



**Pierce County Flood Control Zone District
Request for Proposals for Accounting Services**

Proposal Due Date: 7/31/20

The Pierce County Flood Control Zone District (District) invites proposals for contracted accounting services from CPA firms or practitioners. Proposals are due by email to the District's Clerk's Office kate.kennedy@piercecountywa.gov by 5:00 p.m. on July 31, 2020.

The Pierce County Council established the Pierce County Flood Control Zone District in 2011 by Ordinance No. 2011-95s. The Council determined it was in the best interest of Pierce County citizens to have a District that could fund the acquisition, construction and operation of flood and stormwater control needs in Pierce County that would protect public safety and the County's economic vitality.

The District is an independent special purpose district of the State of Washington, as authorized by Chapter 86.15 of the Revised Code of Washington (RCW). RCW 86.15 authorizes the Pierce County Council to be the District's board of supervisors, the governing body for the District. In addition, the District's governance structure includes an Interlocal Agreement with Pierce County to provide technical support, and contracts with an independent legal counsel and an Executive Director. There is also a volunteer advisory committee. The District is funded through a property tax levy. Information about the District is available at: <https://www.piercefloodcontrol.org>

The District seeks accounting services encompassing the services described in "Scope of Work" below.

Delivery: Proposals must be sent electronically to the District Clerk, Kate Kennedy at kate.kennedy@piercecountywa.gov due to the District's Clerk's Office by 5:00 p.m. on July 31, 2020.

Questions: Questions about this RFP should be sent in writing, by email, to Executive Director, Kjrjstine Lund at klund@lundconsulting.com no later than July 17 at 5:00 p.m.

Section 1. MINIMUM QUALIFICATIONS

- a) Licensed Certified Public Accountant
- b) In-depth knowledge of Washington State BARS and general state and federal laws regulating the financial activities of Washington municipalities
- c) In-depth knowledge of generally accepted accounting and auditing principles, theory and practices, as well as financial analysis and research techniques.
- d) In-depth experience preparing financial statements for special purpose districts or municipalities.
- e) In-depth experience working with the Washington State Auditor on financial and accountability audits.
- f) In-depth knowledge of municipal accounting and budgetary principles, practices, operations and procedures.
- g) In-depth knowledge of general business and financial practices needed to operate effectively in the District's general business environment.

Section 2. REQUIREMENTS

1. Description of your firm or sole practitioner practice and services the firm or CPA is capable of providing, including an explanation of how these services will best meet the District's needs. If the proposer is a firm, description of the experience of each accountant who will provide services to the District.
2. A list of references regarding reputation and qualifications of accountants proposed by the firm or the sole practitioner.
3. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
4. Disclosure of any pending litigation or judgments rendered against the firm or sole practitioner in any matter relating to professional activities of the firm.
5. The accounting firm or sole practitioner selected is expected to be available to attend meetings in person and to be reached promptly by telephone.
6. The District does not offer space for offices in a District location.

Section 3. SCOPE OF WORK

1. Prepare annual financial statements for submittal to the Washington State Auditor.
2. Prepare documentation needed for state audits.
3. Work with State Auditor on behalf of District through annual audit process
4. Represent the District in Entrance and Exit interviews and respond to Auditor's questions in coordination with District.
5. Work cooperatively with Pierce County Planning and Public Works staff involved in financial management and District services.
6. Monitor monthly budget compilations for District operating and capital budgets prepared by Pierce County Planning & Public Works staff.
7. Ensure the District financial record keeping system maintained by Pierce County is consistent with State BARS and is effective for cost accounting, grants, and any other compliance requirements. Make recommendations for improvements.
8. Ensure the District is compliant with all GASB accounting standards.
9. Assist the District in identifying and establishing internal control policies and procedures.
10. Advise Executive Director and Board of Supervisors on financial compliance issues for special purpose governments and compliance areas.
11. Assist the Executive Director and Board of Supervisors on other financial accounting needs.

Section 5. CONTRACT TERM

The District anticipates an initial contract term of two (2) years, with a potential 6-month extension to facilitate transition to a new accounting firm, if this contract is not renewed. The District anticipates the contract term beginning in January of 2021.

Section 6. CONTRACT

A sample contract/service agreement is available upon request.

Note: The District expects all submitting firms or sole practitioners to consent to the District contract, terms and conditions. The District reserves the right to revise the stated contract terms and conditions prior to contract signature.

Section 7. PROPOSAL CONTENTS AND EVALUATION SCORING

Interested firms or sole practitioners must submit written proposals electronically to the District Clerk, Kate Kennedy at kate.kennedy@piercecountywawa.gov by 5:00 p.m. on July 31, 2020. The proposals must address the following:

1. Describe how your firm or sole practitioner meets the minimum qualifications in Section 1.
2. Provide responses to the requirements in Section II of this RFP, page 2.
3. Set forth your fee proposal for the period from January 1, 2021 – December 31, 2022, with whatever guarantees can be given regarding increases in future years.
4. Furnish standard billing rates for classes of professional personnel for each of the last three years.

Proposals will be scored using the following scoring system:

1. Firm or sole practitioner experience (e.g. length of time in business and performing services for municipal clients, public accounting experience and other matters relating to relevant experience). 30%
2. Reputation and qualifications of the specific accountants who will provide services to the District. 30%
3. Competitiveness of the accounting firm's or sole practitioner's fees or fee structure. 20%
4. The accounting firm or sole practitioner's experience in providing thorough and timely accounting advice. 20%

Section 8. EVALUATION PROCESS

Step 1: Written proposals will be reviewed for compliance with RFQ requirements and given a score, based upon the scoring system above. Those that comply will go to Step 2.

Step 2: Written proposals will be reviewed and evaluated by an Evaluation Committee comprised of the District Executive Director and a representative from Pierce County Planning and Public Works.

Step 3: The District will conduct reference checks for the finalist. The District Clerk or Executive Director will notify the winning proposer as determined by the Executive Committee representatives.

Step 4: Contract negotiations will commence with the selected accounting firm or sole practitioner.

Step 5: If negotiations with the initially selected accounting firm or sole practitioner fail to produce a contract, the District reserves the right to enter into negotiations with one or more other proposers.

Section 9. RESERVED RIGHTS AND PROCEDURES

1. The Pierce County Flood Control Zone District expressly reserves the following rights:
 - a. To waive any and/or all irregularities in the proposals submitted.
 - b. To reject any or all proposals or portions thereof.
 - c. To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
 - d. To make the award to any vendor or combination of vendors whose proposal(s), in the opinion of the District, is in the best interest of the District.

2. The Pierce County Flood Control Zone District may return unopened any emails proposals or modification received after the hour and date specified as the due date.