



**REQUEST FOR PROPOSALS
FINANCE DEPARTMENT OPERATIONS
THE CITY OF CRESCENT CITY**

RFP 2022-03

Issued December 19, 2022. Deadline for Submission January 27, 2023.

Introduction and Background:

The City of Crescent City's long-time Finance Director has retired. The city has been unsuccessful at finding a suitable replacement. Therefore, the City is seeking a qualified firm, who is familiar and comfortable with Edmunds GovTech Software, and has the ability to have someone on-site at least two days per week, to act as our Finance Director. This firm will also provide Finance Department services to supplement, coordinate and oversee our payroll, accounts receivable and accounts payable functions. We currently have an accounts payable clerk and a payroll clerk who also acts as our human resources coordinator.

1) Requirements:

- Plan, manage and direct the operations of the Finance Department, including personnel and operating expenditures of finance, accounting, cashiering, licensing, billing and collecting sums due the City and related financial accounting and systems operations.
- Maintain current and accurate accounting records of City activities, in accordance with accepted municipal accounting practice and governing city laws.
- Assist in preparing the annual operational budget and ensure compliance with the related budget preparation and submission requirements.
- Provide periodic reporting and financial presentations to the City Commission and advise the City Manager and Commissioners on significant financial matters as needed.
- Maintain responsibility for adequate safeguards for City assets, including cash, inventories, equipment, and pertinent records concerning the same, as well as records of all receivables and liabilities of the City.
- Ensure prompt deposits of all receipts in designated bank accounts as well as prompt payment of current bills and obligations against the City, when approved.
- Maintain responsibility for annual financial audit and complete other periodic compliance functions when needed.
- Perform other related services as mutually agreed upon.

2) Terms of Proposal:

1. All proposals must include a statement of authorization to bid by a principal of the responding firm
2. Bidder status: bidder must disclose any relevant conflicts of interest and/or pending lawsuits
3. Proposal must include items listed under “Proposal to Include” (below).

3) Proposal to Include:

Six (6) bound copies and one electronic copy on a drive with the following sections:

1. Executive summary
2. Qualifications and experience
4. Cost breakdown: Monthly fee, incidentals, special projects, etc.
5. Resumes of all who will work on the account

4) Insurance:

Include a description of professional liability insurance including policy provider and limits.

5) References:

Please submit at least three references for similar work over the past five years. List the company, contact person, phone, and email of the contact.

6) Evaluation Criteria:

The proposal should include at least enough information to provide for the following:

1. Familiarity with Edmunds GovTech software (We use it for Finance and Utility Billing)
2. Familiarity with Fund Accounting, including CRA Funds, Penny Sales Tax Funds, Enterprise Funds, etc.
3. Ability to have personnel on-site at least two days/week.

11) Due Date:

- a. All proposals are to be submitted to Charles Rudd, City Manager, 3 N. Summit Street, Crescent City, FL 32112. Please submit any questions or requests for additional information by email to citymanager@crescentcity-fl.com by January 20, 2023. Questions, replies, and information asked for by any respondents will be posted on the website as an addendum.

PROPOSALS ARE DUE BY FRIDAY, JANUARY 27, 2022 BY 4 PM, EST.

Any or all proposals may be rejected or accepted for any reason deemed appropriate by the City.