

REQUEST FOR PROPOSALS TOWN OF BLUE RIVER ACCOUNTING SERVICES

INTRODUCTION

The Town of Blue River is inviting proposals from qualified individuals and organizations to provide accounting services to the Town. The Town Accountant will work with the Town Administrator in maintaining the financials and accounting for the Town of Blue River.

OVERVIEW

The Town of Blue River, Colorado is located three (3) miles south of Breckenridge in Summit County. It has an estimated population of 882 and three full-time year-round employees. It was incorporated in 1964 and is a statutory town. The Town of Blue River is a residential community with no commercial zoning. In 2013, the taxpayers approved the implementation of a sales tax. Property evaluations remain the main source of income for Blue River. The Town of Blue River has three funds including a General Fund, Capital Fund and Conservation Trust Fund. The Town currently has no bonded debt.

Proposals should be prepared and submitted in a form which addresses the needs outlined herein. Late proposals will not be accepted. Proposals will be accepted until **noon, Friday, October 14, 2016**. Sealed proposals shall be sent to:

Michelle Eddy, Town Administrator
Town of Blue River
PO Box 1784
Breckenridge, CO 80424

Any questions or clarifications concerning this Request for Proposal (RFP) shall be submitted in writing by mail (see above address) or email to Michelle Eddy, Town Administrator, meddy.blueriver@gmail.com. The Town will not be bound or responsible for any explanations or interpretations other than those given in writing as set forth in this RFP. No oral interpretations shall be binding on the Town.

Proposals submitted will be evaluated by a selection committee. The Town's selection committee will review materials submitted with the RFP's. Bidders may be interviewed or requested to make an oral presentation as part of the evaluation process. Evaluation factors include, but are not limited to: qualifications, demonstrated ability with similar governmental entities, firm's workload and availability, experience, credentials of the firm's project team members and cost. The Town reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal.

It is anticipated that selection of a firm will be completed by October 19, 2016.

OBJECTIVE

The Town seeks a contract with a reliable, experienced, and qualified CPA or accounting firm demonstrating municipal accounting experience in the State of Colorado to provide accounting services in a comprehensive, timely, and efficient manner. The scope of work for the contractor includes but is not limited to the following:

- Reconcile bank statements.
- Prepare monthly checks to be paid by the Town.
- Remit payroll on a bi-weekly basis for Town Staff.
- Deposit all monies into the Town operating accounts on a weekly basis.
- Provide accounting reconciliation services, and financial reports as specified by the Town.
- The Accountant will provide the necessary information for annual budget resolutions.
- The Accountant will work with the Town Administrator to file all necessary reports with the State Department of Revenue.
- Monitor and track Lodging Tax payments and accounts.
- Adhere to the Town Financial Controls.

DESIRABLE QUALIFICATIONS OF CONTRACTOR

- Ability to meet the time requirements of the Town.
- Excellent Colorado reputation for performing municipal audits in a competent, helpful manner.
- Reasonable cost.

PARTICIPATION BY AND EXPECTATIONS OF THE TOWN

Town staff will provide such data in its possession, and as necessary, for contractor's work. Town staff and accountant shall be available for interim reviews and meeting and final review and approval. The Town will provide necessary detailed trial balances and supporting schedules. The Town expects that the auditing contract would be renewed for five consecutive years.

PRICE

Please indicate pricing for services and whether note hourly or flat rates.

INFORMATION TO BE INCLUDED/SUBMITTED

Please include the following information in your proposal:

- Name of the person who will be in charge of providing the accounting services to the Town.
- Name of your professional liability and other insurance carriers and the insurance limits on each policy.
- Potential conflicts of interest that you or your firm may have in relation to the Town of Blue River.
- List of all other municipal clients for which you have provided annual audits in the past five (5) years.
- Any other information you wish to provide regarding your ability to meet the Town's needs and desires.

Proposals should be sealed and clearly marked "Accounting Services Proposal." Please include four (4) copies of your submission. The Town operates under applicable public disclosure laws.

Pursuant to Section 8-17.5-102(1), C.R.S., the Bidder will certify that, as of the date of its Proposal, it does not knowingly employ or contract with an illegal alien and it has participated or attempted to participate in Basic Pilot Employment Verification Program (as such term is defined in Section 8-17.5-101(1), C.R.S.) in order to verify that it does not employ any illegal aliens.