

CLAIBORNE COUNTY
BOARD OF SUPERVISORS

REQUEST FOR PROPOSALS

Monthly Account Reconciliation
and
Preparation of Quarterly Financial Statements

ACCOUNTING SERVICES

The Claiborne County Board of Supervisors, located in Port Gibson, Mississippi is soliciting proposals from certified public accounting firms or individuals to perform accounting services (Monthly Account Reconciliation and Preparation of Quarterly Financial Statements) for the county. The proposal must contain the requested information below to be considered.

SCOPE OF THE ENGAGEMENT- The scope of this engagement shall include the following: -

- General bookkeeping services.
- Review all transactions into the county's financial management software with information on revenue, expenses, and receivables from management.
- Monthly and quarterly reconciliation of bank account, and other material accounts.
- Prepare financial statements for management, and Board of Supervisors.
- Provide all needed documents and reports for year-end audit. –
- Prepare a monthly budget to actual summary and budget to actual detail report.
- Prepare other reports or statements are requested by the Board of Supervisors or County Administrator
- Assist in preparation of an annual budget.

MINIMUM QUALIFICATIONS & REQUIREMENTS

The Claiborne County Board of Supervisors require the following minimum qualifications of all firms submitting proposals:

- Firm shall have minimum of five years of experience and provide proof of their experience.
- Experience in government accounting that requires compliance with rules and regulations of the Office of the Mississippi State Auditor.
- Payment for work performed under this contract shall not exceed the agreed upon amount, unless otherwise agreed upon, in writing by both parties.

The Claiborne County Board of Supervisors firmly believes that the initial work requested will require a prioritized commitment for the selected firm/individual.

REQUIREMENTS OF THE PROPOSAL

Please include the following in your proposal:

- **Title Page:** Show request for proposal (RFP) subject, name of proposer's firm, address, telephone and fax numbers, name of contact person, email address, and date of submission.
- **Transmittal Letter:** A one- or two-page summary stating the proposer's understanding of the work to be done and making a positive commitment to perform the work within the time period required.
- **Table of Contents:** A clear identification of the material by section and page number.
 - **Accounting Services - Profile of the Proposer:** Include background information on the firm, including location of office(s) and the number of partners, managers, supervisors, seniors, and other professional staff for both the firm as a whole and in the office, location performing the accounting work. Describe the range of services provided by your firm, including extent of audit, tax, management consulting, IT, and other services. State whether the firm has been disciplined by the AICPA or any regulatory or licensing agency in the past five years and detail the circumstances leading to the discipline and the sanctions imposed on the firm.
 - **Qualifications and Experience of Firm:** Describe company experience that is relevant to the proposed services, such as recent experience with other units of government, and a list of government clients served by your firm in the last three years and types of services rendered to each, if applicable.
 - **Qualifications and Experience of Staff:** Include a list of personnel to be used on this project and their qualifications. Brief resumes, including education, experience, type of clients served, and any other pertinent information must be included for each of the key personnel to be assigned for direct work on the project.
 - **References:** Include references from local units of governments and enterprises served by the firm in the last three years. The information should include the name of the government entity and the key contact at the unit of government, contact information (e-mail and phone) for the key contact, the services performed by your firm, and the period of time the reference has been a client of the firm.
 - **Cost Proposal:** Include a cost statement showing proposed fees to perform the monthly reconciliations and quarterly financial statements. This information should include a table identifying each level of staff hours planned for the monthly reconciliations and quarterly financial statement preparations at the proposed rates and an itemized listing of all other expenses or fees proposed, including travel. List the assumptions upon which the fee may be based, if any. That is, identify any

conditions that would cause the firm to request a change in the proposed fee. The Claiborne County Board of Supervisors prefers a fixed monthly fee to handle the services of this agreement.

TIME AND PLACE FOR SUBMITTAL OF PROPOSALS

Proposals will be accepted until Monday, July 8, 2024, at 4:00 P.M. CST

Please indicate clearly, **MONTHLY RECONCILIATION AND FINANCIAL STATEMENT SERVICES**, on the envelope, package, etc. and address to:

**Claiborne County Board of Supervisors
ATTN: Mrs. Gloria Watson, Clerk of the Board
Claiborne County Courthouse
Post Office Box 449
410 Market Street
Port Gibson, MS 39150**

TERMS

August 1, 2024, through December 31, 2027 plus one-year option extension to December 31, 2028.
Contract renewal contingent upon agreement by both parties.

QUESTIONS

Questions regarding the advertised opportunity or to receive the full RFP/RFQ, please direct all requests to Andrew Smith, County Administrator at 601-437-5216 or via email, andrewsmith@claibornecountymiss.gov. All questions or requests must be received no later than Monday, July 1, 2024 at 12:00 noon.