial functions and activities SEUALG is issuing a request for proposals (RFP) for accounting and consulting services.

Offerers shall maintain General Liability and Professional Practices Liability Insurance on its operations and shall provide an insurance certificate upon request and response to this RFP.

Offerers shall ensure that their employees and/or subcontractors are required to sign a Confidentiality Agreement to safeguard confidential and protected information that they may encounter in their activities with SEUALG

***OBJECTIVE AND SCOPE***

Offerer shall provide the following general accounting support via consulting services to the Fiscal Manager of SEUALG:

- Closing support consisting of reconciliation of systems to control figures, filing monthly reports, year-end reconciliation and closing, and transitioning budget items from year to year.
- Audit support, consisting of facilitation of required state and/or federal audits, negotiation of Financial Statement changes by CPA firm, ensuring the auditing firm obtains all information necessary for an independent audit, and ensure that state and federal reports are sent in a timely manner.
- Along with the Fiscal Manager, coordinate and lead the annual audit process; liaise with external auditors and the finance committee of the board of directors; assess any changes necessary
- As requested by the Fiscal Manager, consult to ensure compliance with State laws and regulations, and assure that the correct files are submitted to the State and also retained for budgeting, transparency and any other state requirements as they arise.
- Support the Fiscal Manager and the Board with high-level, fiscal policy and oversight support.

***PROPOSAL QUALIFICATION REQUIREMENTS***

Interested certified public accounting firms should include the following information in their proposal to perform the consulting services for the remaining State Fiscal Year 21 and Fiscal Year 22.

**A. Profile of the Consultant Firm**

The profile of the proposers should provide general background information. This should include:

1. The organization and size of the proposer, whether it is local, regional, national or international in operations.
2. The locations of the office from which the work is to be done and the number of professional staff by staff level, employed at the office.
3. A statement on the proposer's staff capabilities.
4. A positive statement that the following mandatory criteria are satisfied:
  - (a) An affirmation that the proposer is properly licensed for practice as a certified public accountant in the State of Utah.

#### E. Fees

Supply the billing rates, estimated number of billable hours, other billable expenses.

#### F. Non-Discrimination Clause

Affirm that the firm does not discriminate against any individual because of race, religion, sex, color, age, handicap or national origin and that these shall not be a factor in consideration for employment, selection of training promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

#### *CONTRACTUAL ARRANGEMENTS*

- A. Payment for consulting services will be made upon receipt of invoice for services rendered.
- B. Preference will be given to firms located within one of the four counties serviced by SEUALG.

#### *EVALUATION OF PROPOSALS*

The following criteria will be considered when making an evaluation of the proposals:

#### A. Technical Factors

- \*Responsiveness of the proposal in clearly stating an understanding of the consulting services to be performed.
  - (a) Appropriateness and adequacy of proposed procedures.
  - (b) Reasonableness of time estimates and total consulting hours.
  - (c) Appropriateness of assigned staff levels.
- \* Technical experience of the firm.
- \* Qualifications of staff.
- \* Size and structure of the firm
- \* Geographic location of key personnel and responsible office.

#### B. Cost of Consultation

While cost is important, it may not be the determining factor in awarding this contract. SEUALG is not obligated to accept the lowest bid.

#### C. Right to Reject

SEUALG reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the independent certified public accounting firm who, based on evaluation of all responses, applying all criteria and oral interviews, if necessary, is determined to be the best to perform consulting duties.

#### *SUBMISSION OF PROPOSALS*

Three (3) copies of your sealed bid proposal must be submitted to Austin Preston, Southeastern Utah Association of Local Governments, PO BOX 1106 or 375 S Carbon Ave, Price UT 84501, no later than May 19,, 2021 at, 5 p.m. Selection of the CPA firm will be made by May 27, 2021, and all firms submitting proposals will be notified immediately as to the selection results. No proposal will be considered that is not received at or prior to the above time and date.