

REQUEST FOR PROPOSALS
ACCOUNTING SERVICES

Date: January 29, 2018
To: Prospective CPA Firms
Response Due Date: 10:00 am (local time) February 14, 2018

I. GENERAL PURPOSE

The City of Biloxi is requesting proposals from qualified CPA firms to perform certain consulting and accounting services pertaining to agreements with selected non-profit corporation(s) to administer grant awards for the City's Downtown Façade and Redevelopment Incentive Grant Program and possibly other City economic development programs, and related services.

Financial statements and reports provided as part of the scope of work are to be performed in accordance with generally accepted accounting principles for state and local governments and non-profit organizations.

The scope of services does NOT include preparation of tax returns or auditing services.

II. SCOPE OF ACCOUNTING SERVICES

City requests a statement of qualifications to perform the following accounting services:

- A. Review applications for the Downtown Façade and Redevelopment Incentive Grant Program (the "Program").
- B. Provide consultation to certain non-profits selected by the City and the City regarding financial analysis of applications and applicants for the Program.
- C. Assist the respective non-profits and the City in due diligence regarding representations made by applicants, to determine applicant's eligibility for the t program.
- D. Consult with the respective non-profits and the City to assist in determining amounts of the total incentive grant awards and the amounts of grant awards to be distributed annually.
- E. Review proposed program agreements for each eligible applicant and advise the respective non-profit and the City regarding grant incentives and compliance with the program guidelines.
- F. Review each developer's proposed Project Costs and each annual Verified Tax Increase for compliance with program guidelines and agreements between the parties. Program.
- G. Maintain books of account for each respective non-profit's revenues and expenses for this Program as a fund of the non-profit corporation separate and apart from other activities and funds, and provide quarterly and annual financial statements of each fund to the respective non-profits and the City.

- H. Confirm to the respective non-profits and the City the amount of each annual Verified Tax Increase for each eligible grant award and advise the respective non-profits and the City of the recommended amount of grant award for each respective year and grant recipient.
- I. On or before August 15 of each year, provide to the respective non-profits and City projections of expected Verified Tax increases and individual grant awards for each active project, for purposes of estimating amounts for City and non-profit to budget for the fiscal year beginning October 1 of that respective year.
- J. Report annually to non-profits and City regarding projected dates for termination of grant awards based on projections of reaching the Grant Cap or expiration of the grant term.
- K. On or before December 15 of each year, provide an annual report to the non-profits and the City with summaries of each incentive grant award administered by the respective non-profits for the fiscal year of the City that ended on September 30 of that respective year.
- L. Retain working papers at firm's expense, for a minimum of seven (7) years, unless the firm is notified in writing by the City
- M. This scope of services does NOT include preparation of tax returns or auditing services.
- N. The City may request similar services for other City economic development incentive programs.
- O. The terms and conditions of the engagement agreement with the selected firm shall include a term of service of two (2) years.

III. **RESPONSE REQUIREMENTS**

The following material is required for a responding firm to be considered:

A. Title Page

- 1. Name of firm/individual. Address, phone number, email address of contact person and the date of the response.

B. Detailed Qualifications

- 1. Independence. Firm should provide an affirmative statement that it is independent.
- 2. License to Practice. An affirmative statement should be included that firm and all assigned key professional staff are properly licensed to practice by a certifying state board of public accountancy.
- 3. Qualifications and Experience. State the size of the firm, size of the firm's staff and location of the office from which the work will be performed. State experience in accounting services for the not-for-profit and local government sectors.
- 4. Partner, Supervisor and Staff Qualifications. Identify the partner, manager, and in-charge accountant who will be assigned and provide resumes.

C. FEES

Set forth fee proposal for these services per applicant. The proposal should propose (a) fee schedule for reviewing an application and proposed agreements and providing consultation and recommendations on the initial grant award; (b) fee schedule for each annual review, verification of tax increase received and recommendation for amount of respective annual grant award to such applicant; and (c) fee schedule for the required books of account, financial statements and quarterly and annual reports to the respective non-profits and City.

D. INSURANCE

Please provide a copy of the firm's/individual's valid Professional Liability and E&O insurance certificates. *If chosen, required insurance policies shall not be cancelled until a thirty (30) day written notice of cancellation has been presented to Main Street*

IV. SELECTION CRITERIA

Proposals will be considered based on each of the following required components:

Qualifications – max 35 points

Documentation reflecting the qualifications of each person providing services.

Experience – max 40 points

Documentation regarding experience of the firm.

Capacity for Performance – max 20 points

Description of firm's work force, number and title of staff available.

Estimated Cost – max 5 points

Include the hourly rate for each person performing services

V. SUBMISSION OF PROPOSALS

Proposals will be accepted by postal mail or in person until **10:00 AM** on Wednesday **February 14, 2018**.

Mail/In Person to: **Mayor's Office, Attn: Stacy Thacker, Municipal Clerk, 140 Lameuse St. Biloxi, MS 39530**

Questions should be directed to sthacker@biloxi.ms.us.

City reserves the right to accept or reject any and all responses at its sole discretion, and to waive any informalities or irregularities.



STACY THACKER, MUNICIPAL CLERK

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Send Proof of Publication.