

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

REQUEST FOR PROPOSAL
FOR
PROFESSIONAL CPA ACCOUNTING AND
FINANCIAL AUDIT 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

PROPOSALS MUST BE RECEIVED BEFORE
AUGUST 20, 2025 AT 4:30 P.M.

I. GENERAL INFORMATION.

A. **Purpose.** This Request for Proposal (RFP) is for professional accounting and financial audit services to be provided to the **Calhoun County, Alabama 9-1-1 Emergency Communications District (CC911)**. The contract and/or engagement letter will effectively hire the selected Proposer to conduct an independent, third-party audit of the annual financial and accounting records of CC911.

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

C. Instructions on Proposal Submission.

1. **Closing Submission Date.** Proposals must be submitted no later than 4:30 pm on Wednesday, August 20, 2025.

2. **Inquiries.** Any 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 accepted at: 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 CC911.

4. **Instructions for Prospective Contractors.** Your proposal must be addressed as follows:

Calhoun County 9-1-1 District
ATTN: Audit Proposal
507 Francis Street West
Jacksonville, Alabama 36265

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

- **SEALED PROPOSAL For Financial Audit Services**
- **Delivery Required by August 20, 2025**

The proposal should be mailed via United States Postal Service or other delivery courier. It is the responsibility of the Proposer to ensure that the proposal is received by CC911 as specified. 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 upon the factors described in this RFP.
6. **Notification of Award.** We expect a decision for selection of 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 the professional services contract will be awarded for a minimum of three (3) years (as determined by CC911).

D. Description of Entity. The Calhoun County, Alabama 9-1-1 District consistently delivers fast and reliable 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 1,500 public safety officials in Calhoun County, Alabama. We provide 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/LMR platform(s)). 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 2,000 paid annual subscribers.

- II. SCOPE OF SERVICES.** CC911 seeks to retain the services of a certified public accountant or public accounting firm to conduct its annual, third-party accounting and financial audit(s). The period, for any given fiscal year, is October 1 to September 30. The first audit period will be FY2024. With satisfactory performance, CC911 will consider using the same contractor and/or arrangement(s) to complete future year's audits.

The audit will perform an independent review of the financial statements, documents, data, and accounting entries. The purpose is to review and account for all balances, cash flow statements, income statements, balance sheets, tax returns, and internal control systems, etc. The services will include the preparation of the financial statements, including note disclosures.

For the purpose of describing the extent of the audit services to be performed, Calhoun County 9-1-1 handles:

- A. Number of accounts payable (average): 40 checks monthly;
- B. Number of accounts receivable (average): 120 invoices annually – with receivables posted at various intervals through the year;
- C. Payroll: 35 personnel; 26 pay periods each year.

The timeline for completion of the annual audit is negotiable. Ideally, the audit will be completed by the contractor within 120 days of CC911's award of a professional services contract.

- 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. 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 and organizational structure

- Number of employees and their responsibilities
 - Areas of practice
 - Office location(s)
 - Small or minority-owned business
- C. **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. Most up-to-date peer review letter;
 4. Overall supervision to be exercised; and
 5. 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.
- D. **Fee(s).** The Proposer's fee(s) for services should describe information on the hourly billing rates of the accountant(s) and/or other support staff who are expected to perform work. This should include any retainers (if any) and/or hourly billing rate(s) that would be charged to CC911. CC911 reserves the right to negotiate with the Proposer.

IV. **PROPOSAL EVALUATION.**

- A. **Submission of Proposals.** All proposals shall include two (2) original versions.
- 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 proposed costs for audit services; and
 5. Interviews (if conducted).

V. **QUESTIONS.**

Questions about the RFP must be submitted **in writing by email** and must be received no later than **4:30 p.m. on Friday, August 8, 2025**. Questions must be emailed to Kevin

Jenkins at kjenkins@911.calhouncountyal.gov. Questions and responses will be posted as “Addendum to the Calhoun County 9-1-1 District RFP for Financial Audit Services” on the CC911 website at <http://www.calhoun911.org> by **4:30 p.m. on Wednesday, August 13, 2025**. The submission of questions is not a factor in the consideration of a professional services contract through this RFP.

VI. 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 price offerings from Proposers must be valid for a period of 30 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’s 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. Ownership of Proposals

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

H. Ownership of Subsequent Products

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

contract.

I. 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.

J. 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.

K. 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.