Request for Proposal

*Supplemental Accounting Services:*

*Johnson County Wyoming*

*76 North Main Street*

*Buffalo, WY 82834*

*Procurement Contact Person: Johnson County Commissioners*

*Telephone Number of PCP: 307-684-7555*

*Email Address of PCP: commissioners@johnsoncowy.us*

*Fax Number: 307-684-9118*

1. Background/Introduction

The Johnson County Government strives to provide exemplary services to the residents of the county while being mindful of their charge as stewards of tax dollars. Johnson County is an Equal Opportunity Employer.

2. Project Goals and Scope of Services

Johnson County seeks professional accounting services to assist with the preparation of monthly reporting and financial documents as well as preparation of materials for the annual audit. The contract will be for 25 hours per month. The Johnson County Treasurer will have direct supervision of the successful applicant who will work cooperatively with the Commissioners and County Clerk’s office.

3. Anticipated Selection Schedule

The Request for Proposal timeline is as follows:

Request for Proposal: December 21, 2021

Deadline for Bidders to Submit Questions: January 7, 2022

Johnson County Responds to Bidder Questions: January 14, 2022

Selection of Top Bidders / Notification to Unsuccessful Bidders: February 15, 2022

Start of Negotiation: February 17, 2022

Contract Award / Notification to Unsuccessful Bidders: March 1, 2022

4. Time and Place of Submission of Proposals

Respondents to this RFP must submit three copies of their proposal. Responses must be received no later than February 1, 2022. Responses should be clearly marked “RFP-Supplemental Accounting Services” and mailed or hand delivered to the contact person listed above.

5. Term of Service

Contract will commence on March 1, 2022 and run through February 18, 2023. Contract will have the option of automatic renewal for an additional year.

6. Elements of Proposal

A submission must, at a minimum, include the following elements:

• Description of the firm that includes a general overview, names and credentials of the accounting team, support staff, and number of full-time employees.

• A one-page narrative outlining the firm’s strengths and distinguishing skills or capabilities as they might relate to governmental accounting for Johnson County.

• A certification that the firm has been operating continuously as a licensed accounting firm for a minimum of 24 months and possesses full-service, in-house capabilities for preparing financial documents and reports.

• A detailed listing of the education, experience, knowledge, skills, and qualifications of the firm and the individuals who will be available to provide these accounting services.

• The competitive cost of the proposed services.

• Acknowledgement that the firm has knowledge of Tyler Tech and other governmental software programs utilized by Johnson County.

• An explanation of the the expertise of the firm in working with public entities such as special districts, county or city governments, or school districts.

7. Possible Roadblocks

Johnson County utilizes Porter, Muirhead, Cornia and Howard for preparation of the annual audit. Successful applicant must have a solid working relationship with this firm.

8. Budget

Professional services bid should include the base rate for 25 hours of services a month and the rate for additional hours as needed.