



## **CITY OF NORTH BONNEVILLE REQUEST FOR PROPOSALS ACCOUNTING SERVICES**

The City of North Bonneville invites interested individual CPA's and accounting firms to submit written proposals to provide accounting services anticipated for approximately 10-15 hours a month, contract not to exceed \$21,000 annually.

This individual or firm would be responsible for or to assist with preparation and review of all financial statements, monthly bank and cash reconciliations, preparation of the annual report, annual tax preparation, and other financial needs as designated by the Mayor.

The individual or firm selected to provide general accounting services will serve at the pleasure of the Mayor and may be removed per terms of an approved contract. The city is prepared to review proposals from individuals or firms to serve as an independent contractor. The city is requesting that proposals include fees calculated on an hourly basis, or a monthly retainer based on 10-15 hours per month.

### **REQUESTED INFORMATION;**

Proposals should include the following information. Proposers may submit additional information as deemed appropriate:

1. Qualifications for providing general accounting services, for each accountant likely to provide services, including;
  - A. Years of municipal or other sector accounting practice specializing in municipal or other public sectors.
  - B. Affiliation with clients that could cause conflicts of interest regarding city matters.
  - C. A list of at least three references regarding reputation and qualifications of the accounting firm/private accountant.
  
2. How you propose to provide general accounting services to the city. This should address areas such as office location; accessibility to city staff; attendance at City Hall; services expected from the City; and if a firm, how you propose to manage the firm's provision of services to the city.

3. Proposed compensation for general accounting services should be proposed at a fixed monthly amount based upon 10-15 hours a month.

As an independent contractor, this should include any proposal for expense reimbursements beyond payments for time. For a firm's proposal, if the proposed compensation will vary depending on which accountant does work, this should include the proposed method of charging for each accountant who will be performing work.

### **CONTRACT TERM**

The city anticipates a two-year contract, with options for extensions to be negotiated.

### **PROPOSALS MAY BE HAND DELIVERED OR MAILED TO:**

Deanna Syron, CAO  
Attention: Accounting Services Proposal  
City of North Bonneville  
P.O. Box 7  
North Bonneville, WA. 98639

Alternatively, proposals may be e-mailed as an attachment, with the e-mail subject "Accounting Services Proposal" to [deanna@northbonneville.net](mailto:deanna@northbonneville.net) E-mail attachments should be in PDF format. Consideration will only be given to proposals received by 5:00 P.M Friday, December 29<sup>th</sup>, 2023.

The city reserves the right to reject any and all proposals, to request additional information concerning any proposal, to accept or negotiate modifications to any proposal, to interview any proposer, and to waive any irregularities in any proposal following the proposal submission deadline date, in order to serve the best interests of the city.

All inquiries about the Request for Proposal and current accounting services received by the city should be directed by e-mail to Deanna Syron, Chief Administrative Officer, at [deanna@northbonneville.net](mailto:deanna@northbonneville.net)