

**CALHOUN COUNTY, ALABAMA 9-1-1
EMERGENCY COMMUNICATIONS DISTRICT**

REQUEST FOR PROPOSAL

for

PROFESSIONAL ACCOUNTING SERVICES

**INQUIRIES AND PROPOSALS SHOULD BE
DIRECTED TO:**

**Kevin Jenkins
Executive Director
Calhoun County 9-1-1 District
507 Francis Street West
Jacksonville, Alabama 36265
kjenkins@911.calhouncountyal.gov**

I. GENERAL INFORMATION.

A. **Purpose.** This request for proposal (RFP) is for professional accounting services to be provided to the **Calhoun County, Alabama 9-1-1 Emergency Communications District.**

B. **Who May Respond.** Any Certified Public Accountant (CPA) currently licensed to practice in the **State of Alabama**, or otherwise accounting firms including such CPA personnel, may respond to this RFP.

C. **Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted no later than **4:30 pm on Friday, September 15, 2023.**

2. **Inquiries.** Inquiries concerning this RFP should be directed to:

**Kevin Jenkins
Executive Director
Calhoun County 9-1-1 District
507 Francis Street West
Jacksonville, Alabama 36265**

*E-mail is acceptable to: kjenkins@911.calhouncountyal.gov

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by the Calhoun County 9-1-1 District (hereinafter referred to as CC911).

4. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

**Kevin Jenkins
Executive Director
Calhoun County 9-1-1 District
507 Francis Street West
Jacksonville, Alabama 36265**

It is important that the proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

**SEALED PROPOSAL For Accounting Services
Delivery Required by September 15, 2023 by 4:30 p.m.**

Any failure to follow instructions will result in premature dismissal of your proposal. It is the responsibility of the Proposer to ensure that the proposal is received by CC911, by the date, time and in the manner specified above. Any late or unsealed proposals will not be considered.

5. **Right to Reject.** CC911 reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based on parameters described in this RFP.

6. **Notification of Award.** It is expected that a decision selecting the successful proposal will be made within four (4) weeks of the closing date. Upon conclusion of final negotiations regarding the successful proposal, all other Proposers will be informed, in writing, of the name of the successful Proposer. It is expected that the contract shall be a three-year contract.

D. Description of Entity. The Calhoun County, Alabama 9-1-1 District (CC911) consistently delivers the most reliable and effective emergency telecommunications in service of the citizens and first responders of Calhoun County. A legal and duly-authorized Emergency Communications District (ECD) in the State of Alabama since 1986, CC911 is responsible for management, direction and oversight of the 24-7-365 operations and accountancy of Calhoun County's primary Public Safety Answering Point (PSAP) and our Cooperative/Regional Project 25 (P25) Communications System headquartered in Jacksonville, Alabama.

The ECD is administered by a seven (7) member Board of Commissioners, all of which are appointed to serve a four (4) year term. ECD Board Members are appointed by the Calhoun County Commission, an elected body serving on behalf of the People.

Our 9-1-1/Communications/Dispatch Operations Division serves more than 116,000 citizens and nearly 1,200 public safety officials in Calhoun County, Alabama by providing efficient and highly-professional 9-1-1 call processing along with continuous law enforcement, fire and emergency medical (EMS) telecommunications services using advanced CAD/RMS/GIS/Radio platforms. Our communications center consistently processes 400-500 calls for service each day.

The Systems/Information Technology Services Division operates a regional P25 Land-Mobile Radio (LMR) Communications System serving the 24-7-365 interoperable and mission-critical two-way radio/data requirements for public safety/first responders throughout Calhoun and Cherokee Counties, Alabama. The regional radio network includes 9 (nine) simulcast/multicast communications sites and 12 dispatch locations, interconnected with approximately 2,800 paid annual subscribers.

II. SCOPE OF SERVICES. The Proposer shall be readily available to perform the following accounting services, as requested by the Executive Director and/or Board of Commissioners:

- A. Account reconciliations
- B. Accounting for accounts payable
- C. Applying customer payments to invoices
- D. Cash flow management and reporting
- E. Drafting of annual financial statement for audit(s)
- F. Interfund payable and receivable reconciliation, including regularly-scheduled reimbursements for shared expenses between specific accounts.
- G. Monitoring accounts receivable and initiating collections or credits if necessary
- H. Month end adjustments and journal entries
- I. Monthly financial reports
- J. Payroll
 - a. Accounting for bi-weekly payroll
 - b. Quarterly payroll returns
 - c. Reconciliation and monitoring of the payroll bank account
- K. Attendance and participation in regular Board of Commissioner’s Meetings or other engagements as directed
- L. Preparation of annual reports for and cooperation with the Alabama Examiner’s of Public Accounts on audits
- M. Preparation of reports for the 911 Board of Commissioners and/or executive director.

III. PROPOSAL CONTENTS. The Proposer, in the response, shall as a minimum include the following:

- A. **Accounting Experience.** The Proposer should describe its experience related to the areas outlined in the scope of services above. Additionally, if applicable, provide a description of any experience advising organizations comparable to CC911 that offer similar programs and government-funded services.
- B. **Organization, Size, Structure, and Areas of Practice.** The Proposer should describe its organization in terms of the following:
 - size
 - structure
 - number of employees and their responsibilities
 - areas of practice
 - office location(s)
 - telephone and email contact information
 - small or minority-owned business

- C. **Professional Discipline.** Proposers are required to declare if the organizations state or any accountant to be assigned has ever been subject of ever been subject to professional discipline or reprimand.

Where applicable, please include a copy of the Equal Opportunity/Affirmative Action Policy.

- D. **Accountant Qualifications.** The Proposer should separately attach a description of the qualifications of accountant(s) to be assigned. Descriptions should include:

1. Resume
2. Professional and education background of each accountant.
3. Overall supervision to be exercised.
4. Prior experience of the accountant(s) with respect to required responsibilities. Additional relevant previous work experience with governmental operations, public safety or emergency communications will be strongly considered.

- E. **Fee(s).** The Proposer's fee(s) for services should describe the hourly billing rate(s) of the accountant(s) and/or other support staff who are expected to perform work. This should include retainers (if any) and/or costs that would be charged to CC911. CC911 reserves the right to negotiate such Fee(s).

IV. **PROPOSAL EVALUATION.**

- A. **Submission of Proposals.** All proposals shall include one (1) original and seven (7) copies.

- B. **Evaluation Procedure and Criteria.** CC911's Executive Director and appropriate staff will review proposals and make recommendations to the Board of Commissioners for final approval. The Executive Director and/or Board of Commissioners may request a meeting with some qualified Proposers prior to final selection. Proposals will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work.
2. Level of experience of the individual(s) identified to work on this matter.
3. The Proposer's experience with similar clients and accounting matters.
4. Fee(s) or any other costs for accounting services
5. Interviews, if conducted
6. Education, training and certifications
7. References, good reputation and character
8. Any other factor or consideration deemed relevant to the ECD.

- C. **Required Format for Proposals.** All proposals must follow the required format.

Failure to follow the required format may result in disqualification of a proposal:

1. Page Limit: 12, including cover page
2. Accountant Qualifications section should be attached and is not included in the page limit
3. Page Size: 8 ½ x 11; portrait
4. Font Size: 12
5. Font Type: Times New Roman
6. Double-spaced
7. Margins: 1” minimum on the top, bottom, and sides of all pages
8. All pages must be numbered; double-sided printing is acceptable
9. Do not use material in proposals dependent on color distinctions, animated electronics, etc.
10. Do not place proposals in notebooks or binders. Metal clips may be used to bind pages together.
11. Please feel free to include attachments as may be required.

V. PROPOSAL TIMELINE.

During the period from your organization’s receipt of this Request for Proposals and until a contract is awarded, your organization shall not contact any employee of CC911 for additional information except in writing directed to Kevin Jenkins at kjenkins@911.calhouncountyal.gov.

VI. QUESTIONS.

Questions for the purpose of clarifying the RFP must be submitted **in writing by email** and must be received **no later than 4:30 p.m. on Friday, September 1, 2023.** Questions must be emailed to Kevin Jenkins at kjenkins@911.calhouncountyal.gov. Questions and responses will be posted as an “Addendum to the Calhoun County 9-1-1 District RFP for Accounting Services” on the CC911 website at <http://www.calhoun911.org> by **4:30 p.m. on Friday, September 8, 2023.** Please note that submissions of questions for response do not in any way enhance or guarantee the chances of receiving a professional services contract through this proposal.

VII. GENERAL INFORMATION.

A. Contract Award

CC911 reserves the right to award a professional services contract in a manner deemed to be in the best interests of CC911.

B. Stability of Proposed Prices

Any proposed Fee(s) must be valid for a period of 60 days from the due date of the proposals.

C. Amendment or Cancellation of the RFP

CC911 reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interests of CC911.

D. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by CC911. CC911, at its option, may seek Proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.

E. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that CC911 deems necessary or appropriate to fully establish the performance capabilities represented in their proposals.

F. Proposer Demonstration of Proposed Services and/or Products

Proposers must be able to confirm their ability to provide all proposed services.

G. Erroneous Awards

CC911 reserves the right to correct inaccurate awards. This includes revoking the awarding of a contract to a Proposer and subsequently awarding the contract to a different Proposer. Such action shall not constitute a breach of contract on the part of CC911 because the contract with the initial Proposer will be deemed voided as if no contract were ever in place.

H. Ownership of Proposals

All proposals shall become the property of CC911 and will not be returned.

I. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of CC911 unless otherwise stated in the contract.

J. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by Proposers with CC911 will be disregarded in any proposal evaluation or associated award.

K. Not a Contract

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. CC911 will pursue negotiations with the highest scoring proposal. If, for some reason, CC911 and the initial Proposer fail to reach consensus on the issues relative to a contract, then CC911 may commence contract negotiations with other Proposers. CC911 may decide at any time to start the RFP process again. The selected Proposer may be required to enter into a formal professional services contract.

L. Subcontractors

CC911 must approve any and all subcontractors utilized by the successful Proposer prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of CC911 and that the CC911 Executive Director or designee may communicate directly with any subcontractor as CC911 deems necessary or appropriate.

It is also understood that the successful Proposer shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful Proposer to CC911 upon request. The successful Proposer must provide the majority of services described in the specifications.