



**CITY OF TONGANOXIE  
REQUEST FOR QUALIFICATIONS  
to provide  
CITY ACCOUNTING SERVICES  
Issued: JANUARY 25, 2019**

**Submit completed qualifications to:**

**City of Tonganoxie  
P.O. Box 326  
Tonganoxie, KS 66086**

**Or Deliver to:  
Tonganoxie City Hall  
526 E 4<sup>th</sup> Street  
Tonganoxie, KS 66086**

## Instructions and Administrative Requirements

### I. ISSUING AGENCY

This Request for Qualifications (RFQ) is issued by the City of Tonganoxie, KS, subsequently referred to as the “City”.

### II. AUDITING SERVICES REQUEST FOR QUALIFICATIONS (RFQ) SPECIFICATIONS

The City of Tonganoxie is seeking qualified governmental accounting firms to assist with and accelerate monthly closing and year-end financial reconciliation and closing processes.

To contract with the City of Tonganoxie, respondents must be an established legal entity, which includes possessing a Federal Tax Identification Number, as required by IRS regulations.

### III. PROCUREMENT SCHEDULE

The following time table will be utilized for the potential setting of a price agreement for the City’s accounting services

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| 1. RFQ advertised   | Friday, January 25, 2019                        |
| 2. Deadline for inquiries                                       | Wednesday, February 6, 2019 by 2:00 p.m.        |
| 3. Answers to respondents inquiries released                    | Monday, February 11, 2019                       |
| 4. <b>Deadline for qualifications submission</b>                | <b>Thursday, February 21, 2019 by 2:00 p.m.</b> |
| 5. Negotiations to possibly follow with one or more respondents |   |

### IV. GENERAL INSTRUCTIONS

#### A. Respondent’s Inquiries

All respondent inquiries are due on Wednesday, February 6 at 2 p.m. and should be directed to Dan Porter, Assistant City Manager preferably via email at [dporter@tonganoxie.org](mailto:dporter@tonganoxie.org). You may also call 913-845-2620 ext. 1040. No inquiries, written or oral, will be accepted after this date.

In order for all potential Contractors to be treated equally, all questions regarding the Request for Qualifications process and the responses made by the City of Tonganoxie will be made available to all respondents.

Written responses to questions received through February 6 at 2 p.m. will be provided to all respondents online at [www.tonganoxie.org](http://www.tonganoxie.org) no later than Monday, February 11, 2019.

**B. Deadline for Submittal**

All qualifications documents must be completed and received no later than **2:00 p.m. Thursday, February 21, 2019** at the following address:

[dporter@tonganoxie.org](mailto:dporter@tonganoxie.org)

or

City of Tonganoxie  
Attn: Dan Porter,  
Assistant City Manager  
P.O. Box 326  
Tonganoxie, Kansas 66086

**C. Format**

Statements of qualifications may be submitted in any reasonable format, as long as all information requested is included. See “Submittal Requirements” below.

Submitters shall submit **one (1) electronic copy** of the qualifications.

**D. Period of Performance**

The period of performance for price agreements issued as a result of this RFQ process will be for a one year initial period. After this term the price agreement will automatically renew for a period of one year under the fees associated with the initial year of the price agreement unless notified three months prior to the end of the fiscal year.

Cancellation of services will require a transition period. This transition period will be a minimum period of 3 months under full contract service terms.

**E. Conditions of Qualifications**

All costs incurred in the preparation of information responding to this RFQ will be the sole responsibility of the respondent and will not be reimbursed by the City. Unless otherwise stated, all materials submitted in response to this RFQ shall become the property of the City.

## Guidelines for Respondents

### I. Introduction

The City is soliciting qualifications from certified public accounting firms licensed to practice in Kansas to submit qualifications for the provision of accounting services according to the guidelines of this RFQ. Potential accounting services would assist the City in remaining compliant with the Regulatory Basis of Accounting and accelerate and enhance the completion of the monthly reconciliation process.

### II. General Information

#### 2.1 Background Information

The City of Tonganoxie operates under a six-member governing body including a mayor and five council members, with daily operations under the supervision of the City Manager. There are 34 full-time employees. The fiscal year for the City begins on January 1 and ends on December 31. The City's total budgeted expenditures in 2018 was approximately \$8.248 million.

Accounts payable transactions exceeding the purchasing authority of the City Manager is approved by the City Council at council meetings, which occur the first and third Monday of each month. The City's payroll is outsourced to a third-party vendor and is processed bi-weekly.

The City of Tonganoxie offers the following services to its citizens:

- Law Enforcement
- Fire Protection
- Code Enforcement
- Planning and Zoning
- Water Park
- Municipal Court
- Street Maintenance
- Water Utility
- Wastewater Utility
- Storm Water Utility
- Park Maintenance

#### 2.2 Fund Structure

The City uses the following funds in its financial reporting:

<p>General Fund</p> <p>Enterprise/Business Funds</p> <ul style="list-style-type: none"> <li>• Water Operations</li> <li>• Sewer Operations</li> <li>• Sanitation</li> <li>• Storm Water</li> <li>• Sewer Capital</li> <li>• Water Capital</li> </ul> <p>Capital Projects Funds</p> <ul style="list-style-type: none"> <li>• Capital Projects</li> <li>• Capital Reserve</li> </ul> <p>Debt Funds</p> <ul style="list-style-type: none"> <li>• Debt, Bond &amp; Interest</li> </ul>	<p>Special Purpose Funds</p> <ul style="list-style-type: none"> <li>• Transient Guest</li> <li>• Library</li> <li>• Special Parks</li> <li>• Special Highway</li> <li>• Infrastructure Sales Tax</li> <li>• Fire Equipment</li> <li>• Police Equipment</li> <li>• Gallagher Park</li> <li>• Festival/Event Fund</li> <li>• Law Enforcement Trust</li> <li>• Insurance Proceeds</li> <li>• Industrial Park Development Fund</li> </ul>
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### **2.3 Basis of Accounting**

The City uses the cash basis of accounting. Cash receipts are recognized when the cash balance of a fund is increased. Expenditures include disbursements, transfers, accounts payable and encumbrances. The City's annual audit is performed by a qualified certified public accounting firm selected by the City Council to complete the audit in accordance with generally accepted auditing standards, the Kansas Municipal Audit Guide, and if applicable, the standards set forth for financial audits in GAO's Government Auditing Standards, the provisions of the Single Audit Act of 1984 and OMB Circular A-133, and the AICPA industry audit guide Audits of State and Local Governmental Units. The financial statements are prepared in accordance with the regulatory reporting model used to show compliance with the State of Kansas cash basis and budget law and not the financial reporting model in GASB Statement No. 34. The City of Tonganoxie has adopted an annual GAAP waiver via City Council Resolution in recent years.

### **III. Services Anticipated**

The following anticipated accounting services are to be considered when providing statements of qualifications to the City of Tonganoxie.

#### **3.1 General Accounts Reconciliation**

Potential accounting services would assist the City in remaining compliant with the Regulatory Basis of Accounting and accelerate and enhance the completion of the monthly reconciliation process. This would be accomplished through an objective and third-party review of accounts, including payroll, accounts payable and receivable, and general ledger as part of the monthly accounts reconciliation process.

#### **3.2 Ongoing Support**

The accounting services firm will be expected to provide support to staff throughout the year in regard to answering questions related to general accounting, monthly reconciliation, and best practices.

#### **3.3 Working Papers**

Working papers shall remain in the custody of the accounting firm providing services. However, any succeeding service providers shall be given access to work papers and shall have the right to copy such work papers pertaining to the services for a period of two (2) years after the completion of services. Upon request, the auditor will provide copies of work papers pertaining to any questionable costs or findings determined in the City's annual audit process and must be made available upon request for examination by authorities of cognizant federal or state agencies or other governmental oversight agencies.

### **IV. Submittal Requirements**

All submissions must respond completely with all information requested in the submission requirements. Incomplete or omitted information will be considered unresponsive.

The following information shall be required in the statement of qualifications submittal:

1. Letter of Transmittal, to include:
  - a) Company name, address and telephone number(s) of the firm submitting the qualifications.
  - b) Employer identification number.
  - c) Briefly state your understanding of the services to be performed.

2. General Vendor Information, to include:
  - a) Length of time in business.
  - b) Total number of clients and total number of public sector clients.
  - c) Number of full-time personnel in the firm’s governmental audit staff. Identify names of key personnel who will work directly with City staff.
  - d) Location of office that would service our account.
3. The qualifications should include a proposed monthly accounts reconciliation plan, including an explanation of the proposed methodology to be followed.
4. The firm should provide an affirmative statement that it is independent of the City’s in accordance with the professional standards and ethics promulgated by the AICPA. The firm should also provide an affirmative statement indicating that the firm and all assigned key professional staff are properly licensed to practice in Kansas.
5. Provide the name, title, and contact information of three (3) references of clients for whom you have provided similar services. Please provide information referencing the actual services provided, customer size (number of users), and the length of time you have provided services to this client. References from public sector agencies (i.e. governmental organizations particularly other cities, NGOs, school districts and/or non-profits) are preferred.
6. **Fees for Services** – Provide the firm’s breakdown of anticipated hourly rates by personnel.

#### **VI. Contract**

The City anticipates negotiating a price agreement with one or more firms as a result of the consideration of the qualifications submitted. This price agreement may include a baseline number of scheduled hours, along with an allowance for additional services on an as needed basis.

#### **VII. Inquiries**

Inquiries regarding this RFQ should be directed to:

Dan Porter, Assistant City Manager

Phone: (913) 845-2620 ext. 1040 Email: [dporter@tonganoxie.org](mailto:dporter@tonganoxie.org)

#### **VII. Submission Instructions**

The City reserves the right to request additional written or oral information to clarify all written statements of qualifications. Submit all material to:

Dan Porter, Assistant City Manager – City of Tonganoxie, P.O. Box 326, Tonganoxie, Kansas 66086, no later than **2:00 pm on Thursday, February 21, 2019.**

#### **IX. Right to Reject**

The City of Tonganoxie reserves the right to reject any and all statements of qualifications and accepts no responsibility for the cost of qualifications preparation. Respondent has no expectation or right to a contract with the City.

*The City of Tonganoxie is an equal opportunity employer and encourages all qualified individuals and firms to respond.*