

COUNTY OF SCOTT, VIRGINIA
REQUEST FOR PROPOSAL
FOR ACCOUNTING SERVICES

The Board of Supervisors of Scott County (hereinafter called the "County") invites qualified certified public accountants (hereinafter called "CPA") to submit proposals to prepare financial documents in preparation for an annual audit for the three fiscal years ending June 30, 2017 through June 30, 2019 (*and **alternate proposals*** will also be accepted and considered for a five year period of June 30, 2017 through June 30, 2021) in accordance with the following specifications.

SCOPE

The CPA will prepare statements for all funds of the County in preparation for an audit by an independent auditor. The statements should be prepared in such a way that the Auditor can perform an independent audit in accordance with Generally Accepted Governmental Auditing Standards (GAGAS) relating to financial and compliance audits and the applicable Specifications for Audit of Counties, Cities and Towns issued by the Auditor of Public Accounts, Commonwealth of Virginia and applicable Government Auditing Standards issued by the Comptroller General of the United States.

The CPA will compile information so that the auditor can conduct his audit in accordance with the Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards issued by the Office of Management and Budget.

Cost Allocation Plan - The CPA shall prepare the annual County Central Services Cost Allocation Plan following federal and state guidelines.

The CPA will complete GASB 45 other Post-Employment Benefits (OPEB) Valuation that covers the fiscal year ended to be used for audit and financial reporting purposes.

General Fixed Asset Accounting - The CPA will provide all necessary financial statements such that the auditor can provide all the services necessary to comply with GASB Statement No. 34 and shall perform all work required to develop the County's general fixed asset accounting required under the new reporting model contained in GASB 34 and in accordance with Generally Accepted Accounting Principles (GAAP).

Transmittal forms - The Auditor of Public Accounts requires all localities to complete transmittal forms in accordance with the provisions of the applicable Uniform Financial Reporting Manual for Virginia Counties and Municipalities (Manual). The CPA must complete his/her portion of the financial aspect of the audit so that the auditor can prepare the required forms, render an opinion thereon, and submit same to the Auditor of Public Accounts not later than November 30, of each year.

REPRESENTATION OF THE UNIT

The following are the current funds of the County:

Governmental Fund Types:

- General Fund
- School Operating Fund
- School Cafeteria Fund

Department of Social Services Fund

Special Revenue Funds:

School Textbook Fund

School Insurance Fund

Federal Asset Seizure Fund

Inmate Fund

Motor Vehicle Violation Fund

Courthouse Maintenance/Construction

Courthouse Security Fund

Coal and Road Improvement Tax Fund

Law Library Fund

Concealed Weapons Permit Fund

Tax Account Fund

Technology Trust Fund

Capital Projects Funds:

General Capital Projects Fund

School Capital Projects Fund

REPRESENTATION OF THE UNIT

Proprietary Funds

Enterprise Funds

Trust and Agency Funds

Special Welfare

CSA Trust

CPMT Pool

Account Group

General Long-Term Debt (including Schools)

Note: Authorities, Boards and Commissions includes the Scott County Public Service Authority, the Scott County Economic Development Authority, and Scott County Head Start as these are considered to be component units under NCGA Statements 3 and 7 and should be listed as appropriate.

- a. The books of account will be fully balanced, all subsidiary ledgers reconciled to control accounts, and all accounts for all months reconciled no later than August 15, immediately following statement data.
- b. County personnel shall coordinate with the CPA in the preparation of forms acceptable to the CPA with the following information.
 - (1) A final trial balance of each fund;
 - (2) A final trial balance of each subsidiary ledger;
 - (3) A schedule of Federal program revenues, expenditures and beginning and ending balances by program;
 - (4) A copy of the final budget presented to the board for the audit period, the original budget ordinance for the audit period and all amendments to the budget ordinance;
 - (5) A copy of all project ordinances and all amendments thereto for all projects beginning during the period or not fully completed prior to the period;
 - (6) A schedule of insurance in force during the year and of insurance expense for the year;
 - (7) A schedule of investments of all funds at statement data showing both book value and estimated market value at statement date;
 - (8) A schedule of all capital outlays during the period;
 - (9) A schedule of all capital asset dispositions during the period;
 - (10) A schedule of accounts payable at statement date;

- (11) Reconciliation of the final quarters' fringe benefit tax returns;
- (12) Copies of all contracts with governmental grantor or grantee agencies;
- (13) Copies of all other contracts in force at statement date of a material amount; and
- (14) Such reasonable additional schedules as may be requested.

REPRESENTATION OF THE CPA

- a. The CPA must represent that he is licensed to perform as provided in the applicable laws of the Commonwealth of Virginia.
- b. The CPA must represent that adequate supervision will be provided on a day-to-day basis and that the resulting work papers shall be adequate and shall be available for routine review by appropriate auditors of the Federal and State governments.

PROPOSAL

Five (5) sealed copies of the proposal shall be forwarded to: Freda R. Starnes, County Administrator, 190 Beech Street, Suite 201, Gate City, Virginia 24251, clearly marked "Proposal - Accounting Services" no later than 2:00 p.m. on Friday, May 12, 2017.

The proposal shall include:

- 1. Title Page
Show the RFP subject, the name of the proposer's firm, local address, telephone number, name of contact person and date.
- 2. Table of Contents
- 3. Letter of Transmittal:

- a. A statement by the prospective CPA of his understanding of the work to be done with descriptions of the approach and illustrations of the procedures to be employed.
- b. The approximate date the audit will begin (including preliminary field work) and end, as well as approximate dates for delivery of the financial statements.
- c. Biographies, including experience, of the individuals who will be assigned to the engagement, relevant experience of each in auditing municipalities, and recent continuing professional education of each. As required by the Government Auditing Standards, responsible CPAs should complete at least 80 hours of continuing professional education every two years of which at least 24 hours must be directly related to the government environment and government auditing.
- d. Names, addresses and telephone numbers of at least four persons who may be contacted for reference.
- e. History of firm including years in business, size of firm and number of governmental contracts in force, and status of other write-ups conducted by Counties in the Commonwealth of Virginia.

SELECTION PROCESS

The selection process will be in accordance with the Scott County Public Procurement Ordinance and the Code of Virginia, as amended, for procurement of professional

services. The County shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the engagement. This Request for Proposal is not, however, requesting that offerors furnish estimates of man-hours or cost for services. At the discussion stage, the County may discuss nonbinding estimates of total costs. Proprietary information from competing offers shall not be disclosed to the public or to competitors. At the conclusion of the discussion, on the basis of selection criteria listed in this Request for Proposal and all information developed in the selection process to this point, the County shall select in order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the County determine in writing and in its sole discretion that only one offer is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

MEETINGS

Conferences between the CPA and the County Administrator and appropriate staff will be scheduled by the selected CPA before the preliminary work and at the end of the field work. The purpose of the meetings is to keep the County fully informed on the scope and progress of the engagement.

SELECTION CRITERIA WILL INCLUDE THE FOLLOWING

- a. The skill, experience, training and time commitments of the specified persons who will be performing the services requested.
- b. The CPA's understanding of the unit's system of accounting obtained through prior experience or discussion with appropriate local officials.
- c. The prior experience and reputation of the CPA in compiling statements for governmental units similar to the unit.
- d. Time proposed to complete the engagement.

OTHER MATTERS

- a. Respondents should contact the Scott County Administrator, Freda R. Starnes, to answer any questions which might arise and to discuss general background information on the government and its operations. (Telephone: 276-386-6521)
A copy of the most recent Audit Report (CAFR) and Cost Allocation Plan will be made available for review upon request.
- b. The government intends to continue the relationship for no less than 3 years, with consideration to be given to ALTERNATE PROPOSALS for 5 years, or until

- a determination is made that it is in the best interest of the County government to request new proposals.
- c. The County reserves the right to reject any or all proposals submitted on this request, to accept any proposal which meets the specifications, and to waive any formality or technicality in any proposal in the best interest of the County.
 - d. Contractor's Authorization to Transact Business: Please see the attached form titled "Proof of Authority to Transact Business in Virginia."
 - e. Discrimination Prohibited; Participation of Small, Women-, Minority- and Service Disabled Veteran-Owned Business: (*Code of Virginia* § 2.2-4310) In the solicitation or awarding of contracts, the County of Scott shall not discriminate because of the race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment. The County welcomes and encourages the participation of small businesses and businesses owned by women, minorities, and service disabled veterans in procurement transactions made by the County.
 - f. Employment Discrimination: (*Code of Virginia* § 2.2-4311) This provision only applies to contracts valued in excess of \$10,000.
 - 1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably

necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- g. Faith-Based Organizations: (*Code of Virginia* § 2.2-4343.1) Scott County does not discriminate against faith-based organizations.
- h. Illegal Aliens: (*Code of Virginia* § 2.2-4311.1) The Contractor agrees that he or she does not, and shall not during the performance of this contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- i. Indemnification: The Contractor shall hold harmless and indemnify Scott County and its officers, officials, employees and agents against any and all injury, loss or

damage arising out of the Contractor's negligent or intentionally wrongful acts or omissions. The County will not agree to indemnify the offeror or bidder.

- j. Proprietary Information: § 2.2-4342(F) of the *Code of Virginia* states: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 of the *Code of Virginia* (1950), as amended, shall not be subject to the *Virginia Freedom of Information Act* (§ 2.2-3700 et seq. of the *Code of Virginia* (1950), as amended); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary." If the exemption from disclosure provided by § 2.2-4342(F) of the *Code of Virginia* is not properly invoked, then the proposals will be subject to disclosure pursuant to applicable law.

Those submitting proposals to perform the Compilation Services are to submit their proposal in a sealed envelope to the County Administrator's Office, 190 Beech Street, Suite 201, Gate City, VA 24251 **no later than Friday, May 12, 2017 at 2:00 p.m.** That envelope shall be clearly marked "Proposal -Accounting Services".

SCOTT COUNTY BOARD OF SUPERVISORS

By: Freda R. Starnes
County Administrator

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDED THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

The attention of each offeror or bidder is directed to § 2.2-4311.2 of the *Code of Virginia*, which requires an offeror or bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, to include in its proposal or bid the Identification Number issued to such offeror or bidder by the Virginia State Corporation Commission (SCC). Furthermore, any offeror or bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, shall include in its proposal or bid a statement describing why the offeror or bidder is not required to be so authorized. Failure to provide the required information may result in the rejection of the proposal or bid. If the proposal or bid is accepted by the County, the undersigned agrees that the requirements of the *Code of Virginia* § 2.2-4311.2 have been met. Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such offeror's/bidder's Identification Number issued to it by the SCC is _____.

B. _____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such offeror's/bidder's Identification Number issued to it by the SCC is _____.

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such offeror/bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s): _____

Please attach additional sheets if you need more space to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9): _____

By: _____ Title: _____
(Typed or printed)

Date: _____ Authorized Signature: _____

PLEASE RETURN THIS PAGE WITH PROPOSAL OR BID - REQUIRED