

Request for Proposal for Financial Services

Town of Palmer Lake, Palmer Lake, Colorado

Introduction

The intent of this request for proposal is to obtain a qualified accountant/firm to provide financial services to the Town of Palmer Lake, including accounting, budgeting and financial support. To be eligible for consideration, the party must be capable of supplying the services as noted.

All inquiries relating to this request shall be addressed to:

Dawn Collins, Town Administrator
dawn@palmer-lake.org
Town of Palmer Lake
PO Box 208, Palmer Lake, CO 80133

If a party submitting a proposal finds discrepancies in, or omissions from this request, or requires additional clarification of any part, a written request may be submitted. Any interpretation or change made to the request will be made by written addendum and shall become part of the request. The Town will not be responsible for oral explanation. All inquiries shall be in writing and all responses will be provided in writing. To be considered, inquiries must be received a minimum of seven business days prior to the submission date established. It is the responsibility of each party to verify that an addendum is received and addressed prior to submittal.

Submittal

All proposals must be delivered prior to 4 PM on September 12, 2023. Proposals must be submitted by email to dawn@palmer-lake.org plainly noted “REQUEST FOR PROPOSAL – FINANCIAL SERVICES” in the subject line or submitted in a sealed envelope to the Town Administrator plainly marked “REQUEST FOR PROPOSAL – FINANCIAL SERVICES” before this date.

All proposals shall include the following –

- An authorized official of the firm submitting the proposal must sign the proposal.
- Only one proposal will be accepted from firm(s).
- All proposals must be firm for a period of thirty (30) days from the submittal date.
- The Town of Palmer Lake reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal and to award the most responsive and responsible proposing consultant as deemed in the best interest of the Town of Palmer Lake.
- The Town of Palmer Lake will not return proposals or other information provided to the Town.

Evaluation

Three individuals representing the Town of Palmer Lake will evaluate the submitted proposals the morning following the submittal deadline. The team will be comprised of the Town Administrator/Clerk, Management Specialist and one citizen.

Proposals shall be evaluated on the following:

- Responsiveness to the needs of the Town, both in service cost and scope of the services.
- Responsibility of the consultant and experience in dealing with Town government, specifically on financial services and accounting practice.
- Results of reference inquiries that may be performed by Town staff.
- The degree to which the proposal meets or exceeds the terms of this request.

Following the evaluations, the Town reserves the right to request an interview with, or presentation from the chosen party to determine a final candidate.

Proposal Requirements

Proposals submitted shall contain the following information and any additional information to summarize the overall benefit of the proposal to the Town of Palmer Lake.

- A cover letter stating the name, physical and email address, and telephone number of the appropriate contact person. The letter must bear the signature of the person of authority to make the proposal. The cover letter must include a description of the firm's understanding of the requirements and goals of this request, and how and why the firm is best suited to provide financial services to the Town of Palmer Lake.
- A resume outlining the relevant experience of individuals who will work on the project for the Town.
- A list of relevant projects that the consultant has completed similar to this request, with contact information for a reference individual that can speak to the party's performance.
- Detailed requirements
 - Outline of the scope of services that will be provided
 - Billings rates of the firm

Scope of Work

The proposal should address the following –

- Account entry review
- Accounts Payable/Receivable, as needed
- Audit report preparation
- Bank, bond and investment accounts reconciliation
- Board meeting presentation of financials, quarterly
- Bond/loan compliance monitoring and reporting
- Budget preparation as needed for adoption and submission to State
- Forecasting as needed
- Financial statements preparation, monthly and upon request
- General ledger maintenance
- Mill levy review, calculation and certification to County
- 1099 preparation
- Special projects as requested

Responsibilities of the Town

There is no implied or expressed obligation of the Town to reimburse the firm for any expenses incurred in preparing proposals or attending pre-proposal meetings for this request.

Indemnification

The firm agrees to indemnify and hold harmless the Town of Palmer Lake, its officers and employees, from and against all liability, claims, demands, and expenses including court costs and attorney fees, on account of any injury, loss or damage, which may arise out of or are in any manner connected with the work to be performed, if any injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act of omission, error, professional error or mistake, accident or other fault of the consultant, or any officer, employee or agent of the consulting firm.

Right to Refuse

The Town of Palmer Lake reserves the right, without prejudice, to reject any and all proposals or any part of the proposal for service.

TOWN OF PALMER LAKE