

**CITY OF FALMOUTH**

**REQUEST FOR PROPOSALS**

**FOR**

**GENERAL ACCOUNTING SERVICES**

Issue Date: July 21, 2025

Proposal Due Date: July 31, 2025, 4:30 p.m. EST

# INVITATION TO SUBMIT PROPOSALS

The City of Falmouth, Kentucky (the “City”) herewith requests proposals for General Accounting Services.

This invitation is restricted to services for the City only and proposals with respect to other agencies or projects shall not be submitted. Proposals are invited from any licensed CPAs, which can comply with all requirements.

This Request For Proposals (RFP) contains specific submission requirements, general scope of service requirements, as well as terms, conditions, and other pertinent information necessary for submitting a proposal. Interested firms can obtain the Request for Proposals package beginning **July 21, 2025**, on the City website [www.cityoffalmouth.com](http://www.cityoffalmouth.com) or by calling (859) 654-6937 to request a copy to be mailed.

Questions and inquiries should be directed via email only to: Sabrina Hazen at [shazen@cityoffalmouth.com](mailto:shazen@cityoffalmouth.com).

Proposals must be received by the City on or before **July 31, 2025, at 4:30 p.m. (EST)**.

Proposals will only be accepted electronically.

The successful firm will have a working knowledge of the City programs, policies, procedures, and funding sources such that they will be able to offer recommendations on how to classify and process various accounting questions posed by the City.

The successful firm will have a working knowledge of statutes, regulations and standards creating and governing cities. They should also have a working knowledge of State and Federal mandates including but not limited to GAAS and Government Auditing Standards.

## CITY FORMATION AND DESCRIPTION

The City of Falmouth in Pendleton County is accepting bids for services for Treasure/Tax Collector. The individual who accepts this position will be responsible for managing all of the City’s financial affairs.

## SCOPE OF SERVICES

The City intends to award a contract to a qualified CPA or firm to provide the services below as the City Treasurer/Tax Collector necessary for the operation of the agency. The CPA or firm selected should at a minimum be able to provide the following services:

- (1) Management of city finances, including the collection, safekeeping, and disbursement of city funds;
- (2) Preparation and maintenance of financial records and reports as required by law;
- (3) Collection of city taxes and assessments;

- (4) Compliance with all financial reporting requirements pursuant to KRS 83A.085 and other applicable statutes;
- (5) Performance of all other duties and responsibilities required of the City Treasurer/Tax Collector by statute or ordinance.

A contract for services shall be for 1 year with the option to renew for additional one-year contract if it is determined to be mutually beneficial to both parties.

It is essential that the CPA or firm selected will have the necessary knowledge, skills and experience to implement all aspects of the work. All work is to be performed with the highest degree of professional standards, in compliance with the City procedures, criteria and requirements, and Federal, State and local laws and regulations.

## **SUBMISSION PROCESS AND REQUIREMENTS**

### **SUBMISSION DEADLINE**

**Proposals must be received by the City on or before July 31, 2025, at 4:30 PM EST.**

**Submit by email to [shazen@cityoffalmouth.com](mailto:shazen@cityoffalmouth.com).**

### **RESPONSES SHALL CONTAIN INFORMATION IN THE FOLLOWING ORDER:**

#### **1. Geographic Location and Accessibility**

State the full name and address of your organization and, if applicable, the branch office that will perform the work on this project. Thoroughly explain what steps will be taken to enhance accessibility and to minimize potential problems in the areas of availability for meetings, general communications, coordination, and sharing of information to meet performance requirements, supervision and expenses.

#### **2. Past Performance on Similar Assignments**

The City seeks an accounting firm with extensive experience working with local, regional and/or state government entities. List your organization's previous experience with public agencies and government accounting services. Provide an overview of governmental entities that your firm has served and what services were provided.

#### **3. Lead Accountant, Key Personnel, and Cost**

Who will be "Lead Accountant" and what experience does he/she have in similar public agency/government service. Identify other key personnel with your firm who will work on the contract along with their experience. The City anticipates entering into an agreement based upon a fee for service. Candidates are required to submit current hourly fees for the parties who will be providing services.

#### **4. References**

Include a list of references pertaining to the accountant or firm's performance in projects of a similar type, scale, and complexity. Candidates must submit at least three (3) references. The Candidate's risk of nonperformance or poor performance will be evaluated based on reference checks. The evaluation will take into account the currency, context and relevancy of information examined, as well as general trends in the Candidate's performance

## EVALUATION PROCESS AND SELECTION CRITERIA

Proposals will be evaluated by the City Council/Mayor.

The City reserves the right to accept or reject in part, or reject all proposals, to waive any informalities or to re-solicit new proposals. The City may also reject any proposals that are incomplete or non-responsive and any proposals that are submitted after the deadline.

The Mayor shall make the selection based upon the following criteria:

1. Ability of accountant or firm to perform the required tasks in a timely manner
2. Experience of candidate
3. Accounting services performed for other governmental units
4. A brief profile of the accountant or firm's history, principals and staff
5. Understanding of the City operations
6. Schedule of Fees/Costs
7. Availability and accessibility by the City Executive Director and senior staff, especially during key periods like year-end close out
8. References

On-site interviews may or may not be conducted. Upon completion of scoring all responses, the review committee may determine the need for project specific discussions to be conducted. Should this occur, formal notification will be issued to the affected parties. All candidates will be notified of the outcome of this process.

## CONFLICTS OF INTEREST

The Candidate warrants that to the best of his/her knowledge and belief and except as otherwise disclosed, he/she does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this contract and the Candidate's organizational, financial, contractual or other interests are such that:

1. Award of the contract may result in an unfair competitive advantage; or

2. The Candidate's objectivity in performing the contract work may be impaired. In the event the Candidate has an organizational conflict of interest as defined herein, he/she shall disclose such conflict of interest fully in the proposal submission.

The Candidate agrees that if after award he/she discovers an organizational conflict of interest with respect to this contract, he/she shall make an immediate and full disclosure in writing to the Executive Director which shall include a description of the action which the Candidate has taken or intends to take to eliminate or neutralize the conflict. The City may, however, terminate the contract if it is in its best interest.

In the event the Candidate was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Executive Director, the City may terminate the contract for default.

The provisions of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the Candidate. The Candidate shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest

No elected official shall be allowed to share any or part of this contract or to derive any benefit to arise therefrom. This provision shall be construed to extend to this contract if made with a corporation for its general benefit.

The City reserves total discretion to determine the proper treatment of any conflict of interest disclosed under this provision.

## AWARDS

A contract shall be awarded based upon the criteria stated herein. The City reserves the right to negotiate and award any element of this RFP, to reject any or all proposals or to waive any minor irregularities or technicalities in proposals received as the best interest of the City.

## CONTRACT/AWARD

The Contract for General Accounting Services as requested in this RFP document will be subject to the approval of the City Council.

This RFP will result in a fixed-fee-per-hour contract, the terms of which will be negotiated between the City and the selected Candidate. The contract shall commence on the date specified therein and shall terminate upon completion of all services required pursuant to the contract unless terminated as provided therein.

## OTHER IMPORTANT CONSIDERATIONS

As an equal opportunity employer, the City prohibits all forms of illegal discrimination. The City will implement its policies and practices in accordance with laws and regulations that prohibit discrimination based on or because of age, race, religion, national origin, disability, HIV or AIDS, sex, sexual orientation, genetic information, pregnancy, childbirth or related medical

conditions, voting, political affiliation, veteran or military status, gender identity, gender-non-conformity, or any other legally protected classification. These policies are also followed with regard to hiring of contractors for professional services.

Firms are required to include proof of insurance coverage for errors and omission and professional liability insurance. The insurance must be from a company rated A or better according to A.M. Best. The minimum coverage shall be \$1,000,000. The candidate selected will be required to submit an original certificate of insurance as evidence of such coverage listing both the owner and project manager as additional insureds.