



# Municipality of Anchorage

Dave Bronson, Mayor  
Purchasing Department

December 9, 2022

REQUEST FOR PROPOSAL

**RFP 2022P060**

## **Accounting Services Term Contract(s)**

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: **N/A**

Site Visit: **N/A**

Questions Due: **12:00 P.M. Local Time, December 19, 2022**

Proposals Due: **5:00 P.M. Local Time, December 29, 2022**

**ONE SIGNED ORIGINAL, single sided, unbound, plus five (5) complete copies** of your proposal must be submitted. In addition to the copies, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

**If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6<sup>th</sup> Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR [wwpur@muni.org](mailto:wwpur@muni.org)**

**For further information contact Purchasing** at (907) 343-4590 or email [wwpur@muni.org](mailto:wwpur@muni.org). All correspondence should include the **RFP** number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Nikki Martindale  
Deputy Purchasing Director

# Municipality of Anchorage Request for Proposals 2022P060

2023-2026 Accounting Services Term Contract(s)

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## 1.0 GENERAL INFORMATION

### 1.1 Purpose

The Municipality of Anchorage (MOA) Controller Division is soliciting proposals from qualified certified public accounting firms to provide professional accounting services on an as needed basis.

### 1.2 Background

The objective of the Term Contract(s) is to support MOA Controller Division staff as necessary by responding to a variety of Contract Task Orders related to accounting functions of the MOA. The Controller Division is responsible for all municipal accounting functions. This includes fund accounting, grant accounting, capital project accounting, fixed asset accounting, reconciliation, accounts payable, the compilation of the Annual Comprehensive Financial Report, Detail Statements and Schedules, and Federal and State of Alaska Single Audit Reports and Schedules.

### 1.3 Contract Award

The intent is to award up to three (3) contracts for professional accounting services to support Controller Division staff as necessary. The professional services required are on an ‘as-needed” basis over the term of the contract. For each contract, the period of performance is three years from the date of contract signature by MOA.

### 1.4 Questions

Any questions regarding this Request for Proposal are to be submitted in writing to:

Municipality of Anchorage  
Purchasing Department

[wwpur@muni.org](mailto:wwpur@muni.org)

For ease of identification please identify the RFP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

### 1.5 Preparation Costs

The Municipality will not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## **2.0 RULES GOVERNING COMPETITION**

### 2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

### 2.2 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

## 2.3 Signature Requirements

All proposals must be signed by: an officer or other agent of a corporate vendor if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the "Letter of Transmittal" (See Para 4.3) will meet this requirement.

*Failure to sign the Proposal is grounds for rejection.* The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## 2.4 Proposal Submission Requirements

2.4.1 **ONE ORIGINAL, single sided unbound, plus five (5) complete copies** of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound or enclosed in folders/binders.

2.4.2 IN ADDITION to the copies required by paragraph 2.6.1 above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.

2.4.3 All copies of the proposals shall be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

2.4.4 Proposals must be delivered or mailed to:

Physical Address  
Municipality of Anchorage  
Purchasing Department  
632 W. Sixth Avenue, Suite 520  
Anchorage, AK 99501

## 2.5 News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Director.

## 2.6 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for

the official files of the Purchasing Department and will become public record after award of the Contract.

## 2.7 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

## 2.8 Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

## 2.9 Late Submissions

**PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.**

## 2.10 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

## 2.11 Equal Employment Opportunity Contract Compliance

2.11.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

2.11.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national

origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

## 2.12 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors. MOA's ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

- AMC 3.90 Access to Public Records
- AMC 3.90.010 Policy
- AMC 3.90.020 Definitions
- AMC 3.90.030 Information Available to the Public
- AMC 3.90.040 Exemptions for Particular Records

## 3.0 SCOPE OF WORK

### 3.1 General

Provide as needed professional accounting services to support the MOA Controller Division. Services may include, but aren't limited to the following:

1. Implementation of new GASB Accounting Standards
2. Governmental Fund Accounting
3. Enterprise Fund Accounting
4. Fiduciary Fund Accounting
5. Internal Service Fund Accounting
6. Grant Accounting
7. Capital Project Accounting
8. Forensic Accounting
9. Cost Allocations
10. Fund Balance Review
11. Draft Policies and Procedures
12. Recommend Improvements to Business Processes

13. Audit Support
  - Audit Process Support
  - Year-end Workpaper Preparation / Review
  - Financial Statement Preparation / Review
  - Footnote Preparation / Review
14. Reporting and Data Visualization
  - Depreciation
  - Management / Assembly / Public Outreach
  - Federal and State Reports as required

### 3.2 Contract Task Orders

Work will be assigned by Contract Task Orders which will have a negotiated scope and fee. Once scope and fee are agreed upon, a Notice-to-Proceed will be issued and made a binding part of the Term Contract. The Notice-to-Proceed will state the scope of work, maximum fee allowable, and completion date.

It is expected that each of the selected term contractors will perform more than one Contract Task Order during the contract period. However, MOA does not guarantee any minimum amount to be paid under the Term Contract.

## 4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed twenty (20) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, required attachments, or dividers). One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

### 4.1 Title Page

Include the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, contact information (phone number, email address), and date.

### 4.2 Table of Contents

List the proposal's sections with page numbers. Include the RFP Evaluation Criteria.

### 4.3 Letter of Transmittal (Limited to three (3) pages).

4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 List your company's contact for this RFP along with their phone number and email address on the proposal cover page.

4.3.3 Provide the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, email, and telephone numbers.

**4.3.4 The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the firm.**

#### 4.4 Evaluation Criteria

##### 4.4.1 Firm Qualifications and Experience

- Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.
- Provide at least three (3) references for which your firm has provided the same or similar services. Include a point of contact, telephone number, and a brief description of the services provided.

##### 4.4.2 Key Project Staff and Resources

Identify key project staff and subconsultants expected to provide services on behalf of the firm. Resumes should be included for each of the individuals and subconsultants referenced.

##### 4.4.3 Contractor Availability

Describe the firm's location where the primary services are to be provided and the ability to respond to and meet in person, telephonically, and virtually with MOA personnel when required during the performance of the contract.

##### 4.4.4 Cost

Include an estimated lump sum cost for example services detailed in Attachment 2.

## 5.0 EVALUATION CRITERIA AND PROCESS

### 5.1 Evaluation Criteria Weighting

The criteria to consider during evaluations, and the associated point values, are as follows:



1. Firm Qualifications and Experience	30 points
2. Key project staff and resources	40 points
3. Contractor Availability	10 points
4. Cost	20 points
<hr/>	
Total Points Available	100 points

5.2 Qualitative Evaluation Criterion

Firms will be ranked using the following qualitative rating factors for each RFP criterion:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 30 points was “Good,” they will assign a “qualitative rating factor” of 0.6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (30) for a resultant 18 points.

5.3 Quantitative Evaluation Criterion

The award of the “cost” points will be determined by the calculation shown below. The lowest cost proposal will receive the maximum number of points awarded for the “cost” criteria:

$$\frac{\text{Lowest cost proposal} \times \text{Maximum \# points for category}}{\text{Cost of proposal being scored}}$$

**EXAMPLE**

Method used to convert Total Cost to Points (20 Points Maximum)

**[STEP 1]**

List all proposal costs.

Proposer #1                    -                    \$40,000

Proposer #2	-	\$45,000
Proposer #3	-	\$48,000

**[STEP 2]**

The RFP awards a maximum of 20% (20 points) of the total of 100 points for fee schedule.

**Proposer #1 receives 20 points.**

Proposer #1 receives 20 points (the max) because they submitted the lowest cost proposal.

**Proposer #2 receives 17.8 points.**

$$\frac{\$40,000 \times 20}{\$45,000}$$

**Proposer #3 receives 16.7 points.**

$$\frac{\$40,000 \times 20}{\$48,000}$$

**5.4 Evaluation Process**

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the proposal(s). The committee will rank the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three (3) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators' scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked Proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Municipality for the purposes of contract award.

## 6.0 SELECTION PROCESS

The three (3) Proposers with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the fourth highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

## 7.0 SAMPLE CONTRACT

All Proposers must carefully read and review the attached Sample Contract (ATTACHMENT 1). The final Contract with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wishes to make changes to the Sample Contract, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAS BEEN ACCEPTED.

## 8.0 ATTACHMENTS

Attachment 1: Sample Professional Service Contract

Attachment 2 – Cost Worksheet