

# TOWN OF SCRIBA

42 Creamery Road  
Oswego, New York 13126  
Tel (315) 343-3019

**REQUEST FOR PROPOSALS (RFP) FOR ACCOUNTING/BUDGETING SERVICES  
ISSUED BY  
TOWN BOARD OF THE TOWN OF SCRIBA  
July 24, 2019**

## 1) GENERAL INFORMATION

a) The Town Board of the Town of Scriba (“Scriba”) seeks a qualified accountant to serve as Accountant/Budget Specialist for the Town for fiscal year 2020.

b) Accountants, Public Accountants and Certified Public Accountants that presently maintain an office within the counties of Oswego, Onondaga, Cayuga or Jefferson may respond to this RFP.

c) Instructions on Proposal Submission.

(1) Closing Submission Date. Three (3) hard copy proposals and (1) electronic copy must be submitted no later than 10:00 AM on Monday, August 12, 2019.

(2) Submissions and Inquiries. Inquiries concerning this RFP should be emailed to:

Robert Ramsey, Town Supervisor  
Town of Scriba  
42 Creamery Road  
Oswego, New York 13126  
ScribaSupervisor@gmail.com

d) All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Respondent and will not be reimbursed by Scriba.

e) It is important that the Respondent’s proposal be submitted in a sealed envelope clearly marked with the following information:

Request for Proposal  
Date  
Firm and/or Accountant Name

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Respondent to ensure that the proposal is received by Scriba, by the date and time specified above. Late proposals will not be considered.

f) Scriba reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

g) It is the preference of Scriba to provide opportunities for the purchase of equipment, goods and services from: (i) professionals and business enterprises located in the Town of Scriba, or immediately outside the Town of Scriba; (ii) certified minority and/or woman-owned business enterprises; and (iii)

professionals and business enterprises that employ residents of the Town of Scriba. Notwithstanding these preferences, all qualified applications will be considered.

h) All proposals submitted in response to this RFP shall be reviewed by the Town Board who will appoint the Accountant for the Town to begin providing accounting/budgeting services to the Town on or about August 30, 2019.

i) Neither Scriba nor any of its Town Board members, officers or employees shall be liable for any claims or damages resulting from the issuance of or any determination or award made pursuant to this RFP.

ii) Scriba is committed to a policy of equal opportunity and does not discriminate against respondents on the basis of race, color, religion, creed, ethnicity, age, gender, pregnancy, sex, sexual orientation, gender identity, national origin, citizenship, marital status, domestic violence victim status, military status, veteran status, disability, familial status, genetic information, genetic predisposition or carrier status, or other characteristic or criteria protected by applicable law.

i) It is anticipated that a decision selecting the successful firm will be made on or by August 21, 2019, for services to commence no later than September 1, 2019. All respondents submitting proposals in response to this RFP will be informed in writing of Scriba's decision in this matter no later than Friday August 23, 2019.

## **2) SCOPE OF SERVICES**

a) The successful respondent ("the Accountant") shall be required to serve as Accountant/Budget Specialist for the Town of Scriba in connection with Scriba's day to day business, as determined by the Town Supervisor and Town Board, assist in the preparation and review of the Town's annual operating budget, and provide general accounting and budgeting assistance to Scriba's Supervisor and Town Board members, as well as provide accounting advice and assistance to other departments within Scriba, from time to time, as circumstances dictate. In such role the Accountant/Budget Specialist will perform at a minimum the following services (collectively the "Services") as requested by Scriba:

- (1) Provide accounting and budgeting analysis and advice to the Town Supervisor and Town Board when such analysis and advise is sought;
- (2) Attend meetings of the Town Board when called to attend by the Town Supervisor or Town Board and provide advice, make recommendations and answer inquiries from Board members;
- (3) Provide budget analysis with respect to the NYS Local Finance Law, General Municipal Law, Town Law and other relevant provisions of municipal law and finance;
- (4) Assist the Town Supervisor in preparing an annual operating budget in conformance with NYS Town Law §§104, et. seq., including a determination concerning the Town's adherence to the NYS Tax Cap (GML §3-C), and all related matters;
- (5) Assist in the preparation, review, and delivery of all documents, instruments, and reports required, from time to time, to be filed with the Town Board, the State of New York, or the Federal Government, including the Internal Revenue Service, in relation to matters involving municipal finance, and other matters that arise requiring accounting or budgeting action;
- (6) Other accounting and budgeting services as required.

### 3) PROPOSAL CONTENTS

The following information should be provided in each proposal in the order listed below. Failure to respond to any request for information may result in rejection of the proposal in the sole discretion of Scriba.

#### a) Identifying Information:

(1) Identify the full legal name, address, and if applicable, type of legal entity (e.g. partnership, limited liability partnership, professional liability company, sole proprietorship) with whom the contract will be entered into.

(2) Federal Employer Identification Number.

(3) Name, telephone number and e-mail address of the representative of the respondent who is authorized to discuss this proposal.

(4) Identify the full name of (a) the billing accountant (b) each accountant that is expected to devote substantial attention to Scriba matters and (c) each principal owner of the respondent (i.e. a person or entity that owns 10% or more of equity/voting rights in the firm (collectively), the Proposing Accountant/Budget Specialist(s)).

#### b) Experience and Capabilities:

(1) Describe the organization, size, structure, areas of practice, and office location(s). Indicate, if appropriate, if the firm is a small or minority/owned business. Also include copy of Equal Opportunity/Affirmative Action Policy, if the firm has one.

(2) Explain respondent's capabilities in meeting the requirements of this RFP and identify team members who will be responsible for providing services, their qualifications including a summary of their educational background, their legal experience and primary office location. If licensed to conduct business in the State of New York please state so.

(3) Describe respondent's experience in providing the types of services described in this RFP to municipalities and governmental and quasi-governmental agencies and authorities including without limitation, other towns within New York State.

(4) Describe respondent's familiarity with the laws, rules, and regulations governing Scriba's budget and accounting responsibilities including a description of any services provided by the respondent to other municipalities.

(5) Provide at least two (2) relevant client references (especially governmental, public authority, public agency, Town, and/ or other quasi-governmental entities in New York with whom the respondent now works or has worked within the past three years. Provide contact information for such references.

#### c) Fees:

(1) Provide the cost for the "Services" including all fees and expenses.

(2) Describe the basis for the cost proposal.

(3) Describe the proposed billing and payment structure.

#### d) Miscellaneous

(1) Describe any existing conflicts of interest or any conflicts which might arise and provide assurance that there are no unresolved conflicts of interest between Accountant/Budget Specialist and Scriba.

(2) Provide any other information that might be helpful to Scriba in making a decision.

#### **4) CONTRACT CONDITIONS**

a) The successful candidate under this RFP shall enter into a retainer agreement (the "Agreement") with Scriba covering the Services and containing inter alia the following contractual provisions:

(1) Term. The agreement shall be for September 1, 2019 to August 31, 2020, and may be amended or cancelled at any time by Scriba upon written notice.

(2) Compensation. Remuneration for the services of the Accountant/Budget Specialist shall be paid by the Town Board, upon approval of invoices submitted on a monthly basis.

(3) Formal Contract. The Accountant/Budget Specialist shall promptly execute the Agreement incorporating the terms of this RFP and the successful candidate's response as well as other terms within 30 days after the award of the contract.

(4) Compliance with Laws. In performance of the Agreement the Accountant/Budget Specialist is required to comply with all applicable federal, state, and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the Accountant.

(5) Insurance. The Accountant/Budget Specialist shall maintain professional liability insurance in the amount of \$1 million each occurrence /\$1 million aggregate, and workers comp insurance in amounts required by applicable law.

(6) Non-discrimination. The Accountant/Budget Specialist shall comply with all applicable federal, state, and local laws, regulations, and policies pertaining to the prevention of discriminatory employment practice. Failure to perform under this provision constitutes a material breach of the Agreement.

(7) Conflict of Interest. The Accountant/Budget Specialist represents and warrants that no principal owner, officer, or employee of the successful candidate nor any member of the immediate family of any principal owner, officer, or employee of such candidate is a member, officer, agent or employee of Scriba. The applicant is not aware of any other direct or indirect conflict with Scriba unless previously disclosed. While acting as Accountant/Budget Specialist for the Town of Scriba, Attorney agrees that it will not represent any other person involved in an action pending against Scriba or act in a capacity or connection with any other matter on behalf of another unless disclosed to and approved by the Scriba Town Board.

#### **5) EVALUATIONS**

a) All Statements submitted in response to this RFQ shall be reviewed by the Town Supervisor and Town Board.

b) The Town Supervisor shall determine whether the respondents that meet the minimum requirements pursuant to selection criteria of this RFP. The information required to be submitted in response to this RFP has been determined by the Town Supervisor to be essential for use by Scriba in the evaluation process. Therefore, all instructions contained in this RFP shall be met in order to qualify as a responsive and responsible respondent and participate in Scriba's consideration for award. Statements which do not

meet or comply with the instructions of this RFP may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Town Supervisor and Town Board.

c) Scriba may negotiate with one or more respondents during the same period and may, at its discretion, terminate negotiations with any or all respondents. Scriba may invite one or more respondents to an interview with the Town Board. The Town Supervisor shall make a recommendation regarding the award to the members of the Town Board, who shall have final authority, subject to the provisions of this RFP, to award a contract(s) to the respondent(s) who's Statement represents the best overall value to Scriba, and taking into account the evaluation criteria set forth below.

d) All proposals shall be evaluated using the same criteria and process. The criteria that will be evaluated by Scriba in making an award are the following:

(1) the respondent's cost of services (expressed in terms of billing rates of attorneys who will devote substantial attention to Scriba matters);

(2) demonstrated prior experience with similar clients and transactions;

(3) technical approach including knowledge of laws, rules and regulations governing NYS Town Law, Local Finance Law, and General Municipal Law;

(4) team member qualifications;

(5) presence in the Town of Scriba, or within the County of Oswego; and

(6) client references.

e) Scriba reserves the right to:

(1) Select for contract or for negotiations a respondent other than that with the lowest cost.

(2) Reject any or all respondent applications received in response to this RFP or to make no award or issue a new RFP.

(3) Reject team members that Scriba believes lack appropriate qualifications to perform the services set forth in this RFP.

(4) Waive or modify any information, irregularity, or inconsistency in applications received.

(5) Request modifications to applications from any or all respondents during the review and negotiation period.

(6) Negotiate any aspect of the application with any respondent and negotiate with more than one respondent at the same time.

(7) Conduct investigations of any or all respondents and to verify information submitted by any or all respondents.

(8) Divide and award the contract to multiple Accountants/Budget Specialist as warranted and as it deems appropriate.

(9) Award the contract to one Accountant/Budget Specialist as warranted and as it deems appropriate.

**END OF RFP**